

**Heatherwood Condominium Association
Sept. 18, 2008**

Board Members: Terrie Fanelli, President Anita McDermott, Vice- President Deborah Wilson, Secretary Matthew Swan Treasurer	Select Community Management, Joe Schuirmann, property manager	Co-Owners: Minutes: Deb Wilson
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- I **Call to Order:** 7:34 p.m.
- II **Approval of Agenda:** agenda approved
- III **Co-Owner Concerns:** None
- IV **Approval of Minutes:** approval of Sept. 20, 2007 by Swan, seconded by Wilson
Approval of August 08 minutes motioned by: swan, seconded by McDermott.
- V **Reports**
Legal Reports: None.
Received notice about units 58, 77 and 84 going to foreclosure.

Officer Reports:

Treasurer: talked to Myler Associates, still looking for confirmation letters Swan signed in July with Mark. 2007 audit pending bank confirmation letters. They were signed and hand delivered to Myler.

Committee Report

Landscape Committee: Planning on working in common areas.

Management Report

Financial: Checking account is too low, Money Market is positive this month. Anyone over 2 months due have been handed over to Association Dues Assurance Company (ADAC) for collection.

Maintenance Log There are only 4 work orders open now. Work needs to be done on maintenance matrix.

Violation reports: The Board went over the violations reports.

- VI **Old Business**
 - I. RFP's: Select Management has the snow/lawn bids and specifications ready to be sent out
 - II. Landscape updates: The Board will walk and mark where mulch should be placed alongside buildings; hopefully, this will cause less siding damage.
 - III. Duty Call stations: Two stations will be placed on the grounds for a trial run.

- IV. Dryer vent cleaning. Two bids request have been sent to Lint Lifters and Ductz, seeking a third company to bid.
- V. Light bulbs: Swan has replaced 36 light bulbs with new type. This will save us money via less electric as they are CFLs bulbs.
- VI. Garage trim, still waiting on matching and bidding.

VII New business

Concrete steps: Schuirmann will obtain bids to have damaged steps replaced and all steps will receive a sealing process.

Power wash the buildings: Schuirmann recommended waiting till spring.

C&Q door painting: A list of co-owners will need to be obtained, then the Board can get a bid.

VII Electronic Business:

Design update: Construction drawings to be completed this week, a bid package will be done by the end of the week. It is expected that work will begin sometime in October.

Board voted to hire ADAC to handle collections.

VIII Adjournment at 8:50 p.m.

Next Scheduled Board Meeting — Oct. 16, 2008.