

# Chelsea Circle Townhome Owners' Association

[www.chelseaplacetownhomes.com](http://www.chelseaplacetownhomes.com)

## Board Meeting Minutes

October 14, 2014

The CPTOA Board of Directors met on Tuesday, October 14, 2014 at the Hepburn's home. President Carl Holtz called the meeting to order at 7:07 pm. Board members present were Carl Holtz, Betty Weinstein and Rob Hepburn, with Don Fink also attending.

Approval of Minutes –

**Motion made by Betty and seconded by Betty to approve the minutes of the CPTOA September 17, 2014 meeting. Motion passed unanimously.**

Business Discussed –

1. Discussion of the proposed 2015 Budget –

A. The Board first discussed the Chelsea Place Painting Schedule to get a feel for future costs.

Chelsea Place Painting Schedule	
2016 Bldgs. 3 & 8	2018 Bldgs. 9 & 5
2017 Bldgs. 1 & 6	2019 Bldgs. 4 & 2
2020 Bldgs. 7 & 10	
The schedule repeats itself becoming a cycle in 2021.	

B. A few of the numbers were changed to come up with the attached new proposed 2015 Budget.

C. Carl made a **motion to finalize the 2015 proposed budget that would be brought to the December meeting though an email approval by the Board no later than October 24.** Betty seconded the motion which passed unanimously.

2. Landscaping –

A. **Betty made a motion to put off any landscaping projects until the spring of 2015. The motion was seconded by Rob and passed unanimously.**

B. The Board discussed the bids for the 2015 landscaping service. Our current provider is not being considered. Carl will set up a meeting with Ground Pro Inc. and ALM (Associated Landscape Management). We plan to finalize our decision on the contractor in November.

3. Reserve Study -

A. The Board reviewed the bids provided by Association Partners of the best firms for the Reserve Study needed to develop a long term plan for our association. After much discussion it was narrowed down to two firms, Reserve Advisors and Superior.

B. Rob made a **motion to contract with Reserve Advisors for our Reserve Study.** Carl seconded the motion which passed unanimously.

Old Business – The Buffalo Box (main water shutoff) was finally lowered to sidewalk level by the village on Oct. 13. Thanks go to Carl for pursuing this safety issue.

Adjournment -

- At 8:52, a motion was made by Betty and seconded by Rob to adjourn. The motion passed unanimously.
- The next Board meeting will be November 18, 7:00 pm at Betty's house.

Respectfully submitted, Rob Hepburn, Secretary