

# Heatherwood Condominium Association

Board of Directors Minutes – April 28, 2009

**Board Members:** Terrie Fanelli (President), Anita McDermott (Vice President), Deb Wilson (Secretary), Matthew Swan (Treasurer), Barb Shoffner\* (Director-at-Large)

**Co-Owner:** Joe Lamus, Unit 79.

**Select Community Management (SCM):** Joseph Schuirmann (Property Manager)

\* Absent April 28, 2009 board meeting

- 1) Call to Order: 6:04 p.m.
- 2) Approval of Agenda: McDermott made motion, Swan seconded motion. Agenda approved.
- 3) Co-Owner Concerns:
  - a) Unit 79, Joe Lamus, came to speak for his father, the other co-owner of unit. He asked board to waive violation notice as they had removed garden. Board decided to waive fee and late fee this time only.
  - b) Unit 15 turned in a satellite request form. Board approved as long as guidelines are followed.
  - c) Request from Unit 1 to be reimbursed for plants removed during drainage project. The Board discussed and denied the request for reimbursement.
  - d) Unit 168: co-owner had emailed a question on how to replace a garage door and screens. Schuirmann had already sent them info on screens and will email information for garage doors.
- 4) Approval of Minutes: Swan made motion and McDermott seconded. Board approved.
- 5) Reports:
  - a) Legal Reports: the association has foreclosed on Unit 154; it is now in the six-month redemption period. Schuirmann will contact collections to see if unit is vacant and its condition. Schuirmann said he will try and get a key so board can check its status. If necessary board will take over management by hiring someone as Select does not manage rental single properties.
  - b) Officer Reports
    - i) Secretary: none
    - ii) Treasurer: Money being moved over for Brickman payment.
    - iii) President: none
  - c) Committee Reports
    - i) Landscape: nothing
    - ii) Handbook and By-Laws: limiting the number of rentals must be done in bylaws. Committee looking to limit at 20 percent. Questions on comment column on the matrix. Schuirmann said the references go back to the Master Deed.
  - d) Management Report
    - i) Financial: Association is within budget.
    - ii) Maintenance Log:
      - (1) Mail Box repairs: Board voted to replace concrete slab for box on sawhorses on Heatherwood Lane and replace bolts and post. Board will also look at replacing other posts as needed. Board decided to wait to get new boxes at this time.
      - (2) Schuirmann is getting price for replacement soil near entrance that was damaged by Allied Moving which will be billed for repair. They have said they will pay for it.
      - (3) There are some dryer vents that need to be corrected so they vent through roof on upper units. Lint Cleaner was awarded the contract and will be working a few weekends in May to complete work. Work will be done on weekends. Letters sent to co-owners alerting them to these appointments.
    - iii) Violation reports: Unit 50 sent violation notice for tossing trash off upper deck to ground.
- 6) Old Business
  - a) Priority List:
    - i) Drainage – work ongoing.

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- ii) Roads: work to begin following drainage project completion. Estimated time for roads constructions is 2-3 weeks.
- iii) Tree removal—a few will still be removed including one in front of Unit 53, workers had to wait until weather cleared to come back and finish.
- iv) Painting the Cabana: bids being submitted. Work may be able to be completed before pool opens this year.
- b) Contracts
  - i) Contract Summary Document: nearly complete. Schuirmann will email updated version to board following meeting.
  - ii) Leaf Guard Bids: one more bid submitted, but it was tied to roof repair, which would be cheaper again. Tabled until roof work determined, since roof work could damage any new gutters.
  - iii) Cement Stair Replacement – to be installed first week of May
  - iv) Garage Siding Trim – tabled.
  - v) Roof repair – will have report the first week of May.
- c) Spring Activities
  - i) Spring Walk – newsletter going out with dates and information on walk will be added to website.
  - ii) Maintenance
    - (1) Common hallway smoke detector batteries
    - (2) Pond Inspection
    - (3) Identify plow damage—Allied Van Lines will be making restitution for damage done near entrance and on Heatherwood Lane by one of their trucks.
    - (4) Timing to turn on water spigots: some have been turned on by Select.
- 7) New Business
  - a) General Operating Calendar Items – Schuirmann will email updated versions to the board following meeting.
  - b) Inspection for fire suppression on Millbrook, Board not certain why type is installed as they are only in Phase II of the complex. Schuirmann will look for companies to have system checked.
- 8) Electronic Business
  - a) Pond float system
  - b) Concrete bid with paving project
  - c) Voted on addendum for curbing and sidewalk work bids.
  - d) Lease request for Unit 82, Schuirmann sent them what needed to be corrected.
- 9) Adjourn: 7:30 p.m.
- 10) Next Board Meeting: Scheduled for May 26, 2009

Notes prepared by: Deb Wilson, secretary