



# ***THE COMMONS CONDOMINIUM ASSOCIATION***

## **BOARD OF DIRECTORS MEETING MINUTES APRIL 17, 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 Melissa Arroyo-Funderburk, Association Manager.

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

One Unit Owner was in attendance.

- The Unit Owner provided clarification to the Board regarding an AAR for window replacement. The Unit Owner brought and demonstrated a sample of the window being sought to replace the original new construction windows. The replacement windows will be of "new construction" type to better integrate with existing siding, provide a half screen, and are double hung vs. single. This will cause a slight bump out from the existing original windows, but should not be noticeable except under close scrutiny. The board also reiterated that the installing contractor must also be aware that any siding removed must be replaced and that any damaged occurring resulting from the installation is the responsibility of the contractor to repair to "like new" appearance. The Unit Owner also requested the opportunity to look at blueprints to determine window rough -outs for replacement windows should AAR be approved.
- Noted that contact us web page need to be updated to reflect new Association Manager

### **Approval of Minutes:**

The Minutes from the March 20, 2007 Board of Directors Meeting were approved as written.

## Financial Report:

Treasurer's Report, 4/17/07, as of 3/31/07

<b>BALANCE SHEET:</b>	
<b>ASSETS</b>	
Operating Account	\$ 24,206.77
Petty Cash	\$ 900.00
Operating Reserve	\$ 19,445.98
Replacement Reserve	\$ 175,398.30
<b>TOTAL ASSETS</b>	<b>\$ 219,951.05</b>
<b>CAPITAL &amp; EQUITY</b>	
Accum Operating Reserve	\$ 38,317.01
Accum. Replacement Reserve	\$ 166,969.01
Retained Earnings	\$ (4,641.95)
Current Earnings	\$ 19,306.98
<b>TOTAL EQUITY</b>	<b>\$ 219,951.05</b>

<b>INCOME STATEMENT</b>		
	MARCH	YEAR TO DATE
Total Assoc. Income	\$ 20,268.24	\$ 64,025.73
Gen'l & Admin Expenses	\$ 5,026.94	13,334.35
Maint. Expenses	\$ 6,318.58	\$ 17,106.88
Operating Income	\$ 8,922.72	\$ 33,584.50
Transferred to Operating Reserves	\$ 865.19	\$ 2,595.57
Transferred to Replacement Reserves	\$ 4,524.92	\$ 13,574.76
<b>Net Ordinary Income</b>	<b>\$ 3,532.61</b>	<b>\$ 17,414.17</b>
Income from Water Sales (Mar)	\$ 3,459.74	\$ 11,628.36
Cost of Water	\$ 0.00	\$ 7,429.41
Meter Fees	0.00	\$ 532.40
Sewer Fees	\$ 0.00	\$ 1,773.74
Net Water Income	\$ 3,459.74	\$ 1,892.81
<b>Net Income</b>	<b>\$ 6,992.35</b>	<b>\$ 19,306.98</b>

### Notes:

1. 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. We will see the opposite effect in summer when expenses in July and August will exceed income.

With the effect of Note 1 considered, this report is a fair and accurate

representation of the condition of the Association as of March 31, 2007.

Robert W. Chapin, Jr., Treasurer

## **Reports of Officers:**

### President

- Requested that UPA investigate CAI booklets already ordered and paid for.
- Reviewed the 6 Units for Sale Spreadsheet and comments from outside sources pertaining to sale ability.
- 1408 CSW potential selling price would enhance property values to help offset the low selling prices of the Evergreen models .
- Reviewed Motor Home visitor parking.
- Reviewed postings of Committee Meeting Minutes brought out during CAI Day. Some concern about posting draft Committee Meeting Minutes.
- Requested that Maintenance Committee inspect all of the signage located on the property and report back to the board.
- Approved UPA Association Manager meeting with Lawrence Landscaping to review project status.
- The President and Association Manager will attend tomorrow a CAI Professional Luncheon on “Lakes, Ponds, & Stormwater BMP’s.”

