



Woodlands of Chatterton Village

Woodlands of Chatterton Village Homeowners Association Board of Directors

Minutes • Wednesday May 22, 2013

7:00 – 9:00pm

- **Called to Order:** 7:05 pm
- **Roll call:** Atif Agha, Judy Curcio, Ryan Hass & Kim Mosey from KC Property
Absent: Keith Rainwater, Annette Solomon
- **Adoption of agenda:** Approved
- **Review of minutes of preceding meeting on March 27, 2013 (April meeting cancelled)**
Approved
- **Open forum for residents** (co-owners and tenants) - n/a

- **Reports of officers, committees, and management company**
 - President - See New Business, Grounds and Gardens
 - Vice President - No report
 - Treasurer
 - Reserves: \$92,468
 - Operating checking: \$83,122
 - Need response to last month's delinquency report
 - Need this month's delinquency report
 - ✓ Formal report in full to be forwarded to BOD. KC Property very happy to report this year's delinquencies total \$22,826, as opposed to last year's delinquencies that totaled \$72,139.
 - Need update on eviction case:
 - ✓ Attorney has check in hand of payment in full including May Association fee. Once check clears, the entire board will need to sign a consent resolution which will give the President the right to sign the PA and the Deed back to the original owner. KC to notify the BOD when the document is in the clubhouse office. Once all BOD members have signed the document, notify KC Property to pick up the document.
 - Will move reserve funds in July to new financial institution
 - November 2013 dues increase: landscaping expenses, management coverage, water increases (WOCV + retention pond irrigation expenses), sidewalk repair fund, asphalt repair fund
 - ✓ All approved.

- **Committees/Initiatives updates:**
 - Board member building checks:
 - ✓ Action to stay with KC Property inspection.
 - Community standards: create new warning letter for noise violations and landscaping issues
 - ✓ Has been addressed by Atif
 - Clubhouse: pool opening on schedule for Memorial Day weekend
 - Social: Family Fun Day June 23rd, more to follow.
 - Neighborhood Watch: no report
 - Garage sale: update of recent garage sale. Huge success.
 - Three Community Panel: working to resolve wording in legal agreement.
 - ✓ KC to make the recent corrections discussed with Makower, including the description in Item (d) Standard of Maintenance "to a level consistent with maintaining a retention basin designed to blend into our neighborhoods. Kim to contact the Square with the corrected revision and explanation for the change.

- Website/newsletter:
 - Suggestions for content?
 - Need feedback from KCPS on “what to do in an emergency” guidelines
 - ✓ KC to provide additional information to Keith.
- **KC Property - management report, inspections, work orders**
 - Review responses to recent KCPS task lists
 - ✓ Per Lorie at Canton City, clogged drains in community, between bldg's 20 and 16 are on private property and, therefore, the responsibility of WOCV. KC Property has contacted Wade Trim to clean out the drains.
 - ✓ Ditch running along Geddes needs to be retrenched and cleaned out. KC Property contacted Wayne County Road Maintenance, they will send someone out and look at the situation. Grounds and Gardens has cleaned out the cattails from last year.
 - ✓ Ormskirk unit: Warranty repair work to start tomorrow, 5/23/2013.
 - Review annual calendar
 - KC Property responsiveness
 - ✓ KC continuously striving to reply timely to all BOD members. KC has proposed a trial to put someone on site at Woodlands during the week at no additional cost to WOCV. This could possibly start at the first of the new year 2014.
- **Weekly trash pick-up (A.Taylor): by Keith Rainwater**
 - ✓ Informed the BOD that A.'s family is building a house and may move as early as August.
- **Twice/month clubhouse cleaning (Annette Solomon): by Keith Rainwater**

New business

- 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 - board approved.
 - ON HOLD:** pending resolution of by-law and master deed re-write
 - 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
- By-law and master deed re-write
 - Received Word version of Makower’s letter last Friday; will send summary of Board’s feedback to Makower by end of this week
 - Rental limit: Approved with the statement: "The Board has the ability to put a cap on rental/owner percentage based on FHA guidelines."
- Board member should be cc'ed on ALL correspondence with attorney
- **Grounds and Gardens (Judy)**
 - G&G grass recovery from fall.
 - ✓ Radcliff unit - needs slit seeding. No grass at all.
 - Grounds and Gardens proposal for correcting the ponding of water on the backside of Bldg. 18
 - ✓ Approved, G&G to connect drain pipes currently in place with storm drain and another connection from field to storm drain.
 - Update on walk around with G&G on 2012 plant warranty and Quote for new replacements needed.
 - ✓ Approved

- Request from G & G
 - Flowers and Mulch next week, would like to order mulch delivery for next week (Weds or Thurs) I would like to work it out of the clubhouse lot. Would this be OK?
 - ✓ Approved, Grounds and Gardens must cover manhole in clubhouse parking lot.

Also, we have standard hardwood mulch ordered (140 yds) Last year we put down dyed mulch. I like this much better because it holds its color 2 or 3 times longer. The upcharge = my direct materials cost is 4.64 more per yard. Would you like to upgrade? total additional cost = \$649.60, Steve

- ✓ Not approved, use standard hardwood mulch.

- Parking indentations: painting parking spot lines
 - ✓ KC still trying to find a vendor that does this work.
- Board to approve petty cash fund for purchases (e.g., cleaning supplies)
 - ✓ Not approved, reimburse by receipt only.

- **Old business**

- Trackers:
 - Community improvements on hold:
 - Clubhouse carpet replacement
 - Sidewalk repairs
 - Tree trimming: Approved for 2013
 - Proposed bike path btw Village & WOCV
 - Drainage repairs: "B" units on front side of buildings need completion.
 - Cement caulking around front entrances
 - 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.
 - Pembroke unit: grass in poor shape
 - Pembroke unit: caulking around front door needs to be replaced

- Executive session: Liens/Foreclosures
- Items for future newsletters: Buildings to be painted this year.
- Next HoA meeting: Wednesday, June 27, 2013
- Adjourned – 9:04 pm