



Woodlands of Chatterton Village Homeowners Association Board of Directors

Minutes – September 29, 2016

7:00 – 9:00pm

Call to Order: 7:09pm

Roll call: Dennis Prichard, Lynn Mullaly, Bonnie Donaldson, Marc Spontack @ 7:47pm
Kim Mosey

Absent: Bob Davis, Prashant Krishna Panneerselvam

Review of minutes of preceding meeting: Minutes from the August, 2016 meeting were not approved and will be tabled until November meeting.

Open Forum:

Resident asked how often the alarms inspections are scheduled, she felt resident's work schedules were not considered when creating the schedule as the times for the first two appointments were very inconvenient for those working the day shift. She believes more options are necessary and a make-up choice should have been available. Kim reviewed the history of alarm inspections and the Board will consider her suggestions in future planning.

Resident reported two lamps are out on Geddes Road. Kim explained those lamps were the responsibility of the neighboring complex. She will email them to let them know they are out.

Resident spoke about a leak in his furnace room. He was frustrated that he was told this could be his responsibility for the repair. Though he called to report the leak, he received no feedback and felt he should have least had a call back or a note on his door stating someone had been there to address his concern. With the rains on Thursday, the resident reported the leak continued and felt he was not going to receive immediate attention. KC Property was working on securing a contractor to service this leak; there was a breakdown in communication, which caused additional concern for the Co-owner.

Resident reported his Arborvitaes are still half dead and whatever the landscape company is applying to revive them is not working. Kim explained the landscape company had applied a liquid fertilizer this past spring and intends to apply it again this fall. She suggested some of these bushes within the complex may need to be wrapped with burlap during winters as his damage may have been caused by ice damage or wind whip. Wrapping with burlap will require further discussion.

Resident reported the landscape company is cutting the grass too short causing dead patches. Kim will follow up with Northern Pines.

Resident reported the flowerbed in the front of the complex needs to be weeded as it appears there are more weeds than flowers. Kim will follow up with Northern Pines.

Resident reported plants which were planted as replacements appear to have died. Kim will follow up and check on the warranty.

Reports of officers, committees, and management company

President: no report at this time

Treasurer: was absent

- Operating checking: \$109,528.35
- Reserves: \$418,059.26
- Approval policy for expenses – tabled to November
- Check register detail – tabled to November
- Invoice timing – tabled to November

Committee updates:

- Social Committee:
 - Annette reported on the success of the Back to School Social. There are pictures posted on the Facebook page. Everyone felt the event was a success.
 - Plans are currently underway for the children's Halloween party. Party is scheduled for October 29th, from 6-8pm. Residents who would like to participate with treats can have a station at the clubhouse, bring their car to the clubhouse parking lot for a trunk or treat or email Annette docsolo23@gmail.com to drop off donations. If emailing Annette, please put "Halloween" in the subject line.
- Clubhouse Update:
 - Carpet – Kim will bring carpet samples to the November meeting.
 - Ceiling fans – Both were checked and are operational. Kim will have both fans cleaned and inspected for repairs. String is hanging from one.
 - Pool – Level of service was not up to expectations this year. Proposals for the 2017 pool season will be sought. It was reported the bathrooms were not cleaned at closing. Kim will follow up verifying we were not charged for a service we did not receive.
 - Clubhouse back door, facing the pool, needs to be adjusted as it does not close properly, the latch does not always engage. Kim will follow up for repair.
 - Clubhouse outside front lights will continue to be left on for safety. It was suggested these lights be changed to photo cell as a cost savings measure. Additional lighting was suggested. Further discussion is required.
- Speeding within complex – speeding continues to be an issue. Marc spoke with the Police Department who said because we are private property, they cannot issue tickets. Speed limit sign was discussed. More discussion is required.
- Neighborhood Watch:
 - Charles reported though there is crime reports around us, most reported at the shopping center area, we have been very safe here.

- Marc reported the brand new garage light fixtures are not working and they also do not match the rest of the community. Kim will follow up on the lamps not matching, get them changed to match the others in the community and check why they are not working.
 - The light pole at the corner of Ormskirk and Radcliff is out. Kim will follow up with a work order.
- Three Community Panel: our neighbors have been invoiced for their share of the costs of the pond.

