



THE COMMONS CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES JUNE 19, 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 6:26 PM.

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

Diane Standridge, President

Tom Pelech, Vice President

Dave Grant, Secretary

Burt Matteson, Member-at-Large

Also in attendance was Don Smith, UPA representative as Association Manager.

Unit Owners' Forum:

Two Unit Owners were in attendance.

- BOD viewed electronic photographs illustrating weeds and landscaping issues presented via laptop computer Unit owner.
- BOD also viewed electronic photos of recently painted shutters on 1452 CSW which showed no contrast with siding color. Unit owner further stated that this is in contrast with other units which provide a contrast between shutter colors and siding color.
- Reviewed typed memo presented by Unit owner regarding the Landscaping and Painting issues presented electronically and via memo. BOD and UPA will coordinate meetings with the landscaping and painting contractors to resolve issues presented.
 - Requested unit owner forward electronic photos to VP BOD to be used in future meetings with Lawrence Landscaping, LLC and Target Painting to aid in issue resolution

Approval of Minutes:

The Minutes from the May 15, 2007 Board of Directors Meeting were approved as written.

Financial Report:

Treasurer's Report, Not available-Treasurer absent

Reports of Officers:

President

- Determined that 1476 CSW was the associated unit with a dryer vent repair/replacement issue. Directed UPA to issue work order to complete repair.
- Requested President research possibility of obtaining and displaying signage prohibiting skateboarders on property.
- Tabled BOD "code of conduct" discussion.
- Tabled contract bid requests by maintenance committee and directed UPA to research present status and to complete research and provide information at next BOD meeting.
- Treasurer will present proposed revised annual budget process at next BOD meeting.
- BOD accepted motion by Member-at-large to purchase 12 additional pool gate keys.
- BOD directed UPA to research sale/lease status of 1637 CSW and report back to BOD.
- Informed Member-at-Large to request the extra BOD key set from prior Secretary.
- Requested that all BOD members monitor their assigned areas for any violations, especially waste receptacles.
- Requested that all BOD members critique each other's performance to include strengths and weaknesses to allow for a better BOD unit.
- Directed UPA to inform realtor about grandfather status on 5213 CSW.
- Directed UPA to inform realtor that waste receptacles and debris must be properly maintained in regard to 1556 CSW.
- Directed UPA to research, address issues and report back to BOD in response to request by H₂O pertaining to access for water meters reading at the four addresses (5253 SCW, 1481 PBW, 1512 CSW and 1517 CSW).

Vice President

- Informed BOD that mail box and parcel box tag jobs have been completed.
- Informed BOD that two pool fence caps damaged during storm have been repaired.
- Red cone location has been forwarded to the Maintenance Committee as requested.

Secretary

- Informed BOD that some Unit Owners are in jeopardy of losing plants/shrubbery due to lack of watering.

Treasurer

Not in attendance.

Member at Large

- Informed BOD that he will compile all painting discrepancies and talk with contractor to resolve (garage doors, shutter colors, front doors, paint dripping on other surfaces).

Committee Reports:

COMMUNICATIONS COMMITTEE MEETING MINUTES JUNE 11, 2007

Call to Order:

With the establishment of a quorum, The Commons Condominium Association's Communications Committee Meeting was called to order by the Chairperson at 8:00 PM.

The following members of the Communications Committee were in attendance:

Jerry Standridge, Chairperson

David Grant, BOD Liaison

Robert Chapin, Member-at-Large

Approval of Minutes:

The Minutes from the April 9, 2007 Communications Committee Meeting were approved as written.

Unfinished Business:

- None

New Business:

- Discussed and approved Communications Committee Meeting minutes template.
 - Suggestion that template also be used by other Committees for uniformity.
 - Discussed BOD proposed committee adoption of holding meetings during first week of month.
 - Approved new modified drop-down proposed navigation menu
- Discussed final Repair Request Form Modifications by Maintenance Committee. Awaiting further requirements and completion of testing before posting to website.
- Discussed possibility of restarting publication of [Common Interest](#) newsletter for future issues for more thorough penetration coverage to residents.
- Discussed July 2007 [Common Interest](#) newsletter content.
 - No firm content for July newsletter.
- Made aware of decision by Committee Chair to resign after publication of July newsletter.
- The next Communications Committee Meeting will take place tentatively on 2 July 2007 at Robert's starting at 08:00 PM.

Adjournment:

- By Committee vote the meeting was adjourned at 8:56 PM.

Approved

Date

Grounds Committee

- No meeting since last BOD meeting .
- No June clean-up.
- Next meeting will occur at the cabana on 3 July 2007 starting at 7:00 PM .
- Next community cleanup will be on 7 July beginning at 09:00 AM.

Maintenance Committee

- No report..

Social Committee

- Has not met since the last BOD meeting .
- Installed Member-at-Large as the Social Committee Liaison

Management Report:

- Accepted Management Report as written with no comment.

Unfinished Business:

- Unit House Numbers have just arrived with hardware.
 - Maintenance Committee will institute a community working day to replace existing Unit House numbers, repaint the existing mounting boards, and reinstall on appropriate units.
- Board Monitoring Assignments were distributed to all BOD members present.
 - BOD directed UPA to contact Zoo Pro to ascertain number critters caught

New Business:

- Applications for Architectural Review
 - No new storm door AARs to review .
 - BOD approved 1477 Satellite dish AAR with the stipulation that mounting be on the back or side of unit on either the fascia, freeze or rake boards.
 - BOD approved patio coverage AAR for 1588 CSW .
 - BOD approved AAR as written for 1476 CSW.
- Purchase Orders
 - Approved Purchase Order for 3 printer cartridges in the amount of

- \$77.96.
 - Approved Purchase Order for Unit House Numbers in the amount of \$445.27 (under budget).
- Violations
 - Secretary will contact 1517 PBW regarding AAR submission for deck already constructed.
 - VP will contact 1488 CSW with regard to dog droppings violations .
 - .
- Mid-Year Performance Reviews
 - 1) Grounds Maintenance Contract
 - Members were instructed to review Mulch handout
 - Reviewed email containing landscaping issues from 1580 CSW and 1440 CSW.
 - Reviewed proposed Lawrence Landscaping and Maintenance Services, Inc. additional work proposal.
 - Approved removal and replacement of 4 Wax Myrtles (Myrica cerifera) for a total of \$1980.00.
 - Discuss liriopie issues and remaining shrubbery concerns with contractor.
 - Defer bid request until further investigation/experience has been obtained.
 - 2) Pool Contract
 - Request confirmation that morning duties are being completed
 - Defer decision to end of Pool Season
 - 3) Lake Contract
 - Contact A.R.M. to remove debris from canal
 - Approve bid request with a request for a multi-year rate
- Owner's Request for Master Termite Contract
 - BOD will investigate possibility of group rate with National Termite

Executive Session:

- Delinquency Report
- Discussion of UPA Property Manager replacement

Adjournment:

- By Board vote the meeting was adjourned at 8:46 PM.

Approved Date