

# Heatherwood Condominium Association

Board of Directors Minutes – September 22, 2009

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

**Co-Owner:** None attended

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

\*Attended 9/22/09 board meeting

- 1) Call to Order: 7:35 pm
- 2) Approval of Agenda: Wilson motioned to approve, Swan seconded the motion. Agenda approved
- 3) Co-Owner Concerns
  - a) Schuirmann provided a co-owner letter highlighting concerns about co-owner responsibility for adolescents, excessive noise and property damage. A violation was sent. **Action Item:** Schuirmann will follow-up with a phone call to the co-owner that received the violation.
- 4) Approval of Minutes
  - a) Minutes were amended to include the FDIC coverage up to \$250K until December 31, 2013.
  - b) Wilson motioned to approve the amended minutes. Fanelli seconded the motion. Minutes were approved.
- 5) Reports
  - a) Legal Reports – Schuirmann & Swan
    - i) **Action Item:** Schuirmann will contact ADAC to confirm two additional accounts have moved to collection and obtain a detailed report. The detailed report will be forwarded to the board.
    - ii) **Action Item:** Schuirmann will check on the status of Unit #21 as this is potentially an empty rental unit.
    - iii) Heatherwood has from 15-20 rental units.
  - b) Officer Reports
    - i) Secretary – Wilson is coding the communication capability for the website.
    - ii) Treasurer – No report as information was covered during the annual meeting.
    - iii) President – No report
  - c) Committee Reports
    - i) Landscape – McDermott presented information about trees recommended for clay soil.
    - ii) Handbook and Bylaws - No update
  - d) Management Report - Schuirmann
    - i) Financial – Report was available for the meeting. Financial status was covered during the annual meeting.
    - ii) Maintenance Log – **Action Item:** Schuirmann did not have the document at the meeting. He will forward the information to the board.
    - iii) Violation reports – **Action Item:** Schuirmann observed violations during his site visit. He will forward this information and the violation report to the board.
- 6) Old Business
  - a) Priority List
    - i) Drainage and Sprinkler System
      - (1) Schuirmann and Rauch are monitoring the drainage system. To date there is one area requiring warranty work.
      - (2) The sprinkler system was turned off during paving. There are a few repairs required around the garages.
    - ii) Roads & Flat Concrete Work (Nagle Paving Company)
      - (1) Rauch provided a detailed report at the annual meeting.
    - iii) Trees (replacement tabled until after paving & trimming and removal (contract))
      - (1) **Action Item:** Schuirmann will confirm the dead tree by building 17 is to be removed and investigate if Pittsfield Township has tree removal, originating property and associated costs regulations

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- iv) Update Reserve Study (including roof evaluation)
  - (1) Schuirmann reported the attic inspections will be accomplished on October 1. This is the only additional information required to update the reserve study.
- v) Painting the Cabana
  - (1) The painting (interior, column footings and sign on the building) is complete.
  - (2) **Action Item:** Schuirmann will contact C&Q about the tile / wall repair in the shower areas and painting the Heatherwood monument sign.
- b) Contracts
  - i) Painting – C&Q (Garage Siding Trim, Mail Box Posts & Spring Walk Items). This work is complete.
  - ii) Select Community Management
    - (1) Schuirmann is conducting monthly site visits.
    - (2) Schuirmann presented an SCM payment proposal for the drainage and paving projects. SCM will not invoice for assisting in the management of the drainage project. The fee for the paving project will be based on actual hours on site.
  - iii) Concrete Porch (contract) – Schuirmann signed the Concrete Levelers contract. Work will occur late in September or early October.
  - iv) Contract Summary Document and Contract Work Log
    - (1) **Action Item:** Schuirmann will update the document with work completed, in-process and to be scheduled in the future (i.e. sealing asphalt in 3-5 years). The updated file will be sent to the board before the next meeting.
- c) Maintenance
  - i) Building 9 spigot is operational
- d) Fall Activities
  - i) Routine fall activities (i.e. set out salt buckets, turn on utility room / hallway heaters, turn off spigots, turn off cabana water, remove fountain, turn off and winterize sprinkler system, etc.) will be complete by the end of October.
  - ii) **Action Item:** The board fall walk will occur on Saturday, 11/7. Board members will meet at 10:00 am at the cabana. The walk observations will focus on property not violations.
- 7) New Business
  - a) Distribution of keys for cabana, display case, storage in cabana and garage. Board members may contact McDermott to make a set of keys.
- 8) Electronic Business
  - a) A&H bid for reseeding lawn was approved.
  - b) Sealing Concrete Steps bid from Argon was approved.
  - c) Entryway concrete revisions (radius and triangles) to Nagle Paving contract were approved.
- 9) Adjourn: 8:20 pm
- 10) Next Board Meeting – October 27, 2009

<b>Tabled Items</b>	<b>2009 Priority List</b>
1. Leaf Guard Bids – until after roof repairs	1. Drainage and Sprinkler System
2. Community Association Institute Seminar – McDermott & Shoffner	2. Roads & Flat Concrete Work
3. Association Archives	3. Trees
4. Responsibilities for Supplies	4. Update Reserve Study
5. Door Replacement (bids) – Schuirmann (Buildings 4 (2 doors), 7 and 16)	5. Handbook and Bylaws
	6. Painting the Cabana

Minutes prepared by Barb Shoffner

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