

Heatherwood Condominium Association
Board Meeting Minutes, October 16, 2008

Board Members: Terrie Fanelli, President Anita McDermott, Vice-President Deborah Wilson, Secretary Matthew Swan, Treasurer Barb Shoffner, Director-at-Large	Select Community Management Joe Schuirmann, property management	Co-Owners: Unit 22 Minutes: Deb Wilson
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- I **Call to Order:** 6:01 p.m.

- II **Approval of Agenda:** Motion to approve by McDermott and seconded by Swan.

- III **Co-Owner Concerns**
 Unit 22, concern about trim around balcony door. A work order was issued and repair is scheduled for next week. The original request was made in July. Select was not certain about trim painting plans for the entire complex or as needed. Resident also mentioned Select was not returning her calls.

- IV **Approval of Minutes** Swan made motion to approve minutes as modified, seconded by McDermott. All voted aye.

- V **Reports**
 - **Legal Reports:** Will check that liens are filed as necessary.
 - **Officer Reports:**
 - **Treasurer:** Swan hand delivered bank confirmations to Myler. IRS assessed a penalty for 2005-2006. The penalty was paid. Swan gave power of attorney to Myler to research the tax issues.
 - FDIC insurance is at a \$250K level on bank accounts until December 2009. Association can obtain CDs for values greater than \$100K, if they that mature before December 2009.
 - **Secretary:** Reviewed feedback from new webpage designs. The selected design will be utilized to update all pages. Estimate the work will be done by Christmas.
 - **President:** Shoffner assume responsibility for the meeting minutes.
 - **Committee Report**
 - **Landscape Committee** Still planning on grounds clean-up.
 - **Management Report:**
 - **Financial:** Money market accounts are up, Grounds and Landscaping is under budget. Actual expenditures are \$21,900 below budget.
 - **Maintenance Log:** Board reviewed the work orders (open and closed). The gas grill igniter needs to be checked.
 - **Violation reports:** Letters were sent out. Unit 50 does have letter and landlord will be contacted.

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VI Old Business

- Gutters
 - Schuirmann contacted four companies to quote on gutter cleaning and leaf guard installation for Heatherwood Lane (Gutter guards only on building 2-10, along the Fox Pointe tree-line).
 - Board will have Select maintenance evaluate other buildings' gutters to determine if cleaning and/or guards are required.
- Trees
 - Landscape committee will mark the dead trees with red paint.
 - Urban Foresters will remove marked trees.
- Dryer vent cleaning
 - Ductz and Lint Cleaner submitted bids. Lint Cleaner offered to send letters in advance and offer residence interior duct cleaning for dryer vents for a small fee.
 - McDermott made motion to select Lint cleaner and Wilson seconded. The vote was unanimous.
- Doggie Duty to be installed next week.
- Cement stair replacement for units with exterior entrances
 - Schuirmann walked through the complex and evaluated the stairs. Fifteen stairs have cracks and three requiring replacement. He recommends Argon replace individual steps. The price for 5 or more is \$450/step. This includes making it, sealing it and storing it until needed and included installation. Joe will email list and confirm steps to be replaced. Shoffner made motion to contract with Argon to get five steps, McDermott seconded. The vote was unanimous.

VII New Business

- Officer election: Shoffner is director-at-large, everyone else retained their positions.
- 2009 Proposed Budget: No need to increase rates. Rate can remain \$195.
- SCM General provided an operation calendar: Board will review the calendar.
- Replace dead bolts for cabana doors. There is a work order in place for this.
- Snow contract/lawn bids: sprinkler service and lawn chemical treatment
 - Lawn treatment not included in bids. Schuirmann will obtain a bid from Twin Oaks.
 - Board will look at the bids later as the contract runs through April 2009. Snow and landscape bids tabled.

VIII Electronic Business

- Drainage work
 - Desine should have final bids in by Oct. 15
 - The target is to select a firm to get Heatherwood side done before winter. Work will take approximately 5 weeks.
 - Millbrook will wait until spring as some roads/driveways will need removal.
 - Roads will be scheduled in the spring. Some driveways may be blocked during work, notices will be sent out in advance to alert residents.

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XI Adjournment at 7:40 p.m.

Wilson made motion, seconded by Shoffner. All voted aye.

Next Scheduled Board Meeting - 6 p.m. Tuesday, Nov. 25. Note: meeting changed to fourth Tuesday of the month.