



Woodlands of Chatterton Village

Woodlands of Chatterton Village Homeowners Association Board of Directors

Minutes • Wednesday June 26, 2013

7:00 – 9:00pm

- **Roll call: 7:01 pm Annette Solomon, Keith Rainwater, Judy Curcio, Atif Agha, Ryan Hass, Kim Moseley of KCPS present**
- **Adoption of agenda - approved**
- **Review of minutes of preceding meeting on May 22, 2013 - approved**
- **Open forum for residents** (co-owners and tenants): Co-owner attended meeting to express concern regarding clubhouse rental cancellation. Board voted and approved co-owner having rental credit for up to 1 year.

- **Reports of officers, committees, and management company**
 - President – No report
 - Vice President - No report
 - Treasurer
 - Year-to-date summary
 - Operating checking: 58,707
 - Reserves: 96,428
 - Encumbered from reserves: bldg. 18 irrigation project; bylaw & master deed rewrite
 - New home for reserve funds
 - Summary of delinquencies and collection actions
 - Committee updates:
 - Community Standards: Atif to discuss communication process with KCPS regarding violations. Board agreed to continue with current procedure whereas board gets email regarding violations.
 - Clubhouse: Pool maintained very well, insect problem that will be sprayed
 - Social: Family Fun Day update – Good turnout (25-50 ppl present). Fun in pool & children's games
 - Neighborhood Watch: No report
 - Three Community Panel: Update (KC Property), Schedule 3-panel meeting for 5:30 pm on 7/16/13. The square approved changes to 3-panel agreement. Waiting the Village response.
 - KC Property - management report, inspections, work orders
 - Review responses to recent KCPS task lists (bi-monthly reports successful)
 - Kim reviewed and made corrections to budget categories
 - Priorities for Pembroke unit concrete problems, Bldg 15 Radcliff lawn concerns, improvements in front bldg area
 - Irrigation work continued. Kim meets with contractor & will have updated pond reports
 - Clubhouse waterline issues on southeast side. G&G looked for moisture & turned water off. Issue now fixed
 - Gutters "look pretty good" per contractor. Need to clean in front of doors per Judy.
 - Proposals for parking striping
 - No good camera angle in front of patio doors and bathrooms (cost of camera appx. \$400.). Judy suggested moving 1 camera.
 - Makower contact re: sheriff sale

- KCPS will contact contractor re: porch overlay at Ormskirk unit re: work warrantee and redoing overlay
- Review annual calendar (in dropbox file)
- Violation responses:
 - Satellite on lawn – Radcliff unit – co-owner stated that dish has been in this location “forever”.
 - Barking Dog complaints – Radcliff unit – Oc-owner making complaint should speak with dog owner. KCPS will respond stating this. Community standards committee member and/or Board member can be present.
 - Satellite dishes on roof – 1 unit was grandfathered in; another unit violated multiple times with no response (send certified letter of action to unit stating that it will be removed at their expense after 30 days once approved by Makower).

New business

- Review master deed changes
 - pg. 9 item 15
 - pg. 9 item 10 co-owner not responsible for garage bulbs (but are for porch bulbs)
 - pg. 13 needs example of negligence
 - Makower language suggests that window frames are association (all window is co-owner)
 - 1A7 don't understand; no crawl space/ basements
- Review condominium by-law changes
 - Pg. 13 Section 3 A
 - Pg. 17 Section 2 A -20-30% (50% too high per Makower)
 - Pg 29 Section F – reduced to 50 units for quorum at annual meeting
 - Pg 3 Article 3 Section C- 60% (?? Keith will email)
 - Pg 3 Article 3 Section D – 2 Directors (board members) must sign
 - Pg 9 Section 3 - Must notify co-owners when reserve funds are used. Can notify over email and meeting minutes
 - Pg. 29 remove text re: grills being on balcony
 - Makower will be on-site to address changes
- Discuss process for WOCV vote on master deed and by-laws (Keith will contact Makower to draft letter to co-owners re: changes and process & request responsibility grid)
 - Aug. 1st letter goes out w/ 45 days to obtain votes
 - Board will go door-to-door to obtain 2/3 votes
 - Makower at WOCV mid-Aug. (special session) to answer questions
- FY2013 – 14 budget process ~ topics to brainstorm:
 - New, improved categories for 13-14 budget (e.g., three-community administrative expenses & irrigation; insurance deductibles)
 - “Needs” for 13-14 budget year (e.g., bury drainage lines 2015, drainage B units 2015, caulking 2014, side walk repairs 2014, increase monthly reserves contribution 2014, irrigation/ pond 2014)
 - “Wants” for 13-14 budget year (e.g., higher quality mulch 2014, KCPS coverage {Kim unable to give status currently}, clubhouse carpet {KCPS to get estimates})
 - Dues increase models
 - July: Keith presents budget draft
 - August: approve 13-14 budget

- Clarify process for violations, architectural change requests - Board agreed to continue with current procedure whereas board gets emails regarding violations.

Old business

- Grounds and Gardens - Update on progress of lawn recovery - See report dated 6/25/2013 from Mike Pirog.
 - Update on drainage correction on the backside of Bldg 18 - Wk of 7/15/2013
 - Update on shrub/tree replacement - Wk of 7/8/2013
 - Board requesting that they be more detailed & do a better clean-up
- Parking indentations: painting parking spot lines (KCPS working on getting bids to do 2015)
- Trackers:
 - Community improvements on hold:
 - Clubhouse carpet replacement
 - Sidewalk repairs
 - Tree trimming
 - Proposed bike path btw Village & WOCV
 - Drainage repairs: "B" units on front side of buildings need completion.
 - Caulking around front doors
 - Reburying drainage tubes
 - Work requests ON HOLD:
 - Ormskirk unit: There is a pipe sticking out of the lawn that has been that way for several months. I believe it's for the drain and just needs to be re buried.
 - Radcliff unit:
 - The brick outside my front entrance (next to the door) is cracked and needs to be fixed. // Co-owner came to BOD meeting. BOD requested she call Pulte warranty first regarding caulking between brick and sidewalk.
 - Also, needs wood repaired around frame of master window. - Building scheduled for paint and board replacement 2013.
 - Bush in front has overgrown the space? The bush is large, but in beautiful shape, nothing wrong with it except the co-owner cannot see anything else but the bush when sitting on her porch.
 - Pembroke unit: grass in poor shape
 - Pembroke unit: caulking around front door needs to be replaced
- Executive session: Liens/Foreclosures
- Items for future newsletters: Scrub tree replacements 7/8/13; upcoming social activities; irrigation corrections
- Next HoA meeting: Wednesday, July 24, 2013
- Adjourn – 9:17 pm