



Woodlands of Chatterton Village

Woodlands of Chatterton Village Homeowners Association Board of Directors

Minutes • Thursday, November 15, 2012

7:00 – 9:00pm

- **Roll call: 7:00 pm** Keith Rainwater, Atif Agha, Ryan Hass, Judy Curcio, Kim Mosley
(Annette Solomon – Absent)
- **Adoption of agenda :** Approved
- **Review of minutes of preceding meeting:** September minutes approved
October - Annual meeting minutes - not completed yet.
- **Open forum for residents (co-owners and tenants):** No co-owners present.
- **Reports of officers, committees, and management company**
 - President
 - Annual Meeting review - Over fifty people attended. Good informational meeting, but we did not meet quorum to hold the election. Previous officers and those newly appointed will carry out the business of the Association.
 - Vice President - no report
 - Treasurer
 - October 2012 expenditure tracking (KCPS will review year to date variance report)
 - Accounts payable: Village owes \$5,000 (2012 bill), Square owes \$10,000 (2010 and 2012 bills);
 - Reserves: \$68,608
 - Operating checking: \$21,219
 - Committee updates:
 - Community standards
 - Transitioning to email-only committee for time being
 - Email group update
 - Information drive update (to relaunch after holidays)
 - Grounds assistance update (A. Taylor)
 - Clubhouse
 - New rental agreement - Slight changes made in wording of contract.
 - Social - Ryan commented that the Halloween party was a great success, about 15-20 families participated.
 - Neighborhood Watch - no report
 - KC Property - management report, inspections, work orders, financials
 - Review annual calendar
 - For new members: bylaw violation “clock” and liens/foreclosures process (executive session)
 - Reviewed liens /foreclosures procedures
 - Approved 3 month delinquency or \$450 in arrears to begin lien process
 - Approved 9 month delinquency or \$900 in arrears to begin foreclosure process.
 - Visual sweep for vacant units prior to freezing temperatures (concerns re: water leaks)
 - Water heater leak, building #11, set off fire alarm and restoration company is compiling large repair bill.
 - Reviewed responsibility matrix
- **New business**
 - Lawn, irrigation, and snow removal contract
 - Grounds and Gardens: Reviewed one year contract for snow removal and landscape
 - All approved on the basis of their proposed recovery plan for troubled areas.
 - By mid July, if not satisfied with recovery, the board would consider the 30 day option to terminate.
 - Look to increase our grounds maintenance budget for 2014 to be able to make a change if necessary.
 - North Star Pools contract : Offered a three year contract at same cost as last year.

- Keith motioned to accept the three year contract
 - All approved
 - Three community panel update
 - Responsibility area: Our attorney, Mark Makower reviewed documents from the City and also requested documents from Wayne County.
 - Results: shared responsibility ends at sidewalk. Sidewalk and grass area to street are Woodlands responsibility.
 - KC to give Makower guidelines for drawing up "memo of understanding" to be signed by the Village and Square.
 - Vendor selection update: Board consensus: Twin Oaks if within budget \$18k
 - Snow policy: brief review and discussion of potential edits
 - Keith to review and submit to board members for approval.
 - Ask attorney to update responsibility grid (remove inconsistencies & contradictions)
 - KC to have Makower suggest what changes are needed to the by-laws for clarity. (ex: water heater negligence?)
 - Suggestion to provide co-owners with a list of responsibilities and articles on maintenance through the newsletter.
 - Website & technology
 - Website updates and improvements: postponed
 - Dropbox vs Google Drive
 - Board members receptive to trial of using Dropbox features. Keith to email website link.
 - Should WOCV paint lines on parking indents? - postponed.
 - Holiday Decorations:
 - Put an article in the newsletter requesting volunteers for hanging and taking down holiday decorations. If no volunteers come forward, there will be no decorations on the clubhouse or the entrance. Decorations are stored in the attic, access from the storage closet.
- **Old business**
 - Trackers:
 - Work requests DONE:
 - 2 Ormskirk Dr. units: Ongoing request to correct drainage on connecting concrete porches. Water/ice stays on porch through winter, cannot use front door in these conditions.
 - Thin layer applied to create runoff from porch. - Review application and effect.
 - Work requests ON HOLD:
 - Ormskirk unit: Drain pipe needs to be buried
 - Radcliff unit:
 - Caulking between brick and porch slab.
 - 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
 - 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.
- **Upcoming meetings/events**
 - **Next HOA Meeting February 20, 2013**
- **Adjourn: 9:20 pm**