

Heatherwood Condominium Association
Board of Directors Meeting Minutes – June 23, 2009

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

Co-Owner: None

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

Guests: None

*Attended 6/23/09 board meeting

- 1) Call to Order: 6:03 p.m.
- 2) Approval of Agenda: Agenda modified to include unit #050 violations. Shoffner motioned to approve, Wilson seconded the motion. Agenda approved.
- 3) Co-Owner Concerns: None presented
- 4) Approval of Minutes: Wilson motioned to approve, McDermott seconded. Minutes approved.
- 5) Reports
 - a) Legal Reports
 - i) The Association Dues Assurance Corporation (ADAC) report is no longer available online. **Action Item:** Schuirmann to schedule a meeting with ADAC by Friday, 6/26/09.
 - ii) The Nagle Paving Company contract was approved by the attorney and signed by Fanelli. **Action Item:** Schuirmann, Rauch (Desine) and Nagle to meet to discuss project specifics. The road project will not start until the drainage project (including sprinkler system repairs) is complete.
 - b) Officer Reports
 - i) Secretary : No report
 - ii) Treasurer
 - (1) The audit is ongoing. At this time, there is not a target complete date.
 - iii) President: No report
 - c) Committee Reports
 - i) Landscape
 - (1) McDermott reported flowers were moved to the pool utility area. A&H plantings should be delayed until after the sprinkler system is operative.
 - ii) Handbook and Bylaws
 - (1) Decisions to add section to clarify resident responsibilities, railings are co-owner responsibility, fines increases (2nd - \$100, 3rd - \$250 and Subsequent - \$500), add pet inquiry to Co-owner's Information Sheet, duplicate information on Automatic Debit Form and Authorization Agreement deleted and Maintenance Matrix clarifications.
 - (2) **Action Item:** Shoffner to forward Antennas, including Satellite Dishes section and form to the attorney.
 - (3) Timing to have revised Handbook approved prior to the annual meeting. Co-owners will be informed mail when the Handbook is available online or from Select.
 - d) Management Report
 - i) Financial
 - (1) Association is operating below budget at this time.
 - (2) **Action Item:** Schuirmann to provide details of casualty loss and insurance reimbursement to Swan.
 - ii) Maintenance Log
 - (1) **Action Item:** Schuirmann will obtain quotes for patio repairs from three additional firms. These will be available the last week of July.
 - (2) **Action Item:** Schuirmann to have Work Order #5979 "coffee can style" vent cover replaced with cage configuration.
 - iii) Violation reports
 - (1) Schuirmann reported Heatherwood Spring Walk second violation notices will be sent 6/24/09.
 - (2) **Action Item:** Board will meet Saturday, 7/11, at the cabana at 9 a.m. to review Millbrook Spring Walk Violations.

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- (3) **Action Item:** Schuirmann will contact unit #001 co-owner to discuss violations and request modification form.
- (4) **Action Item:** Schuirmann to provide feedback for unit #138 request. The trash container can not be stored on the porch. It may be stored in the utility room, condo or garage.
- (5) Unit #050 continues to disregard the noise rules and regulations. As violations are reported, notices will be sent.
- iv) Foreclosures
 - (1) **Action Item:** Schuirmann to determine status and condition of unit #084.
 - (2) Unit #123 is vacant with no mortgage.
 - (3) **Action Item:** Schuirmann to determine mortgage balance.
- 6) Old Business
 - a) Priority List
 - i) Drainage
 - (1) Schuirmann and Raugh walked the property and created a new punch list (distributed to the board).
 - ii) Roads: (discussed earlier)
 - iii) Trees
 - (1) Schuirmann is routinely contacting Urban Foresters to remove dead trees. If they can not do the work in the short-term, Schuirmann will have A&H remove the trees.
 - iv) Update Reserve Study
 - (1) **Action Item:** Schuirmann will reschedule the meeting to discuss the reserve study update. Request emphasis on Association responsibilities including infrastructure (i.e. road, drainage, etc.).
 - (2) A. Hawley is scheduling roof evaluations with co-owners.
 - v) Handbook and Bylaws: (covered above)
 - vi) Painting the Cabana
 - (1) Shoffner motioned to contract with C&Q, Wilson seconded the motion. The board approved.
 - (2) The board agreed to have the cabana painted after the pool closes in September.
 - (3) **Action Item:** Schuirmann to contact C&Q.
 - b) Contracts
 - i) Leaf Guard Bids
 - (1) The gutters were cleaned.
 - (2) Guards will be added after the roof work is complete.
 - ii) Pool
 - (1) Cabana ventilation: **Action Item:** Schuirmann will contact Pools by Poye to obtain target complete date.
 - (2) All Arbor Custom Fence to repair the pool fence during the week of 6/22/09.
 - (3) Pool concrete Repair was completed by Argon.
 - iii) Sealing Concrete Steps (not discussed)
 - iv) Garage Siding Trim
 - (1) Schuirmann presented the vinyl siding bids.
 - (2) The board decided to have Schuirmann contact C&Q to have the trim painted.
 - v) Roof repair
 - (1) **Action Item:** Schuirmann to clarify the date of building 10's roof repair.
 - vi) Select Community Management
 - (1) Contract continues with the same fee structure
 - (2) **Action Item:** Shoffner to provide contract corrections to Dave Wilson.
 - vii) Concrete / Sidewalk
 - (1) **Action Item:** Schuirmann to obtain flatwork concrete bids from Nagle Paving Company.

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- viii) Mailbox Posts
 - (1) One mailbox is complete. The second will be finished 6/24/09.
 - (2) **Action Item:** Schuirmann will contact C&Q about scraping and painting mailbox posts throughout the complex at a competitive rate.
- ix) Door / trim painting
 - (1) **Action Item:** Schuirmann will ask C&Q to package this with the mailbox post and cabana work.
- x) Contract Summary Document
 - (1) **Action Item:** Shoffner to create log of major project work. Mailbox manufacturer, Bommer, needs to be noted in the document.
- c) Flooring requests – No action required.
- d) Spring Activities
 - i) Spring Walk Follow-up
 - (1) **Action Item:** A. Hawley to call co-owners if they reported issues that are in fact their responsibility to maintain/repair.
 - (2) **Action Item:** Schuirmann to prioritize repair of garden level railings.
- e) Maintenance (refer to “HWCA gen op calendar excel file” for listing) Status Update - Schuirmann
 - i) Common hallway smoke detector batteries – Schuirmann reported these were changed.
 - ii) Brickman repaired Allied Van Lines damage.
 - iii) **Action Item:** Schuirmann will assure Building #9 spigot documented and turned on.
- 7) New Business
 - a) Community Association Institute
 - i) Schuirmann explained there is an annual conference, classes and a magazine. There are no chapter meetings. No action was taken.
- 8) Electronic Business
 - a) The pool fence repair and concrete leveling were approved.
- 9) Adjourn: 8:00 p.m.
- 10) Next Board Meeting: July 28, 2009

Minutes prepared by Barb Shoffner

Minutes approved by _____