

Heatherwood Condominium Association

Board of Directors Minutes – September 28, 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) Meeting called to order: 7:30 p.m.
- 2) Approval of Agenda: Swan. Seconded by Shoffner. Approved.
- 3) Co-Owner concerns: Unit 123: Board agreed to allow a \$25 violation payment since the Board was not convinced all the violations notices had been sent by Select. Lawn chair furniture will be returned and co-owners agreed not to put it back in common area.
- 4) Approval of Minutes: Shoffner, seconded by Swan. Approved.
- 5) Old Business
 - a) Priority List
 - i) Roads: Warranty work is supposed to be done Sept. 29 weather permitting.
 - ii) Roofs: Two invoices received: One from Renovations and the other from Engineering Technologies. Board approved payment.
 - b) Contracts:
- 6) A&H Snow & Lawn contract: Board tabled contract. Questions on addendum for excessive damage that needs to be resolved. **Action item:** Schuirmann will contact Brandon at A&H for update on addendum and other work that needs to be done. Other bidder is Salisbury, Schuirmann did not have the bid but it was higher than A&H. Other bidders being sought.
- 7) Seasonal contract(s) – Custodial: **Action Item:** Schuirmann will email signed copy to board.
- 8) Garage repairs on Millbrook: half are complete, company will make return visit on October 16 at no extra charge to finish rest.
- 9) Pool estimate: Tabled for now. It will be part of October's budget discussion.
- 10) Contract summary document and contact work log – tabled.
- 11) 6. Electronic business:
 - a) Board approved repairs to air vents in roofs being replaced.
- 12) Reports:
 - a) Office reports:
 - i) Secretary: nothing
 - ii) Treasurer: Swan had some questions on amounts; those were linked to garage electrical problems on Millbrook and accounts being moved as they were charged to wrong line originally. Noted that unit (Need number) was being rented out but owner behind in dues. That is being turned over to lawyer. Money can be collected in form of tenant's rent.
 - iii) President: Annual meeting went well, but Shoffner wished more people had attended.
 - iv) b. Management report:
 - b) Schuirmann will have list of rusting garage doors and will email this to board. He went over violation list. Trees behind buildings need to be trimmed back. Schuirmann mentioned the rusting furnace vents, will get price on replacements.
 - c) Landscape: Schuirmann suggested putting in a rain garden in areas that retain water. This would require ground to be dug out, certain plans put in and area re-filled. Hole retains water that drains in area to water plants.
 - d) Lights in the interior hallways are wearing out – the clips holding them are breaking. Schuirmann recommended phasing them out with a new type that will use screw in bulbs. New model will cost \$20-25 (compared to \$65 to replace with same). Wilson motioned to approve, Seconded by Swan. Approved. Select will replace them per building for consistency as they fail.

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- e) Schuirmann asked if Board wanted to send out a fall notice on upcoming fall prep, such as salt buckets going out. Shoffner said it's an annual occurrence and a letter isn't needed.
- f) Spring walk open items: Concrete only thing left. Nothing from Nagle – their subcontractor is doing the work. **Action item:** if no response we will have to find someone else to do the work. By end of week we need response.
- g) Schuirmann suggested Seal Coating for roads next year; it will probably cost 6 cents a foot or ~\$5K. It's in the budget projection awaiting approval.
- h) Fire suppression testing: 7 buildings, three bids have arrived. Board selected Tri-Star for \$910. Matt motioned, Deb seconded. Approved.

13) New Business:

- a) Board waiting for paragraphs from candidates to absentee ballots can go out.

14) Adjourned: 8:35 p.m. Motion to adjourn by Shoffner, seconded by Swan. Approved.

15) Next Board meeting: Oct. 26, 2010

Tabled Items	2010 Priority List
1. Community Association Institute	1. Roads
2. Association Archives	2. Landscaping
3. Look at Reserve Study in September and October	3. Bylaws
4. Power wash buildings	4. Roofs
	5. Emergency Planning

Minutes prepared by Deb Wilson. Minutes approved by _____.