



## Board of Directors Meeting Minutes Wednesday, September 16, 2009

- **Meeting called to order** at 7:02 pm
- **Roll call:** Sue, Ryan, Joshua, Rachel, Kim – KC Properties
  - Timika Jefferson, Dan Gniewek, Dennis Prichard, Larry Curcio, Michele Dickerson, Geraldine Giles.
- **Adoption of agenda:** All approved.
- **Hearing for violation notices:**
  - Pembroke – Barking Dog
    - Tenant settled dispute with neighbor and they are working together to correct the problem.
  - Reviewed other violations issued, they were first offense and no further action required by BOD.
- **Open forum:**
  - Pembroke, co-owner expressed front door needs painting and weather stripping is missing. Association responsible for general maintenance, such as painting caulking etc... Missing weather striping and scratches to door considered damage and co-owner would be responsible. Co-owner will wait for scheduled reserve maintenance which will begin in 2010.
  - Clubhouse Rental: Request from co-owner to have \$100 rental fee returned due to canceling rental. Rental fee will be returned this time.
    - To be fair to all co-owners wishing to use the clubhouse the following statement will be added to the rental agreement. If there is a cancellation, the rental fee will be returned if the cancellation has been received at least 14 days prior to the event. If cancellation is received within 14 days of the event then a “credit only” will be issued.
  - Neighborhood Watch Committee – New chairperson is Dennis Prichard and his back-up is Dan Gniewek. The new committee has met and have updated their community contact list. Rachel to provide Dennis Prichard with access to Google email for passing on notices or updates from the Police Department.
    - Co-owner requested Committee update notice be put in the Newsletter and posted to the Website. Dennis to forward community contact list to Keith. Judy to forward Neighborhood Watch Committee update with dispatch number for concerned calls.
  - Pool gate by basketball court needs to be padlocked. KC Property to purchase lock for gate.
  - Lights need to be reset on Building #17. Electrician was called out and photocell was replaced. The electrician needs to come back and reset timing. KC Property to call.
  - Pond Fountains should be pulled and stored for the winter by first week of October. KC Property to check on schedule.

- **Review of minutes of preceding meeting** – All approved, redacted minutes to be posted to the website.
- **Reports of officers / management company**
  - President - none
  - Vice President – none
  - Secretary – Northstar Pools did an excellent job of closing the pool.
  - Treasurer
    - Reviewed expenditures. Overall, expenditures within budget.
    - Operating budget = \$ 47,524.04, Reserve = \$98,082.40.
    - Quote of \$755 from Northstar to repair skimmer line and re-winterize line. Joshua motioned to approve repair, Rachel seconded motion, all approved.
  - KC Property Service - work orders
    - 3990 Norwich – Water leak in garage coming from 4006 Norwich A/C. Repair to A/C completed. Is drywall repair to garage completed? KC Property to call attorney to find out if this type of damage is co-owner responsibility. KC not to sign off on workorder until all repairs have been completed and a co-owner/association responsibility determined.
    - Workorder #315 Clubhouse A/C not working. Repaired burnt wires in furnace. Need to know what caused burnt wires. KC to question electrical company on cause. Do not close until cause is determined.
    - 3969, 3933, 3977, 3985, 4014, applied top soil and grass seed to low spots.
    - Ladies room bathroom toilet plunged and cleaned.
    - Eradico called for bees at 4030, 47636 and 47707. KC to call co-owners to verify problem solved.
- **Reports of committees**
  - Community Standards/Satellites-Ryan
    - Landscape brick style to be decided by the Social committee.
  - WOW – Kim to check to see when WOW will be finished with the installation and able to offer their services to the community.
  - Recreational Amenities/Clubhouse-Judy/Larry
    - Carpet needs cleaning. KC to contact “Super Steamer” to clean the carpets before Oct. meeting and Annual meeting.
    - Need inspection sheet documentation on clubhouse condition after rental., this includes inspection on Sunday after the Su rental.
- **Old business**
  - Annual Meeting – Official mailing of meeting notice, proxy, information sheet, nomination sheet, etc. to be sent the week of October 5<sup>th</sup>.
    - Voter registration to be from 5:30 pm to 6:45 pm. This will allow proper time to determine voting power represented at the meeting. Must meet quorum (last year quorum = 55 )
    - Mailing to acknowledge \$850 worth of Gift Cards to be raffled off to registered voters. Must be present to win.
    - At the time of voter registration, all eligible voters will receive their raffle ticket.

