

**Heatherwood Condominium Association
June 20, 2008**

Board Members: Anita McDermott, Vice-President Deborah Wilson, Secretary Matthew Swan Treasurer Brad Wathen, Director-at-Large Absent: Terrie Fanelli, President	Select Community Management Joe Schuirmann, property manager	Co-Owners: Minutes: Deb Wilson
--	--	--

I **Call to Order:** 6 p.m.

II **Approval of Agenda:** Swan approved, McDermott seconded.

III **Select Community Management:** welcomed as new property manager, Joe Schuirmann

IV **Welcome to board member:** Acknowledgement that Brad Wathen joined the Heatherwood board in January, 2008.

V **Desine Inc presentation:** Company did soil borings and found a silty brown clay soil strata approximately 12 inches below ground surface which prevents water from draining. Explains why soft ground following heavy rain. Desine suggested tying downspouts into storm sewers to convey roof water away from lawn and into the pond. Design presented a plan to do so.

Storm sewers exist between every other unit, so connection should be simple. The downspouts on Millbrook Trail garages will be placed underground and will connect to existing drains. Noted that new gutters would be needed on some Millbrook garages (separate from project). High-pointing the center gutters would prevent cutting the concrete to install the underground hookups. Buildings on Heatherwood near tree line would require gutter guards installed to control leaf accumulation. The underground work that would affect paving is behind a series of garages on Millbrook Trail near I-94.

Roads: Drainage solution would remove standing water and help resolve pavement decay. Desine presented 3 options for road replacement once drainage issues are corrected.

VI **Co-Owner Concerns:**
None

VII **Approval of Minutes:** motion to approve corrected minutes made by Swan, seconded by Wathen.

VIII **Reports**

1. **Legal Reports:** Keith Smillie to be contacted regarding AAREC issuing checks for property management during the months of May, June and July, also discussed were the missing auditor documents .Auditor states it is unlikely there will be an additional charge to audit missing documentation. Board concerned with missing property such as paint and siding. McDermott states there remains siding in the community garage, not sure about paint. Motion made for Swan to contact Keith Smiley to draft letter to recover funds and to cooperate with auditor for 2008 financial audit and any 2007 matters. Wathen seconded. Board passed motion.

2. **Officer Reports:** none
3. **Committee Reports:**
 - a. **Landscape Committee:** Notified Brandon about dead trees and shrubs, board members will walk with Brandon and get bid for removal. Schuirmann will talk to A&H about cutting down co-owners flowers. Will also discuss spring pruning.
 - b. Website: Changing links on site, adding resource page.
4. **Management Report:**
 - a. **Financial:** New financial books created for board by Select.
 - b. **Maintenance Log:** No log available this month. Select does not have a previous month's information. Pool cleaning has been contracted with Pools by Poye
Pools by Poye do daily testing of chemicals and arrange deck chairs. They do not clean cabana. The pool heater repair has been assigned to Aquatic Engineering, Inc. The repair in the woman's bathroom has been assigned to Hutzel's Plumbing.
Pond fountain has been repaired. Fill device will be repaired at a later date. Siding repairs have been assigned to the Siding Wizard company.
 - c. **Violation reports:** violations sent to unit 79, regarding the large garden areas that extend behind property line Next month a violation report will be created listing resolved and unresolved violations.
 - d. **Modification requests:** denied sat dish, the co-owners will need to resubmit a plan with the dish not touching common elements. Another concern was a metal pole extending beyond the roof line and acting as a lightning rod,
 - e. **Change of registered agent:** to indicate with state new agent for property.

XI Old Business

- a. Desine Engineering proposals: Desine will request bids for drainage and paving repairs. Select to obtain bids for gutter replacement to garages on Millbrook Trail to replace center gutters so all drainage will take place at garage ends. Gutter replacement must take place before drainage repair.
- b. Wathen made motion to get bids for drainage and paving and to hire Desine as project manager for both. Wilson seconded. Motion passed.

X New Business

- a. Cleaning proposals (hallways and cabana): Current hallway cleaners now have insurance and will be cleaning pool bathhouse every 2 weeks. Select will have bathhouse cleaned other weeks. Umbrellas around the pool are not being closed by residents as they leave.
- b. Clock for pool area: request from co-owner. Select will purchase a battery operated clock and install near the pool.
- c. Grounds/pool maintenance: Fanelli, McDermott , Schuirmann and Brandon of A&H. will discuss shrub removal and trimming. Discussion on where to put the dog poop can, Schuirmann suggested Duty Calls, which can drop off containers within community. He will send board a list of this cost and see if this is feasible.
- d. Pool security: keypads or key locks? McDermott stated changing locks would not help security issues. Decision was made to keep existing locks. Adding height to the fence will be considered next year.
- e. Pool furniture: table repaired. Further furniture purchases for the pool area will take place next year.

- f. Suggestions to form committees within the community. Schuirmann will send documentation explaining how to organize a committee.
- g. Vandalism of Heatherwood Lane/Millbrook road sign. – Select will order and install new road sign.
- h. Decks: Obtain bid for re-staining decks from C&Q,
- i. Decks to be re-stained will be determined after bid received.
- j. Garage trim: obtain bid for replacing painted garage trim with vinyl.

XI **Motion to adjourn:** at 8:26 pm. by Swan and seconded by Wilson

Next Scheduled Board Meeting — Aug. 21, 2008