



## Woodlands of Chatterton Village

### Woodlands of Chatterton Village Homeowners Association Board of Directors

Minutes • Wednesday November 20, 2013

7:00 – 9:00pm

- **Roll call:** *Judy Curcio called the meeting to order at 7:00pm. Judy Curcio, Stuart Lazar, Bonnie Donaldson, Carolyn Mullaly, Joshua Vaselli were present as well as Kim Mosey with KC Property Service.*
- **Adoption of agenda:** *Agenda was adopted for November 20, 2013*
- **Review of minutes of preceding meeting on Sept 25th and October 23, 2013:** *minutes reviewed and redacted minutes approved for posting on web site.*
- **Open forum for residents:** *no residents were present*
- **Reports of officers, committees, and management company**
  - President: *Judy Curcio*
    - Board Positions: *Judy Curcio-President, Lynn Mullally-Vice-President, Stuart Lazar-Treasurer, Bonnie Donaldson-Secretary, Josh Vaselli-Member at Large*
    - Review of Annual Meeting: *we did not meet quorum, we will continue with regular business.*
    - Grounds Assistant – *will be Johnathon Shipman. He will work after garbage pick up. Judy will oversee his hours and timesheet, Lynn will back her up when she is out of town.*
  - Vice President: *Lynn Mullally*
  - Treasurer: *Stuart Lazar*
    - Year-to-date summary *was shared by Kim Mosey*
    - Operating: *\$44,268*
    - Reserves: *\$116,658*
      - Encumbered from reserves: *bldg. 18 irrigation project; bylaw & master deed rewrite*
      - Budget ends with *\$8000.00 surplus*
  - Committee updates:
    - Community Standards *needs a chairperson.*
    - Clubhouse: *Annette Solomon*
    - Social: *Annette Solomon*
    - Neighborhood Watch: *Dennis Prichard*
  - Three Community Panel: *Schedule meeting to select lawn service for 2014. Snow removal contract was discussed. Several changes to contracts were suggested. Kim Mosey will communicate the requested changes to the bidders. Final vote for Snow removal will occur via email pending changes to bids.*

### New business

- Contracts for review
  - *KC Property Service contact was reviewed. Following changes were requested:*
    - *Section 2.6-Add "we are not responsible for any KC Property employee nor shall they be considered an employee of the Association. Association will not be responsible for payroll taxes, benefits, etc.*
    - *Section 3-change to "in which case authorization for repairs may be made by the AGENT up to \$7,500 without board approval, over that amount must be approved by the board."*
    - *Section 4.3 Agent Insurance -Modify to \$250,000.00*

- Section 5.1- Omit "Cancellation of contract fee"
- Section 10.4- Leave as is (120) days

*Judy motions to approve KC Property contract for 2 years, pending changes. Stuart 2<sup>nd</sup> the motion. All voted in favor.*

- 2014 Summer Lawn Care *will be decided at a later date.*
- Grounds and Gardens *service was discussed*
- Electrical
  - Entrance spot lights – *KC Property will investigate changing spotlights to LED lights.*
  - Garage Lights- *KC Property will investigate light fixtures. If anyone notices one not working please let KC Property know the address. Approximately six broken lanterns to be replaced. KC to order lanterns. Further discussion at a later date, a) replace current style as needed; b) replace longer lasting style for entire community.*
- WOCV Newsletter – Bonnie Donaldson
  - Winter snow removal reminders
  - *Any articles to be to Bonnie by the 15<sup>th</sup> of every month. Newsletter will be a monthly publication.*
  - *Need the date of the potluck*

### **KC Property Services**

- *Management report, inspections, work orders were discussed. Board voted 4-1 to move forward with eviction of the tenant on Radcliff with the barking dog and continuous illegal parking.*
- *Board discussed an additional dues increase for next year. No decision was made.*
- *Kim will send a copy of the reserves study to all new Board members.*
- *Website will now be managed by KC Property*
- *Outside Security Camera has been moved to better view the pool area. Having problems with AT&T, changed over to Comcast. KC Property updated everyone. Links to the camera will be emailed to Board members.*

### **Old business**

- Condominium By-Law and Master Deed Changes:
    - *Gift Card Drawing – KC Property to draw winners of the gift cards, winners to be announced in the Newsletter*
    - *Need 143 approved votes to pass*
    - *Extended deadline to Dec 15<sup>th</sup> for any additional votes*
    - *Suggestions for completion- Need clearer description of changes, tabled till February.*
  - Dues increase proposed for FY2013-14 Budget
    - *Caulking around front porches and sidewalk: 2 Bldgs completed in 2013, balance to start in the spring*
    - *Side walk repairs 2014*
    - *Increase monthly reserve contribution (14%) 2014*
    - *Higher quality mulch 2014*
    - *Glass bulletin board for pool area -to be purchased in Spring 2014*
    - *Proposed Clubhouse house carpet vs tile - Postponed*
    - *Bury drainage lines - Review Proposals*
      - ✓ *Grounds and Gardens*
      - ✓ *Twin Oaks*
- Contracts were reviewed; changes were proposed. Kim Mosey will communicate changes with companies who submitted bids. Kim will communicate results from bidders, Board will vote via email.*
- *Complete Drainage B units 2015 - Proposals requested*

- Grounds and Gardens
  - Irrigation closure for winter *was completed*
  - Water meter removal and leak at main *was completed*
  - Leaf cleanup - *G&G to do one more leaf cleanup*
- Gutter Fall Cleaning *was completed*
- Trackers:
  - Community improvements *listed below were discussed.*
    - Tree trimming - Complete 2013 - Look at again in 2015/2016
    - Proposed bike path btw Village & WOCV - on hold
    - Drainage repairs: "B" units on front side of buildings need completion. - 2015
    - Garage doors need painting
    - Caulk garage areas between building and drives.
  - Work requests: *KC Property will follow up to be sure these are completed*
    - 47604 Ormskirk: Rebury drain pipe
    - 3858 Radcliff: Caulking around front door:
    - 47704 Pembroke: Caulking around front door needs to be replaced
    - 47464 Pembroke: grass in poor shape
- Executive session: Liens/Foreclosures: *updates will be forthcoming*
- Items for future newsletters: *please send to Bonnie at bonnied11@yahoo.com*
- Next HoA meeting: Annual Meeting, Wednesday, February 26, 2014  
Adjourned: 10:03pm