- Rachel to contact Social Committee to oversee refreshment planning for the Annual Meeting. Michele offered to donate cookies and has volunteered to work with the social committee on this event.
    - KC to call Party Max for rental of 50 chairs for Annual Meeting. If Party Max will not deliver, it has been approved by the BOD to have the maintenance man pick-up and deliver.
    - Meeting Agenda to include “Reports of Offers/committees”
      - President (Rachel)
      - Treasurer (Joshua)
      - Social Committee (Keith)
      - Neighborhood Watch (Dennis)
      - Community Standards (Ryan)
    - Handouts to have:
      - 2010 Budget
      - Neighborhood Watch
      - Trash Policy (Check Sylvia’s recommendations and update current policy accordingly)
  - Drainage Project Timeline
    - KC Property did walk around with Ann Naszradi, City Engineer and Leigh Thurston, Site Inspector determining problem areas and recommendations for correction.
    - KC Property to get quotes from contractors for recommended corrective action. Contractors must work with City to ensure work is done properly and as recommended.
    - Priority: #1 = drainage of standing water, #2 Plantings or re-landscaping to control mossy areas.
    - KC Property to issue weekly updates to the Board regarding contractor proposals.
  - Maintenance Workshop
    - Sue Mys is the Woodlands chairperson working with Diane at the Village. They will need approximately 20 chairs, Sue to contact Diane with the Village plans for chair rental.
    - The sign board will go out one week ahead advertising the event.
- **New business**
  - Contractor Proposals – Snow/Lawn
    - Reviewed contracts. President to call special meeting to have the BOD meet with Grounds and Garden and Twin Oaks. Hope to negotiate a lower rate and clarify certain points in question.
  - 2010 Pool Service Contract, - tabled
  - Shrub Replacement/ 41 Lawn Repairs
    - Joshua motioned to allot the remaining budgeted amount of \$3,000 for replacement of trees/shrubs.
    - Judy seconded the motion
    - Approved
    - 41 Lawn repairs from tree removal will be put on the spring docket for requote and scheduling.

- Building Maintenance – Paint & Caulk
  - Motion by Joshua to go with Elwood after verifying price reduction for eliminating garage door painting.
    - Rachel seconded motion.
    - All approved
  - KC Property to be sure terms state “Net 30” after painting each building.
  - Clubhouse most critical, to be done in October if possible.
  - KC to also verify included in the contract, Elwood will take numbers off columns and garage frame, paint and put numbers back on.
- **Upcoming meetings/events**
  - Wednesday, 10/21 7 PM-Monthly Board Meeting
  - Saturday, 9/26 9 AM-11 AM-Maintenance Workshop
  - Wednesday, 10/28 7 PM-Annual Meeting
- **Adjourn @ 9:10 pm**

Water		
Month	Actual	Budget
Nov	\$0.00	\$7,500.00
Dec	\$15,025.87	\$15,000.00
Jan	\$15,025.87	\$22,500.00
Feb	\$25,402.07	\$30,000.00
Mar	\$25,402.07	\$37,500.00
Apr	\$25,402.07	\$45,000.00
May	\$34,655.72	\$52,500.00
Jun	\$34,655.72	\$60,000.00
Jul	\$46,034.82	\$67,500.00
Aug	\$46,034.82	\$75,000.00
Sep	\$62,665.26	\$82,500.00
Oct		\$90,000.00

Pool Supplies / Service		
Month	Actual	Budget
Nov	\$60.00	\$0.00
Dec	\$60.00	\$0.00
Jan	\$679.50	\$0.00
Feb	\$679.50	\$0.00
Mar	\$679.50	\$0.00
Apr	\$679.50	\$0.00
May	\$2,117.68	\$2,800.00
Jun	\$3,862.77	\$5,600.00
Jul	\$10,777.41	\$8,400.00
Aug	\$14,017.41	\$11,200.00
Sep	\$17,762.36	\$14,000.00
Oct		\$14,000.00

Grounds Maintenance		
Month	Actual	Budget
Nov	\$0.00	\$833.33
Dec	\$25.72	\$1,666.67
Jan	\$25.72	\$2,500.00
Feb	\$862.26	\$3,333.33
Mar	\$862.26	\$4,166.67
Apr	\$862.26	\$5,000.00
May	\$862.26	\$5,833.33
Jun	\$1,366.63	\$6,666.67
Jul	\$3,466.63	\$7,500.00
Aug	\$4,566.07	\$8,333.33
Sep	\$5,266.06	\$9,166.67
Oct		\$10,000.00

Building Maintenance		
Month	Actual	Budget
Nov	\$3,700.00	\$4,316.67
Dec	\$3,860.00	\$8,633.33
Jan	\$4,123.00	\$12,950.00
Feb	\$4,467.22	\$17,266.67
Mar	\$6,087.22	\$21,583.33
Apr	\$6,262.22	\$25,900.00
May	\$9,113.09	\$30,216.67
Jun	\$10,138.09	\$34,533.33
Jul	\$11,087.45	\$38,850.00
Aug	\$11,724.16	\$43,166.67
Sep	\$12,869.31	\$47,483.33
Oct		\$51,800.00

Clubhouse		
Month	Actual	Budget
Nov	\$407.00	\$416.67
Dec	\$407.00	\$833.33
Jan	\$453.29	\$1,250.00
Feb	\$623.29	\$1,666.67
Mar	\$1,012.51	\$2,083.33
Apr	\$1,012.51	\$2,500.00
May	\$1,658.18	\$2,916.67
Jun	\$1,743.18	\$3,333.33
Jul	\$1,986.48	\$3,750.00
Aug	\$1,986.48	\$4,166.67
Sep	\$2,086.43	\$4,583.33
Oct		\$5,000.00

