

Heatherwood Condominium Association

Board of Directors Minutes – March 24, 2009

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

Co-Owner: Unit # 98*

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

Guests: Eric Rauch* (Desine), Dick Thayer* (Branch Manager, Brickman Group), Jon King* (Account Manager, Brickman Group) and Jacob Edin* (Operational Manager, Brickman Group)

*Attended 3/24/09 board meeting

- 1) Call to Order - 6:04 p.m.
- 2) Approval of Agenda – Shoffner motioned to approve, Swan seconded and the Board approved.
- 3) Co-Owner Concerns
 - a) Co-owner of Unit #98 attempted to resolve middle of the night noise issues with the upstairs neighbor. This was unsuccessful, so the Co-owner contacted Select Community Management. Schuirmann called the upstairs neighbor to explain the rules and sent a violation letter on 3/20/09. To this point there has not been a noise issue.
 - b) The Co-owner also described a community approach where we all share the responsibilities and benefits. There seems to be a large number of Co-owners / residents that are not aware of the rules (i.e. garbage, noise and parking). The Board was encouraged to communicate the basic rules of the community as much as possible.
 - c) The Board is working on a newsletter that will include reminders of several rules. Also, the Co-owner was invited to join the Handbook and By-Laws Committee. The Co-owner will think about this opportunity.
- 4) Approval of Minutes – McDermott motioned to approve, Swan seconded and the Board approved.
- 5) Reports
 - a) Legal Reports – The Association Dues Assurance Corporation (ADAC) report was provided to the Board. Accounts delinquent more than 60 days are being turned over to ADAC for collection.
 - b) Officer Reports
 - i) Secretary – no report
 - ii) Treasurer – Noted funds need to be available for payment at satisfactory conclusion of drainage project.
 - iii) President – no report
 - c) Committee Reports
 - i) Landscape – McDermott has emailed the members of the landscape committee to begin activities this spring. There are now only three committee members.
 - ii) Handbook and By-Laws – The committee last met on 2/21/09. After the meeting an updated Handbook was sent to all committee members. The next meeting is scheduled for 4/18/09.
 - d) Management Report
 - i) Financial
 - (1) Association is operating close to budget.
 - (2) Increased costs for the following two items were explained.
 - (a) Insurance bulk payment for the 3 year agreement
 - (b) Seasonal contract (includes \$2K for moving snow on the property and additional salt costs)
 - (3) **Action Item:** Schuirmann to investigate the \$5,151 charge to building maintenance.
 - ii) Maintenance Log
 - (1) Two open items are roof repair and inoperative light.
 - (2) **Action Item:** Schuirmann to make certain the Co-owner is notified about parts being ordered for the light repair.
 - iii) Violation reports - were issued for noise, dog waste and inappropriate storage.

