

## Chelsea Circle Townhome Owners' Association

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### Board Meeting Minutes

January 8, 2014

The CPTOA Board of Directors met on Wednesday, January 8, 2014, at 7:06 pm at Carl's home. Board members present were Carl Holtz, John Fikejs, Betty Weinstein, Robert Wheatley and Rob Hepburn.

#### Approval of Minutes -

*A motion was made by Betty and seconded by Robert to approve the minutes of the CPTOA Board meeting of December 4, 2013.* The motion passed unanimously.

#### Treasurer's Report –

1. John asked Carl to ask the Association Partners to provide him with a monthly copy of expenses so that he may be able to monitor expenses.
2. All needed Board Member signatures have been indemnified.
3. The Edward Jones CD's that matured have been renewed. Every six months some of our CD's mature and are subject to renewal.
4. Association Partners sends Edward Jones a monthly increment to our money market account.

#### New Business –

1. Proof of Homeowners Insurance –
  - a. Robert complained about the threatening tone of a recent letter sent by the Partners regarding homeowners who had not yet complied with the rule requiring a current certificate of insurance being on file with the association.
  - b. Betty made the following motion which was seconded by John:  
*The Association Partners should be instructed to send a follow up letter to the five members who have not responded to the proof of insurance letter previously sent. If they respond within ten days of receiving the second letter, the fine will be waived.* The motion passed unanimously.
2. Window Approval for 0N667 –

We had trouble determining the color that was ordered for the window exterior from looking at the literature sent to us via email. Carl will contact the Partners with a request for confirmation that the colors conform to association rules.
3. Handling Future Modification Requests –

The following motion was made by Rob and seconded by Betty: *All future requests for modifications should be reviewed for approval at the next board meeting after the request is received.* The motion passed unanimously.
4. Clearing Driveways Plowed In by City Plow –

The following motion was made by Rob and seconded by Betty: *In any snow fall the board president may call for another clearing of the driveways to ensure that homeowners are not plowed in by the city street plow.* The motion passed unanimously.
5. New Painting Contract -

The painting contract for 2014 will be discussed at our next meeting after Carl contacts the Partners for more information.

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6. Tree Trimming Contract –

The tree trimming contract will need to be finalized at our next meeting.

Old Business –

1. After much discussion the board felt that a **separate board meeting will be needed to work through the new Responsibility Matrix** being developed and how it applies to the Bylaws and the Rules and Regulations. Carl will explore a time for such a meeting and contact the board members when ready.

Motion for Adjournment –

At 8:40 pm Betty moved for adjournment with a second from Robert. The motion passed unanimously.

**Our next meeting will be Wednesday, February 12, 7:00 pm, at Carl's house.**

Respectfully submitted,

Robert Hepburn, Secretary