Printing / Postage / Supplies		
Month	Actual	Budget
Nov	\$0.00	\$383.33
Dec	\$688.39	\$766.67
Jan	\$773.58	\$1,150.00
Feb	\$983.92	\$1,533.33
Mar	\$1,091.52	\$1,916.67
Apr	\$1,167.45	\$2,300.00
May	\$1,614.72	\$2,683.33
Jun	\$1,751.29	\$3,066.67
Jul	\$1,945.04	\$3,450.00
Aug	\$2,400.73	\$3,833.33
Sep	\$2,541.66	\$4,216.67
Oct		\$4,600.00

Electricity/Gas		
Month	Actual	Budget
Nov	\$0.00	\$1,666.67
Dec	\$2,258.71	\$3,333.33
Jan	\$2,505.65	\$5,000.00
Feb	\$4,278.46	\$6,666.67
Mar	\$5,614.67	\$8,333.33
Apr	\$6,997.36	\$10,000.00
May	\$7,861.37	\$11,666.67
Jun	\$8,676.64	\$13,333.33
Jul	\$10,373.19	\$15,000.00
Aug	\$11,752.32	\$16,666.67
Sep	\$12,953.72	\$18,333.33
Oct		\$20,000.00

DUES (98% assumption)		
Month	Actual	Budget
Nov	\$31,110.00	\$29,700.00
Dec	\$60,260.00	\$59,400.00
Jan	\$90,330.00	\$89,100.00
Feb	\$119,663.55	\$118,800.00
Mar	\$149,552.91	\$148,500.00
Apr	\$179,707.10	\$178,200.00
May	\$209,932.10	\$207,900.00
Jun	\$240,057.10	\$237,600.00
Jul	\$270,182.10	\$267,300.00
Aug	\$300,182.10	\$297,000.00
Sep	\$330,307.10	\$326,700.00
Oct		\$356,400.00

Landscaper/Sprinkler/Pond		
Month	Actual	Budget
Nov	\$0.00	\$3,666.67
Dec	\$4,160.00	\$7,333.33
Jan	\$4,160.00	\$11,000.00
Feb	\$4,160.00	\$14,666.67
Mar	\$4,160.00	\$18,333.33
Apr	\$15,330.00	\$22,000.00
May	\$22,348.00	\$25,666.67
Jun	\$29,387.00	\$29,333.33
Jul	\$38,424.00	\$33,000.00
Aug	\$39,079.00	\$36,666.67
Sep	\$47,186.50	\$40,333.33
Oct		\$44,000.00

Snow & Ice Removal		
Month	Actual	Budget
Nov	\$5,300.00	\$6,400.00
Dec	\$10,600.00	\$12,800.00
Jan	\$15,900.00	\$19,200.00
Feb	\$21,250.00	\$25,600.00
Mar	\$26,550.00	\$32,000.00
Apr	\$26,550.00	\$32,000.00
May	\$26,550.00	\$32,000.00
Jun	\$26,550.00	\$32,000.00
Jul	\$26,550.00	\$32,000.00
Aug	\$26,550.00	\$32,000.00
Sep	\$26,550.00	\$32,000.00
Oct		\$32,000.00

Legal Fees		
Month	Actual	Budget
Nov	\$0.00	\$583.33
Dec	\$2,293.90	\$1,166.67
Jan	\$3,120.24	\$1,750.00
Feb	\$3,265.24	\$2,333.33
Mar	\$4,283.24	\$2,916.67
Apr	\$3,987.74	\$3,500.00
May	\$4,116.60	\$4,083.33
Jun	\$4,417.60	\$4,666.67
Jul	\$4,397.60	\$5,250.00
Aug	\$4,266.60	\$5,833.33
Sep	\$5,027.10	\$6,416.67
Oct		\$7,000.00

Liability Insurance		
Month	Actual	Budget
Nov	\$3,042.50	\$3,250.00
Dec	\$6,085.00	\$6,500.00
Jan	\$9,127.50	\$9,750.00
Feb	\$6,226.25	\$13,000.00
Mar	\$6,226.25	\$16,250.00
Apr	\$15,161.50	\$19,500.00
May	\$18,139.97	\$22,750.00
Jun	\$21,668.38	\$26,000.00
Jul	\$24,646.85	\$29,250.00
Aug	\$27,625.20	\$32,500.00
Sep	\$30,603.61	\$35,750.00
Oct		\$39,000.00

Aged Receivables		
Month	Actual	Actual
Nov		\$32,831.27
Dec		\$33,678.11
Jan		\$36,270.56
Feb		\$35,881.61
Mar		\$37,860.47
Apr		\$40,995.60
May		\$36,794.99
Jun		\$30,798.94
Jul		\$34,028.73
Aug		\$36,817.39
Sep		\$37,370.33
Oct		