



Woodlands of Chatterton Village

Woodlands of Chatterton Village Homeowners Association Board of Directors Minutes • Wednesday, November 19, 2014 7:00 – 9:00pm

- **Roll call:** Judy Curcio, Lynn Mullally, Bonnie Donaldson, Dennis Prichard, Lori Proctor
Absent: Stuart Lazar, Kim Mosey
- Opened meeting: 7:05 pm
- **Adoption of agenda:** approved 3-0
- **Review of minutes of preceding meeting: Annual Meeting Minutes of October 15th, 2014** approved 3-0
- **Open forum for residents:** resident mentioned a stranger on her porch
- **Reports of officers, committees, and management company**
 - President: Board Member responsibilities- Judy reviewed position roles and confirmed with members they will remain in their positions. Dennis will be the member at large.
 - Website updates- should be updated by December 1st. Dennis will monitor and send updates to Kim for the website.
Judy introduced new Board
KC Property will remove proposed by-law and matrix from the website
 - Vice President: Jonathon has continued to replace light bulbs and police the trash after trash day
 - Treasurer:
 - Operating checking: \$19150.48
 - Reserves: \$223,822.19
 - Discussed the timing of the reports to the Board. It is not acceptable to receive reports only hours before the meeting. Reports should be received a week before the meeting but no later than the Friday before the meeting on Wednesday.
 - Committee updates:
 - Clubhouse Update: no report
 - Social Committee: Halloween Event was very successful. Yolanda will send the pictures to Dennis for posting on the website
 - Neighborhood Watch: Need chairperson Judy shared an article advertising the need and the responsibilities it would entail. We will post the request for a volunteer on the website and in the newsletter
 - Three Community Panel: Kim to update board – tabled until next meeting

New business

- Snow Emergency Policy – Group reviewed an updated version and implement policy.
 - Calcium Chloride Bucket Policy - reviewed and implement policy, size of bucket for replacement needs to be added.
- **KC Property Services**
- Management report, inspections, work orders provided to board members.
 - Snow contract including salt buckets – Northern Pines was approved last meeting
 - Contract review for Calcium chloride socks Judy motioned to accept Kearns proposal Lynn seconded passed 4-0
 - Confirm Gutters cleaned and last fall cleanup preformed – Lori confirmed this work has been completed

Old business

- Annual Meeting Review – was discussed; no procedure changes in future meetings
- Trackers: Email update from KC Property - tabled
- Executive session: delinquencies were reviewed. Lori reviewed year end financials. Kim will send a detailed spreadsheet to Board for their review. Furnace filter in the clubhouse needs to be checked and replaced if needed. Stuart will respond to Lynette regarding her email to the Board.
- Items for future newsletters: New Snow Emergency Policy, Calcium Chloride Bucket Policy, recruit committee chairperson for Neighborhood Watch
- Next HoA meeting: Winter break December/January, next meeting February 19, 2015
- Adjourned: 8:52 pm