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- iv) Select Community Management has received two leases after the fact. They do not include any verbiage about the rules. The Lease Addendums still need to be submitted to Select Community Management.
- 6) Old Business
 - a) Priority List
 - i) Drainage
 - (1) Eric Raugh reviewed the two gas line, one electrical line and one cable line incidents caused during the drainage project implementation.
 - (2) Jacob Edin indicated there is a supervisor on site at all times and the crew should be hand digging in a window of 18” on either side of the Miss Dig markings. This 36” window for hand digging was not observed when the gas lines were hit. Jacob is bringing in another supervisor for this project.
 - (3) Jon King stated there was no excuse for the gas line incidents. This is clearly a Brickman Group error and is financially responsible for all costs associated with these gas line incidents. The electrical and cable lines were not marked accurately. The electrical line was 2 feet off the flag. Brickman is working with Miss Dig and the utility companies to identify financial responsibilities.
 - (4) Eric Raugh presented the site map with highlights for work completed and described the plan to move work to Millbrook, and then conclude in areas between condos and garages. He highlighted issues between building #1 and #2 with 19 utility crossings (some not marked)
 - (5) Eric Raugh and Jacob Edin are coordinating closely with Miss Dig, utility companies, Comcast as they move to each stage of the project.
 - (6) Jon King can not guarantee there will not be any further incidents, but assured the Board they are taking every possible step to avoid any problems.
 - (7) If there is another incident reporting is as follows:
 - (a) Brickman calls 911, the utility and Eric Raugh. They also have incident reporting requirements at Brickman.
 - (b) Eric Raugh will contact Joe Schuirmann. In turn Joe Schuirmann will email the Board.
Note: Eric is maintaining a project history record for the Board.
 - (8) The drainage project target completion date is May 29, 2009.
 - (9) **Action Item:** Schuirmann will provide Brickman with a key to the cabana restroom and make sure the water is turned on.
 - ii) Roads
 - (1) Eric Raugh reported asphalt quotes are due back to Desine by April 9, 2009. The Board agreed to hold a special meeting to review these quotes during the week of April 13.
 - (2) Schuirmann mentioned concrete deterioration and shifting in the community. He recommends repair and leveling rather than replacing whole slabs or sections.
 - (3) **Action Item:** Schuirmann will check with Raugh to determine if the road quotes include concrete work. If they do not include concrete repairs, Schuirmann will get quotes for concrete work.
 - (4) Schuirmann has contacted Allied Van Lines about the damage at the community entry. He is waiting for a return call.
 - iii) Trees
 - (1) Urban Foresters removed the dead trees
 - (2) **Action Item:** Schuirmann will obtain planting recommendations from third party professional before bidding tree replacement.
 - iv) Update Reserve Study
 - (1) RTA is in the process of conducting the roof assessment.
 - (2) **Action Item:** Schuirmann to determine the cost to update the reserve study.
 - v) Handbook and By-Laws (covered above)
 - vi) Painting the Cabana – Topic tabled until April 2009

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- b) Leaf Guard Bids - Select Community Management has received the bids and will present the summary at the April 2009 Board meeting.
- c) Cement Step Replacement
 - i) Swan and Schuirmann have compiled a listing of ~ 30 steps that need to be replaced or monitored.
 - ii) Shoffner motioned 5 stairs be replaced at this time, McDermott seconded and the board approved.
 - iii) **Action Item:** Schuirmann will contract with Argon to replace 5 steps.
 - iv) **Action Item:** Schuirmann to get quotes to seal existing concrete steps.
- d) Lawn and Snow Contracts
 - i) The Board reviewed quotes with variations such as not quoting fixed snow removal prices, additional costs for fertilization, adjustments for salt costs and prices.
 - ii) McDermott motioned the Board approve the A&H proposal based upon specific pricing and siding repair details. Shoffner seconded and the Board approved.
 - iii) **Action Item:** Schuirmann will obtain lawn fertilization bids.
- e) Pool contract, ventilation improvement and drain revision – A three year pool maintenance contract with Pools by Poye was signed. Ventilation and drain revision work will be done by Pools by Poye.
- f) Contract Summary Document
 - i) **Action Item:** Schuirmann to complete by next week.
- g) Dog Waste Stations - Installed
- h) Garage Siding Trim – Schuirmann is putting together the specification to send with the request for quotes.
 - i) Roof repair – Contractor has been on site.
 - j) Flooring requests – **Action Item:** Schuirmann is looking for the articles.
 - k) Request for tub and floor repairs – Co-owner Unit #137 has not provided the requested documentation.
 - l) Publicize Spring Walk – Wilson is leading the activities to create the Spring Newsletter. All Board members and Schuirmann have been encouraged to contribute. The target completion date is April 15, 2009. At that time, Select Community Management will copy and mail the Newsletter to Co-owners and tenants.
- 7) New Business
 - a) General Operating Calendar
 - i) Pond Inspection
 - (1) **Action Item:** Eric Raugh will evaluate the automatic level control system
 - (2) **Action Item:** Schuirmann will coordinate A&H setting up the fountain, pump line and irrigation, as well as Clean Lake Improvement treating the water with environmentally friendly products.
 - ii) Spring clean-up will be performed by A&H
 - iii) **Action Item:** Schuirmann will coordinate timing and costs for Select Community Management to turn on water spigots, change common hallway smoke detector batteries, store salt buckets and turn off heaters in common hallways.
- 8) Electronic Business - none
- 9) Adjourn – meeting adjourned at 8:00 p.m.
- 10) Next Board Meeting: Scheduled for April 28, 2009

Minutes prepared by Barb Shoffner

Minutes approved by _____