

# Heatherwood Condominium Association

Board of Directors Minutes – August 24, 2010

**Board Members:** Anita McDermott\*, Deb Wilson\*, Matthew Swan\*, Terrie Fanelli\*, Barb Shoffner\*

**Select Community Management (SCM):** Joseph Schuirmann\*

\*attended 8/24/10 meeting

- 1) Call to Order - B. Shoffner called the meeting to order at 6PM
- 2) Approval of Agenda – M. Swan made a motion to approve the agenda and B. Shoffner seconded. Motion passed.
- 3) Co-Owner Concerns – Motion to maintain the violation fine by M. Swan, seconded by B. Shoffner. Motion passed
- 4) Approval of Minutes – A. McDermott made a motion to accept the amended minutes and D. Wilson seconded. Motion passed.
- 5) Old Business
  - a) Priority List
    - i.) Roads (warranty items, collar work and two major issues) – Collar and warranty work is to begin next Thursday and Friday. Additional work to the roads was tabled until warranty work and sprinkler system tuning have been completed.
    - ii.) Roofs – Tamko Weathered Wood shingles were chosen for the roof work.
    - iii.) Landscape – T. Fanelli requested \$100 to purchase mums for the front entrance. The Landscape committee is in charge of the purchase and planting. Purchase of benches, to be placed in the pond area, was discussed and tabled until spring.  
**Action item:** A. McDermott to send Board link to bench site.
  - b –Contracts
    - i) Seasonal Contracts (pond and custodial) – J. Schuirmann sent an updated list of contracts via email. He is still waiting on a contract from the cleaning ladies.
    - ii) Pool & Cabana – The pool will be closing September 7, 2010.  
**Action item:** J. Schuirmann to ask if the roofers would need access to the cabana, if they do the water should remain on until the completion of the roof work. Dead bolt locks have been changed and damage to the men’s door has been repaired.
    - iii) A&H contract for 2010-2011 .A&H received a report from Desine and they are looking into the report in regards to the Sprinkler system at Heatherwood. Jim, A&H, will be sending a report via email to Joe who will pass it along to the Board.  
**Action item:** J. Schuirmann is to contact A&H about the cost of Sprinkler System repair and discuss damage done to the buildings. J. Schuirmann to discuss adding an addendum to extend the A&H contract with A&H being proactive with repairs.
    - iv) Collection agencies (quotes) - Foreclosure not a method to recover back association dues. Money judgments is the better way to go. M. Swan made a motion to appoint K. Smillie, Association lawyer, to perform collections for the association starting with those past due accounts \$2,500 or more.  
**Action item:** J. Schuirmann is to contact ADAC for a full disclosure of what has been done to date and pass that information on to K. Smillie.
  - c.) Contract Summary Document and Contract Work Log J. Schuirmann sent via email to the Board
- 6) Electronic Business
  - a. Garages on Millbrook (filling of rod holes) - J. Schuirmann is working on the problem of water in garages along Millbrook Trail. A letter will be sent to co-owners involved stating the dates and times along with arranging access to the garage. The co-owner is responsible for having the area cleared of all items allowing the workers access to the area needed for repairs.  
**Action item:** J. Schuirmann to draw up a draft letter and sent it to B. Shoffner by Thursday.
  - ii.) Fidelity insurance (as well as FHA certification discussion) - J. Schuirmann has updated the Fidelity insurance and had notified those persons involved with having a problem getting a mortgage at Heatherwood.
- 7) Officer Reports

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- a. Secretary – Wilson (Forms from Board Training adapted for HW Board). D. Wilson is going to look at the Bylaws for what is needed to putting a cap on rentals allowed at Heatherwood. D. Wilson looked at all the forms and is in the process of putting the Association name on the forms and putting them on the web site. D. Wilson will be buying additional bins for old records.
  - b. Treasurer - M. Swann reported a drop in July revenues. All in all the association is in good shape.  
**Action item:** J. Schuirmann to break out items and re-class others. Also provide service details for checks #632 (\$1,583 to Select) and #614 (\$6,028.67 to A&H Lawn Service).
  - iii) President – Shoffner went over the agenda for the Annual meeting. M. Swan to discuss roads and roofs, A. McDermott to discuss landscaping, D. Wilson will discuss Bylaws; B. Shoffner will summarize the surveys and discuss emergency planning for the complex. A. McDermott and T. Fanelli to provide refreshments and M. Swan to purchase raffle prizes (4- \$25.00 certificates). A letter the ballot, nominees, proxy ballot and agenda will be sent out September 8<sup>th</sup> to be returned to Select Management Co by September 24<sup>th</sup>. For 2011 add fire suppression to the priority list as part of Emergency Planning.  
**Action item:** J. Schuirmann to give the Board a draft budget spreadsheet at the September meeting .Handbook and forms to agent need to have an address change.
- 8) Management Report – J. Schuirmann
- a. Pool repairs - AG maintenance replaced dead bolt locks at the pool, repaired doors and fixed door lock that had a key broken off in it.
  - b. **Action item:** J. Schuirman is also to contact Nagle about taking care of the cement flat work needed at Heatherwood while they are on the property performing road work.
  - c. **Action item:** J. Schuirman to inquire at 1395 Millbrook the date of installation of disk.
  - d. **Action item.** J. Schuirman is to give the Board a list of garages with rust at the bottom of the door.
- 9) New Business
- a. Pool - **Action Item** – J. Schuirmann to purchase and install large roll of toilet paper holders with dual roll toilet paper dispenser.
  - b. **Action item:** J. Schuirmann to ask S. Breslin, Insurance Agent, about liability with the fence the Board is considering installing.
- 10) Adjourn M. Swan made a motion to adjourn at 7:57PM and D. Wilson seconded. Motion passed.
- 11) Annual meeting is September 28, 2010 at 6 PM. Board and Select will set up at 5PM for registration to begin at 5:30; Board meeting immediately following Annual meeting.

<b>Tabled Items</b>	<b>2010 Priority List</b>
1. Leaf Guard Bids – until after roof repairs	1. Roads
2. Community Association Institute Seminar – McDermott & Shoffner	2. Landscaping
3. Association Archives	3. Bylaws
4. Responsibilities for Supplies	4. Roofs
5. Look at Reserve Study in September and October	5. Emergency Planning
6. Bylaws	
7. Power wash buildings	