



## Woodlands of Chatterton Village

Woodlands of Chatterton Village Homeowners Association Board of Directors

**Meeting Minutes • Wednesday, September 15, 2010**

7:00 – 9:00pm

- **Roll call:** Rachel Everett, Sue Mys, Judy Curcio, Abs: Ryan Hass, Joshua Vasseli  
KC Property: Karen Cook, Debra Daniels  
Co-owners: Michelle, Brian, Emily, Rosemary, Larry
- **Adoption of agenda:** All approved
- **Hearing for violation notices:** None
- **Open Forum:**
  - 47615 Pembroke, Screen door installment has been approved as submitted.
  - 47552 Pembroke would like to see the BOD create an action plan to qualify our units for FHA or HUD financing. He has been trying to sell his unit and has lost several buyers because the Woodlands is not FHA approved for financing. He stated the Village, our sister complex, is now in full compliance for FHA.
    - Karen explained Woodlands not qualifying because of the number of foreclosures and Association dues owed which do not meet the new February regulations for FHA. Karen also assured Brian that the BOD is doing everything possible to lien properties and collect dues where possible.
    - It has been requested that Joshua contact Brian by email to discuss how or why our properties cannot qualify for FHA or HUD. At an earlier meeting this past winter it was discussed and the BOD decided not to pursue the requirements. No one at the meeting tonight knew enough about FHA or HUD to comment further, hopefully Joshua can explain it better.
  - 47572 Ormskirk. In their bathroom, air was coming up into the toilet tank, while it was refilling, causing an unusually loud noise. (However, the water lines to the faucets were fine.) An inspector from Canton Water Dept. came out and inspected the lines in the black door closet of the building and determined that the problem was not coming from underground. Tom from Burton Plumbing was called and in his inspection it was determined that there was air in the lines caused from the sprinklers.
    - Karen to get a full report from Burton Plumbing on the problem, the corrective action taken and any advice given to co-owners and include it with a letter to everyone in that building.
  - Larry Curcio, 3951 Norwich, Would like to compliment the pool company for a terrific job this year.
    - Men's bathroom toilet does not always flush properly, needs to be checked.
    - Shower head broken off in men's shower. Karen said our maintenance man is working on the replacement.

- It was requested that next year the pool social event not be put on a holiday weekend.
- **Review of minutes of preceding meeting:** All approved
- **Reports of officers / management company**
  - President – This is Rachel’s last meeting as an officer
  - Secretary - None
  - Treasurer: Operating: \$19,333, Reserves \$138,381
    - Expenditure Tracking
    - Accounts
    - FY11 Budget Approval: Rachel motioned to approve the FY11 Budget, as presented by Joshua via email, Judy seconded the motion. All approved.
  - KC Property Service – Work Orders, Inspections, Management Report
    - All work orders have been completed.
    - Missing inspection report, Karen to send by email.
- **New business**
  - Quotes
    - Concrete/Asphalt
      - Should finish drainage project before starting sidewalk improvements
      - Reviewed quotes, need to know what we are budgeted for? And can we do the job in phases before accepting a contract.
    - Roof Vents: Todd quoted \$5200 to replace all vents, cannot phase.
      - Karen to get two more quotes from different vendors.
    - Pool Fence & Security: Reviewed quotes from Anchor Fence and Better Builders. Better Builders would not return any of Karen’s calls for further information, the BOD voted to eliminate them.. Anchor Fence: 6’ fence, gates at both ends and out to arborvitae = \$5,000.
      - Card reader: Approx \$4,000
      - Need to confirm with treasurer what amount is budgeted for this expense.
      - If budget does not allow for card reader this year, what action would we need to take :
        - Would we have to have new keys distributed to all co-owners? What would that expense be?
        - Can the old locks be keyed to the new gates? Do we want to?
- **Old business**
  - Lawn Repair Status
    - Steve from Grounds and Garden to meet with Karen next week to review areas still in need of repair.
    - There have been many complaints regarding sprinklers running too often water ponding on the lawns, streets and sidewalks.
      - Matt from Grounds and Garden to come out tomorrow to turn back water usage where needed

- Karen commented that the Canton Water Dept will be out Oct 18 through Oct 29<sup>th</sup> to take the water meters out. All sprinklers to be shut down before Oct. 18<sup>th</sup>.
  - 2011 Contracts
    - Snow / Lawn: BOD to renew 2 year contract, including flowers, with Grounds and Garden, BOD asking for \$2k/yr discount in exchange for 2 year contract.
    - Drainage: Phase II by Slay has been approved for next year. Josh needs to know when to budget monies, winter or spring. Karen to confirm with Josh and Slay when Phase II will begin.
    - Pool *Signed 2011-2013*
  - Heat Sensor Inspection: Reviewed report, Rachel motioned to approve repairs and associated costs, Sue seconded the motion. All approved
  - Clubhouse and Website Responsibilities: Keith stepping down from the duties of renting the Clubhouse and editing the Website when needed.
    - Advertise during annual meeting for volunteers to oversee the community Website responsibilities and also the clubhouse rental responsibilities.
  - Annual Meeting:
    - Karen to rent 50 chairs and arrange for pick-up.
    - KC Property to follow by-law procedure in sending out notice of the meeting. The sign board to be put out to coincide with the mailing. "Look for your Annual Meeting packet, sign and send your proxy in today!"
    - Karen to order and pick up the same refreshments as last year.
    - All approved Joshua to pick up 30 gift cards, \$25 value each.
    - Joshua to give PowerPoint presentation on financials.
    - Set up a table to advertise for volunteers:
      - Social Committee
      - Neighborhood Watch
      - Website Maintenance
      - Clubhouse Rental
    - Karen suggested having a speaker talk about FHA requirements.
- **Upcoming meetings/events**
  - **2010 Workshop, Sept. 18<sup>th</sup> at the Clubhouse from 10 am to 12 noon.**
  - **Annual Meeting: Oct 20, 2010, Registration 6:30 pm, Meeting 7:00 pm**
  - **Monthly HOA meeting: Wednesday, November 17, 2010, 7 PM**

**Adjourn: 9:04 pm**