KC Property

Management reports, inspections, work orders

New Business

- Board Member resignation. Board member, Bob Davis has resigned. Dennis motioned to appoint Marc Spontack; Lynn seconded; motion passed.
- Timing – proposals and reports – timing of reports coming a day or two before a meeting and sometimes the day of a meeting is too late for the Board to be able to review the reports with fidelity. It was agreed upon all reports will be sent by noon on the Friday before the scheduled Thursday meeting.
- Copy and postage costs – are very high. Discussion on going paperless.
 - Going paperless – Marc motioned for WOCV to go paperless in all areas possible. Dennis seconded the motion. Motion passed.
 - First order of business to go paperless is the Association dues coupon books. If a resident is still interested in receiving a coupon book, they can contact KC Property, but printing one will be at their own cost.
 - A “Going Paperless” notice to residents will go out with the Annual Report notice, the A-frame will announce it; a notice will be placed on the Website; a notice will be placed on Facebook.
 - Question regarding the charge for South Data Invoice. Specifically, what was this cost for? Kim will follow up and report back to the Board.
- Pool phone disconnected- Kim confirmed the phone has been disconnected
- Pool closed sign- was not hung on the gate. Kim will follow up and get the sign hung.
- Policy on waving fines – tabled until November
- Website- the survey posted on the website will be removed and replaced with the *Going Paperless* notice. Forms and information for paying electronically will be placed on the website also.
- Annual meeting
 - Mailing, Proxy votes, Candidates – Kim will send out draft notification.

- Slide presentation- Kim will send presentation to Board members.
 - Chairs – Kim will order 30 chairs
- Resident forum – tabled until November
- KC Property onsite visits- a binder has been placed in the Clubhouse closet for KC Property to sign in/out and visit description. This will allow for documentation of onsite visits.
- Vendors contracted by WOCV - tabled November
- Road Repair – warranty; current conditions – tabled until November
- Irrigation and lawn condition - sprinklers facing Beck were on at 3:15pm, Sunday. Kim will contact Grounds and Gardens to verify the timing and schedule the sprinkler shut down. New bids will be sought in the spring,
- Work order reporting- was discussed. The reports are not consistent; work order numbers are not in succession. Kim explained it was sorted by address and only open orders were in this report. Work order reports need to have open and closed reports. Board is asking the work order reports include when a report is closed/completed for tracking purposes. Additional specific detail within the report is also requested.
- August meeting - Resident reported dead tree in front of his unit; Resident reported dead bush in front of her unit. A work order for the dead bush was developed, but need to develop work order for the dead tree. Kim will follow up on the work order for the dead tree.
- Street signs- Norwich replacement- Norwich street sign was broken during the pole damage in February. A proposal for a Norwich sign was submitted. Marc pointed out the proposal was listed for two signs, when only one is needed. Marc will follow up for a proposal from another vendor. Kim will have her proposal re-done to reflect the cost of one sign. No action was taken at this time.
- Security system – cameras tabled to November
- Pool access card upgrade- tabled to November
- Catch basin and cement work Norwich – tabled to November
- Matrix discussion – tabled to November

Old business

- Comcast update – work is completed and Comcast is working on repairing the damage to our complex.
- Drainage project update – PVC drainage project is scheduled to begin on Monday, October 3rd. Buildings 7, 18, and 19 are targeted for this year.
- Drainage project behind buildings 18 and 20 – on hold until further notice
- Reflective address signs - street side of buildings – tabled to November

- Bathroom poolside side door locks – locks occasionally stick, locking residents out of the bathrooms. Pool season is now over and we will revisit this in the spring.
- Matrix discussion – table Nov
- Garbage can replacement for pool area – has been purchased and will be delivered.
- Proposal for NO PARKING painted on asphalt – tabled to November
- Ormskirk resident – gutter replacement has been completed.
- Arborvitaes – will need to be addressed in the spring.

Executive session:

Delinquencies were reviewed.

Tenant requested a reduction in fines. Board does not have an agreement with a tenant. Fines are the responsibility of the owner.

Items for future newsletters: Halloween party, *Going Paperless*, Annual Meeting

Next HOA MEETING: Thursday, October 27, 2016 - Annual Meeting

Adjourned 9:45 pm