

## Chelsea Circle Townhome Owners' Association

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### Board Meeting Minutes

January 16, 2013

The CPTOA Board of Directors met on Wednesday, January 16, 2013, at 7:00 pm at the home of Carl Holtz.

Members present: Richard Dihel, Carl Holtz, Karen Rood, Don Fink, and Rob Hepburn.

The meeting was called to order at 7:04 pm by Richard Dihel.

Approval of Minutes	Motion made by Karen and seconded by Carl to approve the minutes of the CPTOA November 7 meeting and the corrected October 3, 2012 meetings. Motion passed unanimously.
Unfinished Business	<ul style="list-style-type: none"><li>• Karen shared a few changes in the rules and regulations. See attached for details. Rob will mail the new rules and regulations to all members. Karen will provide a cover letter. The Board will vote on the new Rules and Regulations at the March meeting.</li></ul>
New Business	<ul style="list-style-type: none"><li>• Bartlett Trees were out Tuesday and did a lot of work.</li><li>• Buildings 1,5,6 &amp; 9 will be painted this summer along with repairs being done by Don Fink. Don distributed a list of repairs he will be working on. The painting may begin in April after the painters give us a list of damages to be repaired before painting can occur.</li><li>• Don distributed his planned Maintenance Check Up list.</li><li>• Richard reported that Building 3 will have a new roof installed this summer. This will complete the roofing replacement cycle for a while.</li><li>• Rob mentioned that the Ryan/Viksne residence south of his unit has been vacated since October. He was unable to get information from the bank that owns it, Wells Fargo, if the unit was winterized. He has concerns about pipes possibly freezing. It would be helpful for residence to be informed in such cases.</li><li>• Don brought up the need for new front outside light fixtures for each unit. Two fixtures per unit are needed. Don will continue to investigate possible choices.</li></ul>
Adjournment	<p>At 8:00, a motion was made by Carl and seconded by Karen to adjourn. The motion passed unanimously.</p> <p>The next Board meeting will be March 13, 2013, 7:00 pm again at Carl's house.</p>

Respectfully submitted,

Rob Hepburn, Secretary