

# Heatherwood Condominium Association

Board of Directors Meeting – February 24, 2009

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

**Co-Owners:** None attended

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

\*Attended 2/24/09 board meeting

- 1) Call to Order: 6:00 p.m.
- 2) Approval of Agenda – McDermott motioned to approve, Wilson seconded and the Board approved.
- 3) Co-Owner Concerns – Schuirmann presented concerns for unit # 53. This is a first level unit with a moisture problem. The drainage project may alleviate some of the issues. Select Community Management recommended a dehumidifier be used in the unit. The contractor report will be presented to Select Community Management and the co-owner.
- 4) Approval of Minutes – Swan motioned to approve, McDermott seconded and the Board approved.
- 5) Reports
  - a) Legal Reports
    - i) The board reviewed the Association Dues Assurance Corporation collection status report and the financial report of co-owners with delinquent association fees.
    - ii) Select Community Management continues to check that heat is maintained in foreclosed units to avoid pipe breakage issues.
  - b) Officer Reports
    - i) Secretary – no report
    - ii) Treasurer – The interest rate is down and the accounts are still under the \$250,000 maximum per bank to qualify for FDIC.
    - iii) President – no report
  - c) Committee Reports
    - i) Landscape Committee – no report
    - ii) Handbook and By-Laws
      - (1) The committee met on 2/21/09 and is progressing with modifications to the documents.
      - (2) The board can make reasonable rules or regulations and incorporate them into the Handbook without changing the By-Laws. However, process outlined within the By-Laws must be maintained unless formally changed by a vote of the co-owners.
      - (3) The next committee meeting is on 4/18/09.
    - iii) Parking Committee – no report
  - d) Management Report
    - i) Financial – The Association is operating within budget even with the additional cost of \$2,000 for moving piles of snow.
    - ii) Maintenance Log
      - (1) Unit # 137 has requested the Association repair a tub and floor damaged by AAREC.
        - (a) **Action Item:** Schuirmann will contact the co-owner to recommend they repair the damage and put their request in writing with the date AAREC caused the damage and document any subsequent requests for repairs.
        - (b) Upon receiving this documentation, the board will check AAREC maintenance logs.
      - (2) The request for changing a smoke alarm battery is closed.
        - (a) **Action Item:** Select Community Management will schedule to change smoke detector batteries within enclosed common hallways once per year. This will occur in March 2009 to coincide with changing to Daylight Savings Time.

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- (3) The damage to the lawn at the entry to the complex was caused by an Allied Moving truck. **Action Item:** Schuirmann will contact Allied Moving to identify the co-owner and request funds for lawn repairs.
  - iii) Violation reports – No new reports. Some follow-up is required on prior reports that have not been resolved.
- 6) Old Business
- a) Priority List
    - i) Drainage – Project will resume when weather permits.
    - ii) Roads – Desine is in the process of requesting bids.
    - iii) Trees – Urban Forrester will remove the identified dead trees during the week of 3/2/09.
    - iv) Update Reserve Study
      - (1) **Action Items:** Schuirmann will review the prior study and provide a recommendation to the board. Schuirmann will request a bid to update the study.
      - (2) Schuirmann presented a quote from Roofing Technology Associates, Ltd. (RTS) to evaluate roof status through a sampling of 4 buildings. The board recommended two Heatherwood buildings (#5 and #10) with reported issues and will have RTA identify two buildings on Millbrook. Shoffner moved to approve, Swan seconded and the board approved.
    - v) Handbook and By-Laws – (Addressed above)
    - vi) Painting the Cabana – Schuirmann has requested quotes for painting the cabana and condo building door trim.
  - b) Leaf Guard Bids – Two quotes have been received. Two additional firms will provide quotes in the spring.
  - c) Cement Stair Replacement – **Action Item:** Schuirmann will identify 5 stairs for replacement and contact Argon to complete the work. .
  - d) Lawn and Snow Contracts
    - i) The current contract expires in April 2009
    - ii) Four companies (Twin Oaks, AM Services, A&H and Brickman) will provide quotes.  
Note: Brickman no longer quotes fixed snow contracts.
  - e) Pool contract and drain revision
    - i) Schuirmann presented the Pools by Poye 3 year contract with costs remaining constant over the term.
    - ii) There is additional work for Pools by Poye
      - (1) Previously approved work to increase the ventilation in the pump room
      - (2) Proposal to replace the drain cover in anticipation of revised codes.
    - iii) Shoffner motioned to have Schuirmann negotiate the three year contract with Pools by Poye with some discount for the additional work, seconded by McDermott and approved by board.
    - iv) The scheduling for the pool was determined as follows:
      - (1) Pools by Poye to provide service to open the pool by May 15 allowing sufficient time for inspection prior to the Memorial Day weekend.
      - (2) The pool will be open from May 24, 2009 through Labor Day weekend, September 7, 2009.
      - (3) Pools by Poye will provide services to close the pool for winter Monday, September 8, 2009 or as soon as scheduling permits after that date.
    - v) **Action Item:** Schuirmann to negotiate the contract with Pools by Poye.

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- f) Contract Summary Document – **Action Item:** Schuirmann to prepare the document for next month's board meeting.
  - g) Dog Waste – The contract was signed and the two stations will be installed in the spring.
  - h) Garage Siding Trim – Schuirmann is obtaining bids.
  - i) Roof repair bids / contract pricing – Repairs were previously approved and work will occur in the spring.
  - j) Flooring requests – Schuirmann will locate the articles about installation of hardwood flooring and provide them to the board.
- 7) New Business
- a) Schedule and publicize Spring Walk
    - i) The Spring Walk was scheduled for two Saturdays, May 9 and May 16 from 8 – noon
    - ii) **Action Item:** Wilson will initiate the letter to be sent to co-owners and locate the form to accompany the letter.
- 8) Electronic Business - none
- 9) Adjourn – Meeting adjourned at 7:23 p.m.
- 10) Next Board Meeting: Scheduled for March 24, 2009

Minutes prepared by Barb Shoffner

Minutes approved by \_\_\_\_\_