



# ***THE COMMONS CONDOMINIUM ASSOCIATION***

## **BOARD OF DIRECTORS MEETING MINUTES MAY 15, 2007**

### **Call to Order:**

With the establishment of a quorum, The Commons Condominium Association's Board of Directors Meeting and Unit Owners' Forum were called to order by the President at 6:28 PM.

The following members of the Board of Directors were in attendance:

Diane Standridge, President

Tom Pelech, Vice President

Robert Chapin, Treasurer

Dave Grant, Secretary

Also in attendance was Gina Griffith, new Association Manager.

### **Unit Owners' Forum:**

Two Unit Owners were in attendance.

- The Unit owner was seeking clarification regarding for his approved AAR regarding window replacement. The board restated that the replacement windows are only allowed to have half screens.
- The Unit Owner inquired whether the painting contractor was being supervised by the BOD. The BOD replied in the affirmative.
- The Unit Owner was concerned whether new Rules & Regulations instituted for The Commons might have put him in violation. The BOD replied that he should just submit AAR for possible perceived violations.
- The second Unit Owner attended for clarification of his submitted AARs.

### **Approval of Minutes:**

The Minutes from the April 17, 2007 Board of Directors Meeting were approved with one date correction from February 28, 2007 to March 31, 2007 which occurred at the top of page 3.

### **Financial Report:**

Treasurer's Report, 5/15/07, as of 4/30/07

<b>BALANCE SHEET:</b>	
<b>ASSETS</b>	
Operating Account	\$ 28,281.80
Petty Cash	\$ 900.00
Operating Reserve	\$ 20,340.13
Replacement Reserve	\$ 180,006.01
<b>TOTAL ASSETS</b>	<b>\$ 229,527.94</b>
<b>CAPITAL &amp; EQUITY</b>	
Accum Operating Reserve	\$ 39,182.20
Accum. Replacement Reserve	\$ 171,493.93
Retained Earnings	\$ (4,641.95)
Current Earnings	\$ 23,493.76
<b>TOTAL EQUITY</b>	<b>\$ 229,527.94</b>

<b>INCOME STATEMENT</b>			<b>\$ OVER BUDGET</b>
	<b>APRIL</b>	<b>YEAR TO DATE</b>	<b>YEAR TO DATE</b>
Total Assoc. Income	\$ 25,732.93	\$ 89,758.66	\$ 2,118.66
Gen'l & Admin Expenses	\$ 1,108.90	\$ 24,443.25	\$ (3,938.37)
Maint. Expenses	\$ 175.00	\$ 17,281.88	\$ 27,266.84
Operating Income	\$ 14,449.03	\$ 48,033.53	\$ 25,447.13
Transferred to Operating Reserves	\$ 865.19	\$ 3,460.76	\$ (0.01)
Transferred to Replacement Reserves	\$ 4,524.92	\$ 8,099.68	\$ (0.02)
<b>Net Ordinary Income</b>	<b>\$ 9,058.92</b>	<b>\$ 26,473.09</b>	<b>\$ 25,447.10</b>
Income from Water Sales (Apr)	\$ 5,011.16	\$ 16,639.52	\$ (1,960.48)
Cost of Water	\$ 7,534.29	\$ 14,963.70	\$ (369.62)
Meter Fees	532.40	\$ 1,064.80	\$ 38.80
Sewer Fees	\$ 1,816.61	\$ 3,590.35	\$ 323.67
Net Water Income	\$ (4,872.14)	\$ (2,979.33)	(1,953.33)
<b>Net Income</b>	<b>\$ 6,992.35</b>	<b>\$ 23,493.76</b>	<b>\$ 23,493.76</b>

Notes:

1. This month, I have added a "\$ over budget" column to show how we are tracking with the budget. As in the previous month, the large surplus of Income over Expenses this month and for the year to date reflects the season rather than a windfall. The maintenance expenses are normally concentrated in the summer months but income to fund these expenses is collected over the entire year. Only \$175.00 was spent on maintenance in April. Nevertheless, the painting is well underway. We will soon see a bill for almost \$40,000 for the painting.

With the effect of Note 1 considered, this report is a fair and accurate representation of the condition of the Association as of April 30, 2007.

Robert W. Chapin, Jr., Treasurer.

Treasurer's Report was approved as written.

## **Reports of Officers:**

### President

- Offered kudos to Mr. Tom Pelech and Mr. Gary Reese for completion of “no -charge” repairs to the pool fence and completion of the mailbox renumbering tasks.
- Requested UPA include a copy of the Debit Authorization form in each of the new member packets.
- Requested UPA provide status of CAI publications ordered.
  - UPA replied that they should arrive on Thursday, 17 May 2007.
- Requested that UPA research and provide approved ‘handyman’ names to BOD at the request of a Unit Owner.
- Reviewed current Units for Sale matrix.
- Requested update on flagpole lights.
  - BOD member assigned task will further research improved lighting solutions provided by current supplier and those of other providers and report back to the BOD. He will also provide UPA with current flag provider for future purchase of additional flag and replace the existing flag with the spare.
  - Unit Owner in attendance will investigate methods for proper disposal of existing flag and report back to BOD.
- Requested BOD members review supplied BOD Minutes format and content, as well as, Code of Conduct handouts and be prepared to address at next meeting with recommendations for adoption.
- Requested UPA report current contract status regarding Nutria/critter capture back to BOD for action and possible new contract.
  - BOD will supplied UPA with alternative bidder contract information.
- Reported status of Unit Owner broken porch railing and Rules and Regulation clarification regarding responsibility of such items. Per language contained in Declaration of Condominium of The Commons, A Condominium pg.11 para. 4.4(1) reads as follows: “House numbers shall be Common Elements. All patios and enclosed yard area appurtenant to a Unit served by the same, and all decks and porches, if any, ***and the railing, if any***, on them, and steps to them, and which serve a particular Unit, ***are also a part of the Unit.***” Requested that UPA contact Real Estate agent to inform Unit Owner of BOD decision.
- Informed BOD that she will be out of town from 19-30 May and provided contact numbers for emergencies. Requested that UPA contact VP and/or Maintenance Committee in the event immediate action is required.

