

## Chelsea Circle Townhome Owners' Association

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

### Board Meeting Minutes

December 4, 2013

The CPTOA Board of Directors met on Wednesday, December 4, 2013, at the Winfield Fire Station, right after the association members annual meeting. Board members present were Carl Holtz, Robert Wheatley, Betty Weinstein, John Fikejs, and Rob Hepburn. Betty and John were elected and Carl was re-elected at the annual members meeting. The meeting began at 7:37 pm with the call to order by Vice President Wheatley.

1. Determination of board positions – The board discussed who would fill each position on a voluntary basis. The outcome of the discussion was as follows:

President - Carl Holtz (2<sup>nd</sup> year)

Treasurer - John Fikejs (1<sup>st</sup> year)

Secretary - Rob Hepburn (2<sup>nd</sup> year)

Vice President - Betty Weinstein (1<sup>st</sup> year) (served previously)

Vice President - Robert Wheatley (2<sup>nd</sup> year)

----- *The meeting continued with President Carl Holtz presiding.* -----

2. Approval of November Minutes –

A motion was made by John and seconded by Bob to approve the November 2013 minutes as presented. It passed unanimously.

3. Approval of 2014 Budget -

A motion was made by Bob and seconded by Betty to approve the 2014 Budget as presented. The motion passed unanimously. A copy is attached.

4. Midwest Property's contract to complete repairs –

The repair contract for the squirrel damage done to the property at 0N662 and 0N664 was signed by the board so that the work can be completed.

5. Updating bank and investment signatures –

The new signatories will be Carl Holtz, John Fikejs, and Betty Weinstein. These members will be completing the necessary forms for the Bank of Barrington to maintain our checking account and Robert Jones Investments to maintain our reserve fund.

6. Items for January agenda -

- a. *2014 Painting contract*- The board will review and sign the 2014 painting contract at the January meeting. Four buildings will be done next summer to complete the painting of all the units. The plan to paint two buildings every year will begin in 2017.

- b. *Summary Sheet of Owners vs. Association Responsibilities* – The board will review and revise, if needed, a summary sheet of homeowners vs. association responsibilities developed by former President Dick Dihel. We will especially look at responsibility for windows.

- c. We will have *a report on the tree trimming* that remains to be completed.

7. Motion for adjournment – At 8:24 pm, Robert moved for adjournment with a second from Betty. The motion passed unanimously.

**Our next meeting will be Wednesday, January 8, 2014, 7:00pm, at Carl's place**

Respectfully submitted,

Rob Hepburn, Secretary