

Chelsea Circle Townhome Owners' Association

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Special Board Meeting Minutes

Responsibility Matrix

April 09, 201

The CPTOA Board of Directors met on Wednesday, April 09, 2014, at 6:31 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. This meeting was held before our regular meeting.

Business Discussed	After calling the special meeting to order at 6:31, Carl explained that the Board was going to work through the Responsibilities Matrix one item at a time. The purpose of the meeting was to clarify each item and see that it is in line with the Chelsea Place Covenant and the Rules and Regulations of the Association. A copy of the updated matrix and the original are attached. Only those items that were considered for change are included in the notes of the meeting.
Responsibility Matrix	
Item 6	- curbs - add aprons to read.. <u>curbs & aprons</u> - Maintained & paid by City
Item 8 *	<p>- Door & Window replacement – A lot of discussion ensued regarding this issue. Robert presented a motion to Change Article VII, Section 1, Page 11 of the “Amended and Restated Declaration of Covenants, Conditions and Restrictions for Chelsea Place” that would basically put windows under the responsibility of the Association. Robert believes that was the intention of the original covenant. The motion did not receive a second and therefore was not brought to vote. A copy of the motion is attached for the record.</p> <p>After much discussion the following changes were considered and will need to be approved by the Board at a future meeting:</p> <p>- Door & Window Replacement - <u>We will finalize at future meeting</u></p> <p>Change Door to read <u>Door, Painting (front entry)</u> Maintains.. <u>Association</u>, Charged To.. <u>Association</u> ; add comment ... <u>Replacement and Repair of door is homeowners responsibility</u></p>
Item 9	- Door - Garage - add to item name... <u>Replacement</u> ; add to comments... <u>& painting</u> ; Maintains to remain Homeowner and Charged To remains Homeowner
Item 14 *	- Drywall Repair (roof leak) - <u>We will finalize at future meeting</u>
Item 18.5	- Foundation - drop this item since it's covered in Item 5
Item 27	- Light Fixtures – garage coachlight ... add... <u>/front door</u> to Item name
Item 28	- Light Fixtures – other exterior ... change other exteriors to... <u>rear entry</u>
Items 29 A&B	- Drop all mailbox items since the Post Office is responsible for them
Item 34 *	- Painting – Interior (Roof Leak) ... <u>We will finalize at future meeting</u>

Item 43	- Sewer - Change title to read... <u>Sewer (street to dwelling)</u> ; change Maintains and Charged To to... <u>Homeowner</u>
Item 45	- Sidewalks from drive to front door ... Change Maintains and Charged To, to ... <u>Association</u>
Item 48 *	- Skylight ... <u>We will finalize at future meeting</u>
Item 50	- Steps/Stoops ... split into two parts... <u>A. Front</u> ... Maintains and Charged To to... <u>Association</u> <u>B. Back</u> ... Maintained and Charged To to... <u>Homeowner</u>
Item 65	- Weather Stripping ... add comment... <u>except garage door</u>
Item 67 *	- Windows- Exterior trim and sills ... <u>We will discuss at future meeting</u>
Item 68	- Windows- Glass & Frame ... <u>We will discuss and finalize at future meeting</u>
	<p>- Motion to extend meeting Betty made a motion to extend the special meeting until we completed reviewing and revising all the items on the Responsibility Matrix. Seconded by Robert. The motion passed unanimously. The time was 7:00 pm.</p> <p>- Motion to close the special Matrix meeting Betty mad a motion to close the special Matrix meeting with a second from Robert. The time was 8:41 pm. Several issues will need to be finalized before the Board can approve the Responsibility Matrix. We will try to accomplish this at our next meeting in May.</p> <p>* Items shown with asterisk are to be decided as soon as possible to complete the update of the matrix.</p>

Respectfully submitted,

Rob Hepburn, Secretary