

Heatherwood Condominium Association

Board of Directors Minutes– Nov. 23, 2010

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

Board Candidates: David Patera*, Aaron Stoliker.*

Select Community Management (SCM): Joseph Schuirmann*

*Attended 11/23/2010 board meeting

- 1) Call to Order: 5:51 p.m.
- 2) Approval of Agenda: yes
- 3) Co-Owner Concerns: Unit 25's foundation repairs are underway. Exterior was dug out and waterproofed. Inside repairs to be done after Thanksgiving, Montgomery & Sons are the contractor. Mold test came back as negative for black mold. Association is repairing everything up to drywall. Co-owner is responsible for carpeting, personal property, loss of rental, etc. Association doing any mold clean-up as well.
- 4) Approval of Minutes: September minutes approved. Motioned by Swan, seconded by Wilson.
- 5) New Business (moved up in agenda order)
 - a) Election of Officers --- ongoing, still short 5 votes of quorum.
 - b) Committee Volunteers: Anita McDermott still works on Landscape committee.
- 6) Old Business
 - a) Priority List
 - i) Roads (warranty items to be completed week of 11/15 final payment of \$2,248.80) – Action item: Swan will email Eric for update.
 - ii) Landscape – Anita McDermott, no report.
 - iii) Chair Bylaws & Handbook (to be modified with change in Property Mgmt Co.)– Deb Wilson, Chair Will update as necessary with new management company's information.
 - iv) Roofs there is no tax credit for re-roofing.
 - v) Emergency Planning: Plan development still ongoing.
 - b) Contracts
 - i) Lawn & Snow Contracts 2010-2011- Decision required before 12/1/10, Swan motioned and Wilson seconded for A&H 2010-11. \$41868. Shoffner will send her vote electronically.
 - (1) Lawn contract: Swan motioned, Wilson seconded. Shoffner will vote electronically.
 - (2) Tabled 2011 Irrigation contract.
 - ii) Seasonal Contracts (Custodial & Pest Control (note: one of three Eradico contracts received) – Schuirmann to provide signed copies electronically to board
 - iii) Garages on Millbrook (filling rod holes-all but one complete) – Schuirmann. All are now complete. Last unit was foreclosure that sold and it was done.
 - iv) Trimming trees (bids received) – Schuirmann: Urban forest bid \$2600, lowest bid. Swan motioned to approve them, Wilson seconded.
 - v) Fire suppression system test (report received, corrective action plan with associated costs needed) – Schuirmann said we need to have some work done on system, replacing missing spare heads. They can do this. He will email them and get price for replacements.
 - vi) Contract Summary Document and Contract Work Log – Schuirmann Roof contract updated, it's been completed for this year.
- 7) Electronic Business
 - a) Approval for repairs to Unit # 25.
 - b) Approval of 2011 budget on 11/15
- 8) Reports
 - a) Officer Reports
 - i) Secretary (holiday letter to be sent with payment books and budget). Payment books coming from Kramer-Triad, budget will go with holiday letter.
 - ii) Treasurer (financial review, past due accounts and unclaimed property): Swan will look for \$133.33 discrepancy in Sept. financials.

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- iii) President - no report.
- b) Management Report (items to be sent to board no later than Friday, 11/19) - Schuirmann
 - i) Management report addressing actions items and current Association business
 - ii) Maintenance Log – explanation of work orders
 - iii) Violation Report – Wilson noted typos in two fines, \$50 and \$25 not \$500 and \$250.
 - iv) Spring Walk open items to repair (concrete walk and siding)
 - v) Fall Seasonal Maintenance items, responsibility and target complete dates: all hall heaters are on, spigots off except Wilson saw someone had turned their own back on. Salt buckets out, volleyball net stored in garage. Pool heater in pool room, covered.
 - vi) Transition of responsibilities (items to be complete by year end and transfer of information) He is coordinating with Kramer-Triad.
- 9) Adjourn: 7:04 p.m. motion by Swan, seconded by Wilson.
- 10) Next Board Meeting TBD. Proposal to start meeting second Thursday of the month in 2011

Tabled Items	2010 & 2011 Priority List
1. Community Association Institute (2011 budget to join org.)	1. Roads
2. Association Archives (Deb Wilson)	2. Landscaping
	3. Bylaws
	4. Roofs
	5. Emergency Planning