

# Chelsea Circle Townhome Owners' Association

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## Board Meeting Minutes

June 11, 2014

The CPTOA Board of Directors met on Wednesday, June 11, 2014, at 7:12 pm at Betty's home. Board members present were Carl Holtz, Betty Weinstein and Rob Hepburn, with the members of the Architectural Committee, Don Fink, Elizabeth Fikejs and Paul Hanson, also attending.

### Approval of Minutes –

Motion made by Carl and seconded by Rob to approve the minutes of the CPTOA May 14, 2014 meeting. Motion passed unanimously.

### Business Discussed –

1. Architectural Committee -
  - A. Paul Hanson reported that the committee met twice and went through the previous Architectural Committee Responsibilities and updated them. He presented an updated copy of the architectural and Landscape Committee Expectations. A copy is attached.
  - B. It was noted that our current landscaper, Manchester, is not doing a good job anymore. They have not raised the level of the front Linden trees which is a part of our current contract with them. Carl will pursue this with Ellen.
2. Rob made a **motion to have the Board instruct Association Partners that no bill is to be paid for contracted work until it is completed and inspected by a representative of the Board in addition to the Partners inspection.** The motion was seconded by Bill and passed unanimously.
3. Association Responsibility Matrix -
  - A. Rob presented the final copy of the Association Responsibility Matrix based on the input of the last couple of meetings. A copy is attached.
  - B. **A motion was made by Rob and seconded by Carl to accept the Association Responsibility Matrix as proposed.** The motion passed unanimously among the members present with John Fikejs voting by phone during the meeting.
4. Painting Plan Revision -
  - A. The bid from Inside Out for the extra painting beyond our regular contract was about \$8,300.00. Much discussion ensued because of our tight budget this year due to the higher than usual snow removal costs.
  - B. Rob made a **motion to cut one or two buildings from the painting schedule this year and use those funds to take care of repairs that should have been done last year and will be needed for this year's siding repairs.** The motion was seconded by Betty and passed unanimously.
5. Treasurer's Report – John reported by phone that during May our Buildings expenses were under budget and our Grounds expenses were over budget (due to the snow). He reiterated that we need to hold our costs down . **A motion to accept the Treasurer's Report was made by Rob and seconded by Carl.** It passed unanimously. A copy is attached.
6. Tree Trimming needed at 663 - Carl reported a request for trimming dead branches from a tree in the rear of 663. He had a bid of \$170.00 from Andrea Tree service for \$170.00. **Carl made a motion to check on the urgency of the situation and approve by email if necessary.** Betty seconded the motion and it passed unanimously.

7. Window installed at 672 (Judy Hall) - New windows were approved through an email vote and are being installed.
8. Fine for non-compliant windows at 670 - New windows were installed by the bank currently owning unit 670. The grids were not the correct color.

Adjournment -

- At **9:20, a motion was made by Betty and seconded by Carl to adjourn**. The motion passed unanimously.
- The next Board meeting will be Wednesday, July 9, 7:00 pm at Betty's house.

Respectfully submitted,

Rob Hepburn, Secretary