



Woodlands of Chatterton Village

Woodlands of Chatterton Village Homeowners Association Board of Directors

Meeting Minutes • Wednesday, October 21, 2009

7:00 – 9:00pm

- **Called to order at 7:00 pm by Rachel**
- **Roll call:** Joshua, Sue, Ryan, Rachel, Judy
- **Adoption of agenda:** All approved
- **Open forum:** Cancelled for this meeting
- **Review of minutes of preceding meeting:** Rachel motioned for the Sept BOD Meeting minutes to be approved per change made by Joshua. All approved
- **Reports of officers / management company**
 - President - Rachel wanted it noted that at the Board meetings, all officers must express their opinions on every issue. If there are disagreements or misunderstandings, it should be brought up the night of the meeting. We are a working Board where everyone contributes to the final decisions.
 - At the November Board meeting we will discuss how we want to sell the acquired property at 47535 Pembroke.(ex: auction, bid proposals, etc.)
 - Northstar Pools was on site to repair the catch basin at the east end of the pool and found that the water had been turned on, then off again from the storage room. The lines had to be blown out again and a tie-twist had been secured to the lines to prevent anyone else from turning on the outside lines.
 - The painters had used the water to powerwash the outside of the clubhouse before starting to paint. KC Property to contact the painters and advised them to only use the spigot in the utility room.
 - Review of Board meetings for the following months:
 - November 18, 2009
 - December – NO MEETING
 - January – NO MEETING
 - February 17, 2010
 - Vice President – n/a
 - Secretary – n/a
 - Treasurer – Reviewed expenses for the year.
 - Acct Balance \$40,529.98, Reserve = \$96,751.74
 - Square has not reimbursed the Woodlands their 1/3 share \$5,576. KC Property to follow up.
 - Reviewed report of properties turned over to D&W. No action required.
 - Request that KC Property notify Bank owned properties of damages or repairs needed at their property. As an option, we will do repair and bill them.
- **Old business**
 - Annual Meeting – Arrive at clubhouse by 5:30 pm
 - Rachel to contact KC Property to purchase Cookies, water bottles, pop, coffee cups, sugar, creamer, plates.

- KC to purchase screen for showing presentation
 - Arrange chair rental, Rachel to describe set-up for Kevin.
 - Joshua to get updated count of qualified voters.
 - Need proxy count from KC Property – be sure KC has received proxy from bldg #13.
 - Landscaping/Snow
 - Reviewed contracts from Twin Oaks and Grounds and Garden. Opinions were expressed by each member that attended the introduction meetings. The motion was made by Rachel to accept the Grounds and Garden contract for \$78,010. All approved.
 - KC Property to purchase salt buckets on behalf of the Association to be placed on the front porch of each unit. Grounds and Garden to purchase the salt and keep them filled as needed.
 - KC Property to send reminder notice to all co-owners on how they can help the snow removal service. Also add to the notice that the “salt provided at each unit comes at a cost to the Association, so only use as needed”.
 - Joshua to work with Grounds & Garden on setting up payment program.
 - KC to transpose Ground and Garden’s contract to our approved format with a deadline for a signed contract of Oct. 31st.
 - Tree/Shrub Update
 - The tree’s and shrubs planted were of good quality and new mulch was added. All 41 tree removal areas have been repaired and seeded. Payment was submitted in two invoices, Joshua motioned that both invoices be approved for payment. All approved.
 - Pool Update
 - Reviewed contract from Northstar Pool for \$17,100 + 720 for weekly water reports. Judy made the motioned to accept the contract. All approved.
- **New business**
 - Drainage
 - Reviewed drainage bids, Slay and Peninsula accepted to submit final proposals. Drawings to be submitted to Canton Township for their approval. KC Property to send regret letter to Metropolitan..
 - Painting/Maintenance Contract
 - Painting has started on the Clubhouse. KC to ask Bill Elwood for a time frame for completion of first phase.
 - Work Order for 47623 Pembroke
 - BHI estimate looks like a copy-cat estimate of previous work. KC to ask BHI to itemize their invoice with the work and materials that are used in the repair.
 - KC Contract
 - Rachel to request KC send their 2010 contract to the Board for approval. Contract to include breakdown of management report additions.
- **Upcoming meetings/events**
 - Wednesday, 11/18 7 PM-Monthly Board Meeting
 - Wednesday, 10/28 7 PM-Annual Meeting
- **Adjourn at 9:50 pm**