



Woodlands of Chatterton Village

Woodlands of Chatterton Village Homeowners Association Board of Directors

Minutes • Wednesday, March 27, 2013

7:00 – 9:00pm

- **Roll call:** 7:03 pm; Atif Agha, Keith Rainwater, Annette Solomon & Kim Mosey from KC Property (Judy Curcio, Ryan Hass absent)
- **Adoption of agenda** - approved
- **Review of minutes of preceding meeting** - Approved
- **Open forum for residents** (co-owners and tenants) – none present
- **Invited guests:** Grounds and Gardens
 - Board reintroduced members and discussed expectations including providing feedback, means of G&G communicating with board, snow removal in front of garages, coordinating services at WOCV, improvement of landscaping at entrance of property, & reviewed budget.
 - G&G will do slit seeding mid-April, root development, etc.
 - Jay from G&G will be on-site once per week
- **Reports of officers, committees, and management company**
 - President (absent)
 - Vice President (absent)
 - Treasurer
 - Reserves: **\$84,496**
 - Operating checking: **\$72,282**
 - Walk through YTD comparison document – legal expenses over; pool phone credit from Nov. ?; clubhouse maintenance \$450 spent on supplies – will be increased from previous year; need Lysol wipes; general grounds maintenance incorrectly coded (needs to be removed); insurance rates will increase; \$993 annual building maintenance should be incorporated with building maintenance and repair; should we consider voting to decrease buildings painted per year by one;
 - Keith motioned to move back-flow & back-flow repair categories to property & liability insurance – board approved
 - Delinquencies overview (specifics during executive session, as needed)
 - 4 foreclosures & 1 eviction (approval for eviction)
 - Preparation to relocate financial institution (remaining CD expires 07/2013)
 - Update on three-community panel (filling in for Judy): approved amendment & contract (approved Twin Oaks).
 - Grounds assistant update (A.Taylor): walkthrough report (dog waste, sidewalks); handling blown trash violations
 - Committee updates:
 - Community standards – finalized email report with Sade and excel file will be updated regularly.
 - Clubhouse: major supply purchase for cleaning clubhouse 1-2X monthly. Completed thorough cleaning 3/27/13
 - Social: working on Family fun day during Memorial Day pool opening
 - Neighborhood Watch: no report
 - Garage sale (Saturday, May 18, 2013): started promotion
 - KC Property - management report, inspections, work orders (timers on lighting off and will be fixed; inspections going well).

- Review responses to recent KCPS task lists (bi-monthly reports successful)
- Review annual calendar (in dropbox file)
- **New business**
 - Votes initiated via email:
 - Increase clubhouse Fri – Sun rental fee to \$150 – board approved to start asap
 - Insurance deductibles – board denied
 - Adding new requirements to violation fee schedule- board approved
 - Provide contact information for co-owner and tenant (if applicable) annually
 - Provide copy of executed lease within 30 days of lease taking effect
 - Provide proof of condo insurance annually -- condo insurance must meet minimum standards set by Board
 - Provide proof of water heater check at least every three years
 - Provide proof of dryer vent cleaned at least every three years
 - Woodlands insurance policy renewal with Travelers Insurance \$47,097 for 2013-2014 {\$43,000 for \$5000 deductible instead of \$2500 per incident} – Keith motioned to compare last coverage versus new quote (board approved contingent treasurers review).
 - Discussion -- Review comprehensive rules and regulations document (by 4/5/13)
 - Discussion -- Review bylaws revision letter (by 4/5/13)
 - Discussion -- Begin conversation about upcoming dues schedule
 - Discussion -- Pool opening, rules, etc.
 - Parking indentations: painting parking spot lines (KCPS to get bids)
- **Old business**
 - Trackers:
 - Work requests DONE:
 - 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.
 - 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

- Items for future newsletters
- Next HoA meeting: Wednesday, April 24, 2013
- Adjourn – 9:35 pm