

# Heatherwood Condominium Association

Board of Directors Minutes – October 27, 2009

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

**Co-Owner:** Daniel Zaid\*

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

\*Attended 10/27/09 board meeting

- 1) Call to Order – 5:58 pm
- 2) Approval of Agenda – McDermott motioned to approve, Wilson seconded the motion. Agenda approved.
- 3) Co-Owner Concerns
  - a) Unit #123 co-owner was present to discuss the Exterior Modification Request / Agreement.
  - b) After discussion Swan moved to approve the request with the ceiling slanted for drainage, a screen or storm door and the exterior work will be completed within two months of the start date. McDermott seconded the motion. The board agreed to the Exterior Modification Request.
- 4) Approval of Minutes – McDermott motioned to approve, Swan seconded the motion. Agenda approved.
- 5) Election
  - a) Wilson and Swan were re-elected to the board
  - b) Officers for the year are Fanelli (Director-at-Large), McDermott (Vice-President), Wilson (Secretary), Swan (Treasurer) and Shoffner (President)
- 6) Reports
  - a) Legal Reports
    - i) The Association's Attorney has determined Unit #57 co-owner is financially responsible for the water leak and all associated damage. Previously Unit #57 co-owner was sent a letter indicating the responsibility for costs incurred by the Association to date and to contact Select about payment. Both co-owners impacted by this issue will be sent a letter to clearly communicate Unit #57 co-owner's responsibility for all repair and remediation costs.
    - ii) The ADAC accounts were reviewed.
  - b) Officer Reports
    - i) Secretary – Wilson
      - (1) The report contact section on the website is almost complete. The board will be the first test group.
      - (2) Additional website updates include: cyber security, Pittsfield Master Plan Meeting and Halloween Safety.
    - ii) Treasurer – Swan – no report
    - iii) President – Fanelli – no report
  - c) Committee Reports
    - i) Landscape – McDermott
      - (1) There are 19 trees to be replaced. Based on location and budget the request may be for larger trees. Plantings will include a methodology for regular fertilization. More details to follow.
    - ii) Handbook and Bylaws - Wilson – no report
  - d) Management Report - Schuirmann
    - i) Financial – report was sent to the board
    - ii) Maintenance Log – report was sent to the board
    - iii) Ongoing Maintenance Items
      - (1) Schuirmann reported spigots were turned off. He will double check and specifically address shut-offs inside units. Building #10 spigot is not turned off.
      - (2) Stair sealing will be logged for maintenance review in 3-4 years
      - (3) Vents to furnace rooms are rusty. Board may consider replacing with exterior vents.

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- (4) Contract Summary Document and Contract Work Log – Schuirmann (updated copies to be provided to the board)
- iv) Violation reports
  - (1) **Action Item:** Schuirmann will review status of items on report before sending notices.
  - (2) Schuirmann noted some buildings with enclosed entryways have excessive hallway storage and damage. He will post a notice in the hallways informing co-owners/residents of the violation in an effort to resolve the issues.
- v) Newsletter Proposal
  - (1) Select provided a sample newsletter and offered to provide content and format at a rate of \$125/newsletter. Printing and mailing rates are extra.
  - (2) **Action Item:** Board to consider this offer and get back with Schuirmann.
- 7) Old Business
  - a) Priority List
    - i) Drainage and Sprinkler System – Brickman has completed this project and warranty work to date.
    - ii) Roads & Flat Concrete Work (Nagle Paving Company) – Schuirmann
      - (1) Eric Rauch is monitoring the punch list.
      - (2) The current Nagle invoice will be paid
      - (3) **Action Item:** Schuirmann to speak with Eric Rauch about the water seepage at end of the driveway by building #8 and by the building #16 mailbox.
      - (4) Select will not be billing for extra hours associated with this project.
    - iii) Trees (replacement tabled until after paving & trimming and removal (contract)) – Schuirmann
      - (1) Schuirmann presented photos of the tree trimming and removal. He has negotiated additional work at no extra charge. Urban Foresters should begin work this week.
    - iv) Update Reserve Study (including roof evaluation) – Schuirmann
      - (1) Schuirmann provided the draft reserve study and roof evaluation reports to the board via email.
      - (2) The draft review study needs to be reviewed closely by the board.
      - (3) **Action Item:** Wilson will try to convert the Reserve Study PDF to a Word document. The board will then provide comments on a single document.
  - b) Contracts
    - i) Painting & Tile – C&Q (monument sign & tile/wall repair in locker rooms)
      - (1) **Action Item:** Schuirmann will follow-up with C&Q about this work as well as inquire about painting the pedestrian door for the Association storage garage and power washing the buildings.
    - ii) Concrete Levelers (contract) – Schuirmann
      - (1) Mailboxes are complete. Patio work is still in process.
      - (2) **Action Item:** Schuirmann to address Concrete Levelers repairing damage to lawn. One example is by building #3.
    - iii) Lawn and Snow Removal
      - (1) A&H contract expires at the end of November 2009.
      - (2) **Action Item:** Schuirmann to request contract from A&H with options for 1, 2 & 3 years.
  - c) Fall Walk rescheduled for Saturday, 11/14, at 10 am. We will meet at the cabana.
- 8) New Business
  - a) Co-Owner response to information request with Handbook announcement – Schuirmann
    - i) **Action Item:** Schuirmann will obtain an update for the board.
    - ii) Schuirmann reported only four co-owners have obtained copies of the Handbook after the Annual Meeting. Only one individual reported downloading the document from the website.

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- b) 2010 Budget Development – **Action Item:** Schuirmann will send a draft to the board by 10/30/09.
  - c) 2010 Priority List Development (carryovers & recommendations: Landscaping (including trees), Bylaws, Roofs, Emergency/Disaster Planning (including review of insurance), and additional ideas). The board will consider these and additional items.
  - d) Holiday Letter – Fanelli will host the board at her condo to draft the letter. Letter to be sent the first of second week of December with the 2010 budget.
- 9) Electronic Business - none
  - 10) Adjourn – at 7:30 pm
  - 11) Next Board Meeting – November 24, 2009

Minutes prepared by Barb Shoffner

Minutes approved by \_\_\_\_\_