

## Chelsea Circle Townhome Owners' Association

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

### Board Meeting Minutes

November 6, 2013

The CPTOA Board of Directors met on Wednesday, November 6, 2013, at 7:03 pm at Rob's home. Board members present were Richard Dihel, Carl Holtz, Karen Rood and Rob Hepburn, with Don Fink also attending.

Approval of Minutes	Motion made by Karen and seconded by Carl to approve the minutes of the CPTOA October 9 meeting. Motion passed unanimously.
Business Discussed	<ol style="list-style-type: none"><li>1. The Board discussed a recent request by a <u>homeowners to replace their current wood windows with vinyl clad windows</u>. Approval was already given but the Board wanted to readdress the issue to clarify our future approvals for window replacements. Most of the replacements to date have been aluminum clad and the color was a perfect match. <i>The Board agreed that as long as the color matches the trim of the building we have no problem with vinyl.</i></li><li>2. <u>Homeowner responsibility vs. Association Responsibility</u> - To avoid confusion about what the owner of a townhome is responsible for verses what the association is responsible for, Dick Dihel developed a couple of ways to add a list of such responsibilities to the Rules and Regulations of the Association. We could avoid changing the bylaws which would require a lawyer by doing this. The Board liked the Spreadsheet Model because it was easier to use. <b>A motion was made by Karen and seconded by Carl to add the list of Association responsibilities and Home Owners responsibilities to the back of the Association Rules and Regulations. The motion passed unanimously.</b></li><li>3. <u>The final copy of the 2013 audit</u> was distributed and discussed. No action was taken.</li><li>4. <u>Bartlett proposal for pest control of our trees</u> – <b>A motion was made by Karen and seconded by Carl to accept the Bartlett proposal for the pest control of the trees on our property. The motion passed unanimously.</b></li><li>5. <u>Tree Trimming</u> – The proposal from Bartlett to trim the Crabapple Trees appeared to be too high. Don and Rob volunteered to trim the trees that could be reached from the ground. Don is going to check with a landscaper named Andrew that we used in the past for a bid on the trimming that requires ladder work. His work was done at a very reasonable price.</li><li>6. <u>0N662 window and skylights request</u> – The Board approved the addition of another window in the kitchen area. The Board also approved the addition of three tubular skylights with the <b>request for a waiver of liability regarding the skylights so the owner will be responsible for any leaks that may occur.</b></li><li>7. <u>Squirrels in the attic</u> - Squirrel are getting into the attic of 0N644 through the south roof fascia. MPS recommended replacing the cedar siding with aluminum. <b>The Board would like the aluminum to be placed under the siding</b> because the texture of the aluminum will not match the cedar if it is used as the outside.</li></ol>

Business discussed	<p>8. <u>Gutter Cleaning</u> – Various bids were discussed to have the gutters cleaned. The bids range from \$600 to \$1,450. <b>A motion to accept the bid from TJ’s Maintenance for \$600.00 was made by Karen and seconded by Carl. The motion passed unanimously</b></p> <p>9. <u>Sinking driveway complaint (0N688)</u> - A complaint concerning the driveway sinking At 0N688 was received by Dick. We will have to get bids to address the problem. It was noted that a number of the driveways are in need of repair. It is estimated to cost about \$3500 per driveway. <i>We will need to get bids and develop a program of replacing four or five driveways a year until all are repaired.</i></p> <p>10. Dick Dihel presented an <u>informal study of various association fees</u> charged by other townhome groups in our area.</p> <table data-bbox="451 516 1344 621"> <tr> <td>Wesley Square</td> <td>274 &amp; 361</td> <td>Forest Glenn</td> <td>239</td> </tr> <tr> <td>Streams of Wheaton</td> <td>350 &amp; 488</td> <td>Mission Court</td> <td>214 &amp; 294</td> </tr> <tr> <td>Mc Keredy</td> <td>253</td> <td></td> <td></td> </tr> </table> <p>. It appeared that our monthly fee of \$237 and \$288 for 2014 are in the ballpark.</p>	Wesley Square	274 & 361	Forest Glenn	239	Streams of Wheaton	350 & 488	Mission Court	214 & 294	Mc Keredy	253		
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Adjournment	<ul style="list-style-type: none"> <li>• At 8:33, a motion was made by Karen and seconded by Carl to adjourn. The motion passed unanimously.</li> <li>• The next Board and Semi-Annual Meeting will be December 4, 2013, 7:00 pm at the Winfield Fire House..</li> <li>• The semi-annual meetings for 2014 have been set for June 4 and December 3 at the Winfield Fire House, 7:00 pm.</li> </ul>												

Respectfully submitted,

Rob Hepburn, Secretary