

Heatherwood Condominium Association

Board of Directors Meeting – January 27, 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 1/27/09 board meeting

- 1) Call to Order: 6:07 p.m.
- 2) Approval of Agenda: Wilson motioned to approve, Shoffner seconded. Board approved.
- 3) Co-Owner Concerns: No concerns presented.
- 4) Approval of Minutes: Swan motioned to approve with modification to indicate Shoffner absent, seconded by Wilson. Board approved.
- 5) Reports
 - a) Legal Reports
 - i) In reviewing the collection report from Association Dues Assurance Corporation (ADAC), Schuirmann noted one additional co-owner's account was turned over to ADAC.
 - ii) **Action Item:** Schuirmann will request an updated collection report from ADAC.
 - iii) **Action Item:** Schuirmann will check on foreclosed units heating utility status, due to frozen / broken water pipe issues.
 - b) Officer Reports
 - i) Secretary: Website was updated with the new layout.
 - ii) Treasurer: The Myler & Associates, P.C. auditor report for the years ended December 31, 2007 and 2006 was distributed to the board members.
 - iii) President: No report
 - c) Committee Reports
 - i) Landscape Committee: No report
 - ii) Handbook and By-Laws
 - (1) First meeting was held on 1/25/09. Activities included a full review of the By-Laws (deleting Developer references) and an initial Handbook review (separating key contacts and forms from the base document).
 - (2) The next meeting is scheduled for 2/21/09.
 - (3) Schuirmann indicated in general it takes 1-2 years to approve By-Laws revisions. A typical process includes: committee revisions, board review, attorney review, co-owner with attorney information meeting, revisions, and co-owner voting meeting.
 - iii) Parking Committee
 - (1) One co-owner has volunteered for the parking committee. The board recommends making changes to the parking rules in the Handbook and then determining if a parking committee will be formed.
 - d) Management Report
 - i) Financial: 2008 year end results were under budget.
 - ii) Maintenance Log
 - (1) Three maintenance items remain open.
 - (2) Major activity last month was due to frozen and broken pipes. Units causing the problems are in collection with ADAC. And some are in foreclosure. If SCM is made aware a unit is empty, they can get the heat turned on.
 - (3) Fanelli recommended identifying maintenance patterns, such as outside doors not closing properly, and then addressing the issue across all applicable units.

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- iii) Violation reports
 - (1) Issues included porch being enclosed in plastic, noise complaint and pet debris not being cleaned up.
- 6) Old Business
 - a) Priority List
 - i) Drainage – Brickman stopped work since the ground is frozen. The gas line damage was repaired at their expense.
 - ii) Roads – Eric Rauch, Desine Incorporated, will be sending out a request for quotes.
 - iii) Trees
 - (1) Urban Foresters do not replace trees. However, they will remove the marked dead trees before spring.
 - (2) Trimming was not completed.
 - iv) Update Reserve Study:
 - (1) **Action Item:** Schuirmann is reviewing the prior study and will provide recommended actions to the board next month.
 - (2) Schuirmann is already requesting Roofing Technology Associates, a 3rd party, conduct a roof assessment.
 - (3) **Action Item:** Schuirmann will request a bid to update the study
 - v) Handbook and By-Laws: See committee comments above.
 - vi) Painting the Cabana
 - (a) **Action Item:** Schuirmann will obtain bids.
 - (b) Fanelli requested a design (i.e. geometric or waves) be painted in the cabana.
 - b) Leaf Guard Bids
 - i) **Action Item:** Schuirmann will compile the three bids and present them to the board next month.
 - c) Cement Stair Replacement
 - i) Five steps have been ordered. If more than 5 are required, the board would like replacement to occur at the same time to minimize costs.
 - ii) **Action Item:** Schuirmann and Swan will identify the steps to be replaced.
 - d) Lawn and Snow Contracts
 - i) Bids have been received from Brickman, A&H and Twin Oaks. Two additional firms will bid when the lawn is clear.
 - e) Contract Summary Document: Schuirmann forwarded a document to the board for review / revisions.
 - f) Dog Waste
 - i) After the contract is signed, two stations will be installed in the spring.
 - g) Garage Siding Trim: **Action Item:** Schuirmann will obtain bids.
- 7) New Business
 - a) Rood dryer vents and soffits: Lint Cleaner repaired or replaced damaged vents and soffits.
 - b) Roof repair bids
 - i) The board reviewed the two bids from Bruttell Roofing, Inc. and recommended proceeding with both bids (Option 2 for the second bid). Shoffner motioned to approve, Wilson seconded and the board approved.
 - ii) **Action Item:** Schuirmann will contact Bruttell and try to negotiate a better price for the two contracts.

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- c) SCM on the property: In the winter Schuirmann is generally on the property every two weeks and a staff member is onsite every week. Of course, when an issue arises the frequency is greater.
- 8) Electronic Business
 - a) Moving snow piles: Was accomplished within the \$2,000 limit.
 - b) Water pipe breakage: Discussed previously during the meeting.
 - c) Flooring requests
 - i) **Action Item:** Schuirmann will forward an article to the board.
 - ii) **Action Item:** By-Laws and Handbook Committee will consider including flooring parameter in the new versions.
- 9) Adjourn: The meeting was adjourned at 7:30 p.m.
- 10) Next Board Meeting: Scheduled for February 24, 2009 at SCM at 6:00 p.m.

Minutes prepared by Barb Shoffner

Minutes approved by: _____