Parkside at Woodbridge HOA

Minutes

June 27, 2016

Present: Anna Martchenko, Howard Hillinger

1. Financial status - reviewed
   1. Budget status year to date
   2. Reserve status
2. Mold damage claim
   1. Appeal? Yes investigate alternatives to appealing (to insurance company, state insurance commissioner) – Howard to contact Mike Gordon to initiate appeal if not already underway, report back for next meeting
   2. Moved, seconded, approved by vote of 2-0
3. Management company
   1. Motion:
      1. No change at this time
      2. No meeting June 28
   2. Moved, seconded, approved by vote of 2-0
4. Roof inspections –
   1. Howard to check with Courtney to find out if we had proposals and get copies to review
   2. Howard to check with potential source for evaluation (use of drone)
   3. Anna to ask two contractors for proposals
   4. Target to decide on contractor to complete inspection and repairs before fall
   5. Plumbing – Anna to invite potential contractor to future meeting to explain services
   6. Moved, seconded and passed 2-0
   7. Future procedures – not discussed
5. Landscaping
   1. Motion to spend $2,000 from reserve fund for replacement of dead/dying vegetation
   2. Based on walk through with contractor (Prograss) to include front entries
   3. Anna to coordinate project and notify board and homeowners of 2016 work prior to start
   4. Goal to complete by fall
   5. Anna to develop budget and scope for rest of project to include in future budgets, reserve funds and/or assessments
   6. Moved, seconded and passed 2-0
6. Fences
   1. Anna has obtained quotes which include removal and replacement of posts, with vinyl fencing
   2. Includes new vinyl fencing and posts
   3. Total cost including labor is about $20,000 plus tax – or $800 per unit
   4. Potential special assessment
   5. Timing: as soon as roof condition inspection complete and financial resources known
7. Irrigation
   1. Operation: Prograss to move irrigation back onto normal schedule
   2. Anna to obtain proposal from Prograss for efficiency improvements to maintain landscaping in efficient manner:
      1. system separation, low flow heads and controllers (first priority)
      2. irrigation management including Weathertrack or similar web-enabled and management system
   3. Authorized spending up to $2,000 in 2016 for priority improvements
   4. Anna to share proposal with board prior to proceeding, will implement recommended priority unless two board members vote objection within 14 days
   5. Motion passed 2-0
8. Board meetings
   1. Monthly schedule unless otherwise changed by vote of two members
   2. Meetings to be limited to one hour and each agenda item to 15 minutes
   3. Next meeting July 25th, 6:00 pm Panera
9. Reserve study
   1. Timing needed
   2. Condition survey/evaluation
      1. Roofing and exterior condition
      2. Other?
   3. Sources – Kappes Miller has provided proposal; if Lawrence wants to solicit additional proposals can consider
   4. Discuss at next meeting after review of proposals
10. Window washing
    1. Current request from Courtney to authorize planned and budgeted exterior window washing
    2. Moved, seconded and approved to defer this years to fund other projects
11. Side yards
    1. Motion:
       1. Option A: Association would spend up to 30% of total cost out of reserves, 70% is homeowner expense for design/construction of improvements at owner choice if appropriate to environment (i.e., no grass in shady yards), maximum $1,000 per unit expenditure by association
       2. Option B: if owner chooses to simply replace existing design (replacement of plants, etc.) association share would be 50%, maximum $1,000 per unit, association share funded from reserves; provided suitable to site (i.e., no grass in shady yards)
       3. Moved and approved 2-0
12. Website
    1. Anna arranging to create association website as part of master association
13. Future finances
    1. Discussion of potential landscaping and other assessments to be included in 2017 budget
    2. Howard to contact Courtney regarding reserves and reserve study
14. Gutter cleaning
    1. moved and approved to proceed with gutter cleaning before December per budget
    2. if board members wish to obtain other quotes by October 1 will consider
15. Pest management – discuss next meeting
16. Window replacements
    1. Policy to be discussed at future meeting