### Vice President

- No report.

### Secretary

- No report.

### Treasurer

- Reported possible AAR violations (awnings). More investigation necessary and results will be discussed during the May BOD Meeting

### Member at Large

- Position is vacant.

## **Committee Reports:**

### Communications Committee

- Last Communications Committee meeting was held on April 9<sup>th</sup> at the Cabana.
- Reported proposed content for upcoming May newsletter .
- Presented proposed Cabana Reservation and Maintenance Request Website forms. Still awaiting appropriate committee acceptance/comments.
- Reviewed updates/improvements to the website and development of a Communications Committee TOR.

- Next meeting scheduled for Monday, May 14<sup>th</sup>, beginning at 8:00 PM in the Cabana.

#### Grounds Committee

- Last Grounds Committee meeting was held on April 3<sup>rd</sup>, at the cabana to encourage more resident participation.
- Next Community Clean-up will be Saturday, May 5<sup>th</sup>, beginning at 9:00 AM.
- Next meeting will be held on May 1<sup>st</sup> at 7:00 PM in the Cabana.
- Concern regarding increased scale on community shrubs was voiced.

#### Maintenance Committee

- Minutes from the April 10<sup>th</sup> meeting were presented.
  - The committee prioritized its list of projects. The Maintenance Committee Minutes lists the projects in descending order.
  - Need to repair manhole bumps prior to repairing asphalt cracks and applying sealant.
- Next meeting will be held on May 8<sup>th</sup>, at Robert Chapin's home.

#### Social Committee

- Has not met since the last Board Meeting.
- Next meeting will be held on April 19<sup>th</sup> at 7:00 PM, at the Chair's home. Probable topics are the 28 May and 4 July events.
- BOD brought up question about doggie swim.

#### **Management Report:**

- Reviewed the new format for UPA Management Report. (Currently satisfied but will monitor)
- Instructed to use the word minutes in the heading of BOD meeting minutes.

#### **Unfinished Business:**

- Pool Season 2007
  - Requested UPA research insurance issue regarding hiring for Daily Pool Maintenance Requirements
  - Email UPA to research referrals regarding possible bids pertaining to Daily Pool Maintenance Requirements
  - Suggestion that gate issue continue to be monitored and worked until a final solution is reached
- Roof Repair bids
  - Reviewed 3 bid proposals
  - Requested UPA research all work currently performed and report back BOD (attempt to determine a pattern of issues)
- Neighborhood Watch
  - Table item until next BOD meeting

- Vacant Board Position
  - Possible candidate identified but no response from individual as of this time. Will monitor and report to BOD
- CA Day Comments
  - BOD members gave brief outtakes from panel discussion attended
- Mail Center Project
  - 4 left – will schedule 9 AM time for remaining residents to meet at mailbox area on 5 May.
  - Suggested removal of plastic placard holders due to continued numerous replacements and mounting associated costs.

### **New Business:**

- Applications for Architectural Review
  - Reviewed and approved 3 AARs (1-storm door, 1-bed and shrubbery enhancement, and 1-window replacements with provision that only half screen be used.
- Purchase orders
  - Only outstanding PO was approved for \$10.48.
- Violations
  - Reviewed current violation. UPA will investigate current status before sending 3<sup>rd</sup> violation letter
- Nutria in Lake
  - Reviewed material on Nutria and verified that pest is actually Nutria.
  - BOD felt that time was of the essence, so UPA was instructed to request bids to eliminate pest and accept the lowest bid up to a threshold of \$1500.00.
- Leased Units' Contracts
  - Requested UPA investigate possibility of renewed leases
- Unit House Numbers
  - Tabled this item until further options are investigated by President and UPA.
- Delinquency Report
  - Reviewed current delinquencies and requested that UPA investigate further before any action is taken due to identification of some discrepancies.
  - Requested that UPA write off minimal long-time delinquencies noticed on report (less than \$1.00 total).

### **Adjournment:**

- By Board vote the meeting was adjourned at 9:16 PM.

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Approved

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Date