

# Chelsea Circle Townhome Owners' Association

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## Board Meeting Minutes

May 14, 2014

The CPTOA Board of Directors met on Wednesday, May 14, 2014, at 7:04 pm at Rob's home. Board members present were Carl Holtz, Robert Wheatley, John Fikejs, Betty Weinstein and Rob Hepburn, with Don Fink also attending.

### Approval of April Minutes –

Motion made by Betty and seconded by John to approve the minutes of the CPTOA April 9, 2014 meeting. Motion passed unanimously.

### Business Discussed –

1. **Responsibility Matrix** - The Board again discussed the Responsibility Matrix but did not make any final decisions because more information was needed on window costs. Don is going to get an estimate of the cost to have a typical wooden window made.

2. **Treasurer's Report** – Treasurer John Fikejs presented the April financial report. A copy is attached.

A. We are down to only 2 delinquent units in dues.

B. We will not be able to collect all that is due because the delinquent accounts are foreclosures.

C. The difference in the receivables is being resolved.

D. A motion to accept the April Treasurers Report was made by Betty and seconded by Robert. The motion passed unanimously.

3. **Tree removal at 677** - A motion was made by John and seconded by Betty to have the tree removed from behind Unit 677. The tree was an old Oak that had been hit by lightning in the past and had limbs dangerously close to the building. Andreu Tree Service has given us the best bids on previous tree service and will be asked to do this if they include stump grinding. The motion passed unanimously.

4. **Unit 677 window replacement status** – Final approval was still needed for the newly installed windows to be corrected with grids that are between the glass plates instead of on the outside. Carl made a motion to ok the owners request to correct the window grids to meet association standards. The motion was seconded by Betty and passed unanimously.

5. **Squirrel problem at Unit 664** - Carl will check with Ellen again to see that the metal sheeting will be placed under the siding near the soffit where the squirrel damage was done. This was contracted late last fall but not completed because of the weather.

### 6. Painting Re-inspection –

A. Don reported a few problems discovered with the three buildings that were painted last year. Don, Rob and Ellen re-inspected the buildings with the painter recently to address the issues that Don had found. The painter is working on an estimate to address the issues discovered. Some of the issues the painter will redo at his own cost but many of the issues will be an additional charge if we want them addressed this year.

B. Rob made a motion that all future walkthroughs for any work done for the association be accompanied by a handyman representing the Association. The Board should be notified of all job completion walkthroughs by the Association Partners. Betty seconded the motion and it passed unanimously.

7. **Roof insurance** - The Board discussed the ramifications of each unit having insurance for each unit's roof.

8. **Architectural Committee** - No Report

**9. Driveway repairs needed -**

A. A number of the driveways are in need of repair.

B. Rob made a motion to have several members make a detail list of driveway repairs that are needed and then have Ellen get three bids for the work. Betty seconded the motion which passed unanimously. Don and Rob volunteered to make the list of driveway repairs needed.

10. Member letter canceling June All Member Meeting - The Board decided to cancel the June All Member Association Meeting since we didn't have any issues for the members to vote on and a number of issues are still be worked on. Rob will prepare and mail the letter sometime this month. The Board wanted to include the following information in the cancelation letter:

A. Unexpected and high snow removal costs this year

B. Landscaping update

C. Painting of three buildings this summer

D. All the roofs have been redone and will not be a part of our costs for a number of years

**Adjournment -**

- At 9:49, a motion was made by Betty and seconded by Rob to adjourn. The motion passed unanimously.
- **The next Board meeting will be Wednesday, June 11, 7:00 pm at Betty's house.**

Respectfully submitted,

Rob Hepburn, Secretary