

Heatherwood Condominium Association

Board of Directors Meeting – August 25, 2009

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

Co-Owner: Eileen Ricardo*

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

*Attended 8/25/09 board meeting

- 1) Call to Order: 6:00 p.m.
- 2) Approval of Agenda: Agenda modified to include SCM invoice discussion. Shoffner motioned to approve. McDermott seconded the motion. Revised agenda approved.
- 3) Co-Owner Concerns
 - a) Co-owner for units 105 and 107 expressed concerns about violations and SCM providing contractor with her unlisted phone number.
 - i) Violation was received for three items associated with the screened porch (plastic covering, bike storage and love seat). The plastic covering was present when the condo was purchased, but removed by the current co-owner. The bike is no longer stored in the porch. Concern about the love seat stems from the fact the Bylaws (Section 6.4) is not clear stating “. . . only furniture and equipment consistent with the normal and reasonable use in such area . . . “ The Handbook clarifies the point indicating only “appropriate outdoor furniture” is allowed.
 - ii) SCM engaged a contractor to repair broken glass associated with a common entryway door. The co-owner’s address and unlisted phone number were provided to the contractor. SCM erred in providing the co-owner’s information and apologized to the co-owner.
 - iii) The co-owner met with SCM and attended the board meeting to relate these issues. The board was concerned about releasing the unlisted phone number, apologized for the error and thanked the co-owner for bringing all of these issues to the board members.
- 4) Approval of Minutes: McDermott motioned to approve. Wilson seconded. Minutes approved.
- 5) Reports
 - a) Legal Reports – Schuirmann & Swan
 - i) Schuirmann has left messages for co-owner Unit 93 and has not received a return call. **Action Item: Schuirmann will draft a letter outlining the proposal and request the co-owner contact him.**
 - ii) **Action Item: Schuirmann will contact ADAC to obtain updates on accounts in collection and reconcile last month’s report of payment vs. amount due on current report.**
 - b) Officer Reports
 - i) Secretary – Wilson
 - (1) Website was updated with paving information and election notice.
 - (2) **Action Item: Wilson to change due date for nominations to September 8, 2009.**
 - ii) Treasurer – Swan
 - (1) Facilitated upfront payment for paving project.
 - (2) Association will maintain relationship with Raymond James investor.
 - (3) Balance of funds was moved to CD’s.
 - iii) FDIC insurance for balances up to \$250K has been extended to December 31, 2013.
 - iv) President – Fanelli – No Report

Heatherwood Condominium Association

Board of Directors Meeting – August 25, 2009

- c) Committee Reports
 - i) Landscape – McDermott
 - (1) The Landscape Committee will have a proposal for the next board meeting.
 - ii) Handbook and By-Laws - Wilson
 - (1) The Handbook dated August 19, 2009 is approved.
 - (2) **Action Item: Wilson will post the Handbook and forms on the website.**
 - (3) **Action Item: Shoffner will draft the note for the 2009 Annual Meeting Second Notice. This will include the requirement to update forms (Co-owner Information Form, Pet Registration & Permission Form and Addendum to Lease).**
 - (4) McDermott has volunteered to join the committee.
 - (5) The next meeting is scheduled for Wednesday, 8/26/09.
- d) Management Report - Schuirmann
 - i) Financial
 - (1) Swan report the operating net income is favorable by ~ \$18,000.
 - (2) SCM invoice was submitted for the drainage project at a rate of 3% less \$1,000. The board rejected payment due to the fact Desine was hired to manage the project and insufficient documentation (SCM hours allocated to the project and amount billed directly to Brickman. **Action Item: Schuirmann to provide SCM documentation and a revised invoice to the board.**
 - (3) **Action Item: Schuirmann to provide an SCM proposal for the paving / drainage project.**
 - ii) Maintenance Log
 - (1) After the pool closes, dead bolts will be installed on the doors (locker rooms and supply room) on the pool side of the cabana.
 - (2) **Action Item: Schuirmann to resolve work order and payment issues with unit 53 and second level unit 57.**
 - (3) **Action Item: Schuirmann will follow-up on cleanliness of locker rooms.**
 - iii) Violation reports
 - (1) **Action Item: Schuirmann will correct the violation spread sheet distributed at the meeting and then the data should be input to the SCM system.**
 - (2) **Action Item: Schuirmann will contact co-owner unit 62 to resolve issues associated with porch structure, indoor furniture on porch, under stairway storage and provide Pet Registration & Permission Form. The co-owner will be afforded two months to resolve the issues.**
 - (3) Violation fees will return to the levels detailed in the Bylaws.
- 6) Old Business
 - a) Priority List
 - i) Drainage and Sprinkler System – Schuirmann
 - (1) Schuirmann reported Rauch has identified three items for Brickman to repair prior to the final project payment. There are additional project costs in line with the contract terms. **Action Item: Schuirmann will provide the additional project costs to the board.**
 - (2) There were two weekends when sprinkler valves were stuck on and the zones ran continuously for several hours. Schuirmann indicated participation in A&H monthly sprinkler system checks. He has encouraged everyone in the community report issues and the cost savings with A&H making repairs on a monthly basis.
 - (3) **Action Item: Schuirmann to contact co-owner unit 88 to clarify recent pond system issues.**
 - ii) Roads & Flat Concrete Work (Nagle Paving Company) – Schuirmann
 - (1) **Action Item: Shoffner will send an email to Rauch, Schuirmann and the board outlining issues with the paving project. Items include rush to begin the project, lack of appropriate materials, changes in plans (timing of garages and paving sections), dirt piled in front of garage on Millbrook and length of time garage access impacted.**
 - iii) Trees (tabled until after paving) - Schuirmann

