

Heatherwood Association Board Meeting

Jan. 17, 2011

Present: Barb Shofmer, Aaron Stoliker, Deb Wilson, Matt Swan, Fran Kowalski
(Property Manager)

Absent: Dianna Bomis

- Agenda was approved after one addition by Matt (new Raymond James signature page). Deb motioned, Matt seconded.
- November 23, 2010 meeting minutes were approved. Matt Motioned, Deb seconded,
- Election of Officers
 - President-Barb (term date 9/30/12)
 - Vice-president-Aaron (term date)/30/12
 - Secretary - Deb Wilson (term date 09/30/11)
 - Treasurer - Matt Swan (term date 09/30/11)
 - Member at Large – Diana Bomis (term date 09/3 O/12)
- President Report
 - Items to keep on the radar for spring
 - Spring walk
 - Spring newsletter
 - Pool fence and other cabana upgrades
- Secretary Report
 - Uploaded handbook on the web but not the latest version
- Treasurer Report
 - Financial Report to be moved under the Treasurer's Report
 - Concerned about the 2010 audit through Select; Fran will contact Myler to make certain they are receiving the information they require from Select (per Myler, they are in contact with Select and waiting for the December financials)
 - Authorized signers for the reserve account through Raymond James are Matt and Aaron. Fran will now receive copies of the monthly statements from Raymond James and will pass same to the General Ledger Manager, Donna.
- Landscape Committee Report (Anita McDermott)
 - Per Barb, she will forward the quotes from A & H for the annual flowers, repairs to the volleyball court, etc. to Anita, Anita will review the proposals and submit a recommendation (within budget) to the board at the next meeting (done)
- Proposal from Clean Lakes for 2011 pond maintenance for \$275.00 bimonthly - total \$825 was approved. Matt made motion to approve, Deb seconded.
- Proposal from A & H for 2011 irrigation services was approved (platinum program for \$2,430.00) Barb motioned to approve, Matt Seconded.
- Proposal for fire suppression repairs for Buildings 1307-1325 (\$172.50) and 1322-1340 (\$363.00) from Tristar Fire Protection approved Matt Motioned, Deb seconded.
- Community Association Institute (CAT) membership for five members approved (\$389.00); Fran to complete application (done) Barb motioned to join, Deb seconded.
- Revised resident handbook was reviewed; a few changes will need to be made. Board agreed to send a copy of the handbook to everyone on a CD in PDF format for a total cost of \$5.00 each (includes postage and materials), A form will be enclosed in the mailing to order a hard copy of fee handbook if the co-owner does not have computer access. Do NOT send a CD to the following: George Kemp and Ray Gullett; 1368 and 1302 are vacant. Deb motioned, Matt seconded.
- Pool keys are to be passed on to the new owner; one key per unit. Lost key replacement is \$5.00.
- Fran's spending approval level is \$1,000,00 (used in case of emergencies, maintenance issues, etc.)

Action Items:

- Barb to send Fran copies of the quotes for the pool fence and cabana upgrades (completed)
- Fran to contact insurance company regarding the use of this type of pool fence barrier
- Fran to check wording on the pool signs and order new ones (in process)
- Barb will update the capital improvement summary prior to the next meeting
- Fran to contact Associa for insurance quote (in process)
- Fran to let Joe (maintenance) know that there may be some mailbox posts in the maintenance garage (done)
- Fran to contact the two cleaning contractors and find out if they signed me contract from Select (no per Joe). The Association does NOT *pay* or reimbursement anyone for Workers Compensation insurance (looks like four payments of \$130.00 each may have been paid to Jackie Babik for work comp coverage).
- Towing contract already in place with Sakstrup; Fran to contact Sakstrup and tell them to periodically patrol the community and tow any vehicles that are parallel parking in the street during the evening and/or early morning hours (in process - may not do this without verbal consent from a board member)
- All Board members are authorized to call Sakstrup to have a vehicle towed; Fran to provide Sakstrup with a Board member listing (in process)
- Association Rule Violation Notice; form is still used. Fran to take existing forms and place a label over Select's name and address (in process)

Tabled:

- Association Archives (Deb Wilson - completed)
- Quote from A & H regarding Irrigation Adjustments (tabled until March meeting) \

Regular session adjourned: Matt motioned to adjourn, Deb Seconded.