

## Chelsea Circle Townhome Owners' Association

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### Board Meeting Minutes

September 10, 2013

The CPTOA Board of Directors met on Tuesday, September 10, 2013, at 7:03 pm at Richard's home. Board members present were Richard Dihel, Carl Holtz, Karen Rood, and Rob Hepburn,

Approval of Minutes	Motion made by Karen and seconded by Carl to approve the minutes of the CPTOA June 5 meeting. Motion passed unanimously.
Business Discussed	<p>Richard gave copies of the proposed 2014 Budget to the Board members.</p> <p>A. The snow removal contract was first discussed since it impacts the budget so much and the contract is due for renewal right away.</p> <ol style="list-style-type: none"><li>1. The Manchester bid has one price for the season covering snow up to 24 inches. If there is more than 24 inches the cost goes up. There is a reduction if there is less than 24 inches.</li><li>2. Our current contract is with Green Planet. We pay a set fee each time they come out.</li><li>3. After much discussion, <b><i>Karen made a motion to renew our snow removal contract with Green Planet for 2014. We will specify that they only come if two or more inches of snow fall in each event. Furthermore we only want hand shoveling done including driveways. Hand controlled snow blowers can be considered hand shoveling. The motion was seconded by Carl and passed unanimously.</i></b></li></ol> <p>B. Further budget discussion was held. We are just making it on budget. Any extra costs will cause us to withdraw from our reserves. That would not be legal. It appears painting next year will cost more than the budget allows. Two very difficult issues to budget are snow removal and tree maintenance. So far we have spent \$8550 for snow removal leaving only \$1000 for 2013. December can be a snowy month. It appears that we will need to increase the monthly assessment 10%. It has not been raised for the last couple of years. The Board can increase the assessment up to 14% without approval of the Townhome Owners meeting.</p> <p>C. <b><i>A motion to raise the monthly assessment for 2014 to \$288/month for end units and \$237/month for inside units was made by Karen and seconded by Carl. The motion was approved unanimously.</i></b></p> <p>D. The painting went very well. It was noted that the workers were very good.</p>

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Adjournment	<ul style="list-style-type: none"><li>• At 8:34, a motion was made by Karen and seconded by Carl to adjourn. The motion passed unanimously.</li><li>• The next Board meeting will be Wednesday, October 9, 2013, 7:00 pm at Richard's house. We will finalize the budget at that meeting.</li></ul>
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Respectfully submitted,

Rob Hepburn, Secretary