Heatherwood Condominium Association

Board of Directors Meeting – August 25, 2009

- iv) Update Reserve Study (including roof evaluation) – Schuirmann
 - (1) **Action Item: Select to contact co-owner unit 49 to schedule roof evaluation.**
- v) Handbook and By-Laws (covered above)
- vi) Painting the Cabana (after pool closes)- Schuirmann
- b) Annual Meeting – September 22, 2009
 - i) Agenda
 - (1) Sign In
 - (2) Call to Order
 - (3) Approval of Minutes
 - (4) Welcome
 - (5) 2009 Priorities – Shoffner
 - (6) Financial Status & Vandalism Impact – Swan
 - (7) Communication - Wilson
 - (8) Select Community Management – Joe Schuirmann
 - (9) Nominations: Nominee Introductions (3 minutes each)
 - (10) Election of Directors
 - (11) Gift Certificate Drawing
 - (12) Other Business: Questions & Answers
 - (13) Adjourn
 - ii) Next Scheduled Annual Meeting – September 28, 2010
 - iii) SCM will send the mailing on 9/10/09. This will include:
 - (1) Ballot
 - (2) Proxy - Wilson
 - (3) Notice of Meeting – who is running for office
 - (4) Minutes from last year
 - (5) Handbook information & forms
 - (6) Paving Update
 - iv) Additional Responsibilities
 - (1) Refreshments – Fanelli & McDermott
 - (2) Gift Certificates – Fanelli
 - (3) Tickets & container for drawing - ?
- c) Contracts
 - i) Sealing Concrete Steps - Schuirmann
 - (a) **Action Item: Schuirmann will contact C&Q to submit a bid.**
 - ii) Painting – C&Q (Garage Siding Trim, Mail Box Posts and Spring Walk Items – doors, trim, utility meter boards, etc.)
 - (a) Schuirmann is meeting C&Q on 8/26/09 at Heatherwood.
 - iii) Select Community Management (monthly site visit) – Schuirmann
 - (a) Schuirmann received Dave Wilson’s email with contract comments and will provide a summary of the monthly visit to the board.
 - iv) Concrete Porch, mailbox slabs and sidewalks (bids) – Schuirmann
 - (a) The board reviewed the areas requiring repair or replacement. Special circumstances such as improper drainage causing frost concrete breakage and improper placement of footings were considered. The board agreed to pursue repair or replacement for the cases at hand. These actions will not set a precedent for any future concrete repairs specified as co-owner responsibility in the Association Bylaws.
 - (b) The board reviewed the bids. Shoffner motioned to approve the Concrete Levelers bid. Swan seconded. Motion passed.
 - (c) **Action Item: Schuirmann to contact Concrete Levelers and discuss project approval, timing and restrictions (no trucks on the lawns).**

Heatherwood Condominium Association

Board of Directors Meeting – August 25, 2009

- (d) **Action Item: Schuirmann will coordinate communication with co-owners (letters and post notices).**
- v) Door Replacement (bids) – Schuirmann (Buildings 4 (2 doors), 7 and 16)
 - (a) Tabled until next year because the doors are fully operational and painted by C&Q.
- vi) Tree trimming and removal (bids) – Schuirmann
 - (a) The board approved Urban Foresters bid to trim and remove trees.
 - (b) **Action Item: Schuirmann to contact Urban Foresters and schedule work.**
- vii) Contract Summary Document (ongoing additions) – Schuirmann & Shoffner
- d) Spring Activities
 - i) Co-owner follow-up – A. Hawley - Completed
- e) Maintenance - Schuirmann
 - i) Water spigot – Building #9 – **Action Item: Schuirmann to verify spigot is functional.**
 - ii) Roof Repair – Building # 10 – Schuirmann provided contact information to Shoffner.
- 7) New Business
 - a) Schuirmann provided copies of the 2008 Preliminary Audit Report.
- 8) Electronic Business
- 9) Adjourn: 8:17 p.m.
- 10) Next Meetings
 - a) Annual Meeting on September 22, 2009 at 5:30 p.m. at the Weatherstone Clubhouse
 - b) Board meeting directly after the Annual Meeting

Tabled & Parking Lot Items

- 1) Leaf Guard Bids – until after roof repairs
- 2) Community Association Institute Seminar – McDermott & Shoffner
- 3) Association Archives
- 4) Responsibilities for Supplies

Minutes prepared by Barb Shoffner

Minutes approved by _____