### Vice President

- No report.

#### Secretary

- Reported that SEVA-CAI Essentials class scheduled for 19 May has been cancelled. Reported that refund of tuition is in process

#### Treasurer

- Will miss June BOD meeting, but will provide input prior to June BOD meeting.
- Reported to UPA that Petty Cash bank statement is missing.
- Reported that meeting will take place with UPA accounting to resolve technical issues regarding fund allocation lots.
- Briefly discussed separation of annual BOD elections and annual budget discussions. Proposed late summer separate Budget meeting and suggested that BOD rule on this issue during July meeting.

#### Member at Large

- Position is vacant.

### **Committee Reports:**

#### Communications Committee

- Discussed and approved Communications Committee Meeting minutes template.
  - Suggestion that template also be used by other Committees for uniformity.
- Discussed and approved modifying the website so that current and past BOD and Committee minutes could be accessed from the website.
- Discussed the recent reopening of the BOD secured access portion of the website.
  - The Communications Committee will explore new and beneficial ways to store data in the database now attached to the website (i.e. repair requests, photo archive, unit owner info, documents, auto decal data, etc.).
    - This data will be maintained in the BOD secure access area and provide a report generation function that can be used for viewing and printing reports
  - Discussed and approved the purchase request and reimbursement of \$37.79 to Mr. David Grant, including tax, for purchase of “Microsoft Office FrontPage 2003 Inside Out” paperback.
- Discussed, modified, and approved draft Communications Committee Mission statement and Objectives/Strategies.
- Communications will finish editing and layout, distribute and post to website the May [Common Interest](#) newsletter by 20 May.
  - No firm content for July newsletter
- The next Communications Committee Meeting will take place on 11 June

2007 at the Robert's starting at 08:00 PM.

#### Grounds Committee

- Last Grounds Committee meeting was held on May 1<sup>st</sup>, at the cabana to encourage more resident participation.
  - Discussed the plan to rid community of vermin, actually the muskrats and/or nutria. A company has been contracted to trap the little rascals and relocate them to a more welcoming neighborhood.
  - Discussed 2 sections of the pool fence that are in need of repair. Tom and Gary will take action to resolve.
  - Scheduled cleanup is May 5<sup>th</sup>.
  - Tom will try to get the last 4 mailboxes fixed on 5 May.
- Next Community Clean-up will be Saturday, June 3<sup>rd</sup>, beginning at 9:00 AM.
- Next meeting will be held on June 6<sup>th</sup> at 7:00 PM in the Cabana.

President also requested contact with Landscaping contractor to address Liriope removal and other perceived sub-standard conditions existing in the community.

#### Maintenance Committee

- Minutes from the May 8<sup>th</sup> meeting were presented.
  - 
  -
- Next meeting will be held on June 12<sup>th</sup>, at Robert Chapin's home.

#### Social Committee

- Has not met since the last Board Meeting.
  - Next planned activity is 27 May, Memorial Day Pool party and cookout. Association will supply meat and drinks. Unit Owners who attend should provide a side dish. There is a Flyer posted on the bulletin board and on the [website](#).
  - Reported that annual community garage sale was another success and appears to be getting better with passing time.

#### **Management Report:**

- Reported that UPA contract info was missing.
- Accepted Management report as written with noted exception above.

#### **Unfinished Business:**

- Pool Season 2007
  - Requested UPA seek bid from current contractor, SwimKare, for Tuesday, Thursday, and weekend services.
- Roof Repair bids
  - Decided to address roof repairs on an "as needed" basis.
- Unit House Numbers

- Reviewed several options ranging from lowest cost to the “Cadillac” option. Selected Mailboxes.com option as providing the most economical and quality.
- Neighborhood Watch
  - Table item until next BOD meeting
- Target Painting
  - Noted four issues with existing painting contract, verified invoice with contract, and authorized UPA to pay current invoice noting issues for reconciliation. Overall BOD is quite pleased with current work performed.

### **New Business:**

- Applications for Architectural Review
  - Reviewed and approved 4 AARs (2-decks, 1-inside fence staining/painting 1 enclosed yard stoning with the stipulation that common area must be brought back to original condition after completion of improvements.
  - 1 AAR was rejected and sent back to UPA for Unit Owner to supply more information prior to a BOD decision.
    - In addition, there must also be some clarification regarding rectification of existing violation.
- Purchase orders
  - Only outstanding PO was approved for \$37.79.
  - There was also a request from the treasurer to investigate cost of Domain Name renewal prior to paying invoice due September 07.
- Violations
  - Authorized UPA to send 3<sup>rd</sup> violation letter.
  - BOD will further investigate additional violation prior to authorizing corrective action.
  - Approved moving Violations portion of meeting be moved into Executive Session.
- Request to Lease
  - Approved with stipulation that agreement to abide by The Commons governing Rules and Regulations is implied by signing document.

### **Executive Session:**

- Vacant Board Position
  - Addressed filling vacant board position and clarified duration of BOD appointed position.
- Delinquency Report
  - Not available.
- Reviewed example of UPA provided court documents for further understanding of content.

**Vacant Board Position:**

- Authorized offering of vacant BOD position to Mr. Burt Matteson

**Adjournment:**

- By Board vote the meeting was adjourned at 9:40 PM.

---

Approved \_\_\_\_\_ Date \_\_\_\_\_