

Chelsea Circle Townhome Owners' Association

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Board Meeting Minutes

April 09, 2014

The CPTOA Board of Directors met on Wednesday, April 09, 2014, at 8:45 pm at Rob's home. Board members present were Carl Holtz, Betty Weinstein, John Fikejs, Robert Wheatley and Rob Hepburn, with Don Fink also attending.

Approval of Minutes	Motion made by Betty and seconded by Robert to approve the minutes of the CPTOA March 13, 2014 meeting. Motion passed unanimously.
Business Discussed	<p>1. <i>Treasure's Report</i> – (See attached)</p> <p>A. John noted that our receivables for March were \$6.1 thousand. There are \$8.8 Thousand dollars in Delinquents which is due to foreclosures. Hopefully we can collect at least 1/3 of that.</p> <p>B. John also discussed a \$380 charge for roof repair that does not appear to be in line with what was actually done. He was concerned with giving cart blanche payment power to Association Partners without the work being check to see that the work was done as billed. John shared an email he sent to the Partners stating his concerns. (A copy is attached.) John also shared a list of roofer's invoices for Sept. 2013 to March 2014 showing questionable amounts. It was agreed that we need to be sure that Association Partners is checking on work to verify billings. Carl will touch on this with Ellen.</p> <p>C. Betty made a motion to accept the Treasurer's Report. It was seconded by Robert and passed unanimously.</p> <p>2. <i>Window modification at 066</i> - The correct windows were not put in. after receiving notification from the Partners, the owner responded with an email (attached) wanting work done on his unit. His first request was for trimming of a hedge leading to his front door. That was scheduled to happen this spring when other trimming is to take place. His second request was to have his back patio repaired so that water would not drain toward his unit and perhaps cause basement flooding. The Partners will have to advise him that the patio is the homeowners responsibility. Carl will discuss this with Ellen.</p>
New Business	<p>1. <i>Spring Walk-through</i> - The spring walkthrough will have to be done in May because of the lawn service manager's schedule. The Board agreed on Monday, May 5, 10:00 am as a strong possibility. Carl will discuss this further with Ellen.</p> <p>2. <i>Tree Trimming</i> - Rob made a motion to accept the tree trimming proposal from Andrew. Robert seconded the motion and it passed unanimously.</p> <p>3. <i>Homeowner Communication Fee</i> - John will check with Ellen to see what the Homeowner Communication Fee of \$180.00 per month is all about.</p>

Adjournment	<ul style="list-style-type: none">• At 9:35, a motion was made by Betty and seconded by Robert to adjourn. The motion passed unanimously.• The next Board meeting will be May 14, 7:00 pm at Rob's house.
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Respectfully submitted,

Rob Hepburn, Secretary