

Chelsea Circle Townhome Owners' Association

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Board Meeting Minutes

August 12, 2014

The CPTOA Board of Directors met on Tuesday, August 12, 2014, at 7:10 pm at Carl's home. Board members present were Carl Holtz, Betty Weinstein and Rob Hepburn, with Paul Hanson also attending.

Approval of Minutes –

- Motion made by Rob and seconded by Paul to approve the minutes of the CPTOA June 11, 2014 meeting. Motion passed unanimously.
- Motion made by Rob and seconded by Betty to accept the June 16, 2014, special Board Meeting Minutes. The motion passed unanimously.

Business Discussed

1. O'Connor landscaping modification request (Unit 684)

- **A motion was made by Paul and seconded by Betty to approve the modifications they want to do at their own expense to the landscaping around their unit. The motion was approved unanimously.**

2. 2013 Financial Statement approval

- **A motion to approve the 2013 Financial Statement was made by Paul and seconded by Betty.** It was approved unanimously. A copy is attached.

3. Manchester Lawn Maintenance (new bid) –

- Paul reported that the newly formed Architectural Committee did a walk through recently with Manchester. This resulted in a new bid. One thing desired is to remove all the old Junipers which have outlived their time. Manchester is expecting that we are going to spend some additional money yet this year. However, the new bid will have to wait because of our financial constraints this year.
- **Rob moved that the Manchester bid for addition work this year be moved to the September Board Meeting so that we could get a better look at the financial situation. The motion was seconded by Betty and received unanimous approval.**

4. Treasurer's Report –

- John emailed the report to the Board since he is out of town working for FEMA.
- **A motion to approve the Treasurer's Report for August, 2014 was made by Rob and seconded by Paul. The motion was passed unanimously.**

5. Current Painting Report (Carl) –

- Lots of small things are not being done. A number of things weren't done last year with the contractor claiming we didn't contract for all the wood repair needed.
- We need to clarify with Ellen that we want to withhold at least 20% from the final payment until we can get a thorough final inspection done.
- **A motion to approve the bid from Inside Out for additional repairs to the buildings being painted and the repairs to the property at 674 (painting held off 'til 2015) was made by Carl and seconded by Betty. The motion passed unanimously.**

6. Driveways –

- **We will need to put off doing any driveway repairs until September due to finances.**
- Consideration should be given to raising some of the most urgent repairs. Raising is a cheaper option than replacing and gives us a 2 yr. guarantee. Time perhaps needed to work out a long term replacement plan.

7. Unit 673 electrical box –

- The outside electrical box at 673 is pulled off the outside wall and needs to be repaired. **The Partners should contact the owner since it is the owners responsibility.**

8. Back door painting –

- The back doors of the units being painted this year should be painted. The cost is \$100/door. **Carl will check the contract to see if this is covered, if needed we will add the door painting to this year's work.**

9. Unit 670 request for internet business in home –

- The purchaser of unit 670 (former Perzee home) has requested permission to run an internet business out of her home. There would be no customers coming to the unit, only a regular UPS type of pickup. **Rob will contact Ellen to discuss implications of this request.**

Adjournment -

- At 8:54, a motion was made by Betty and seconded by Paul to adjourn. The motion passed unanimously.
- **The next Board meeting will be Wednesday, September 17, 2013, 7:00 pm at Betty's house.**

Respectfully submitted,

Rob Hepburn, Secretary