

Heather Association  
Meeting  
May 20, 2019

**Board Members:** Luis Alarcon\*, Dave Patera, Deb Wilson, Alan Knaus, Terrie Fanelli

**Kramer-Triad:** Chris Hancock

**Co-owner:**

\*absent

- I. Call to Order: 5:34 p.m.
- II. Approve Agenda, motion to approve by Dave, seconded by Terrie.
- III. Co-owner open forum
  - a. No one present.
- IV. Approval of Minutes:
  - a. Feb. 18, 2019 (not received as of meeting)
  - b. April 15, 2019, motion to approve by Dave, seconded by Alan.
- V. Monthly Board votes:
  - a. Motion by Dave to ratify electronic votes, seconded by Deb.
- VI. Board and committee reports
  - a. Treasurer (Alan)
    - i. Went over reserves cash report. Generally it's automatically updated; Chris can go in and make changes as needed. He has been letting it come out automatically so it might not be current. Explained that if projected items are billed, then it goes to 0 and is saved until bill actually comes. Then manually adjusted to update it.
- VII. Management Report
  - a. Annual Calendar
    - i. Pool should be ready to open on Friday. Inspection by township is Wednesday.
    - ii. Pond fountain is installed, wiring needs to be done but it will be ready on time.
  - b. Sales report
    - i. One sales will change co-owner is going to sell it to save it from foreclosure.
  - c. Financial Report
    - i. Under budget still.
    - ii. A few expenses due to some frozen pipes.
    - iii. Water department billing should be sorted now.
  - d. Modification Request report
    - i. Two modifications, neither has detailed on it to make a decision.
  - e. AOC Maintenance Summary
    - i. Question on the billing rate, Alan will dig further into this for next month.
    - ii. There are a few light posts that need to be replaced. Trying to find replacement difficult as they're so old. Chris asked if board wanted to replace all of them (it's set in reserve study to replace them all).
      1. Board could pick a fixture and replace the broken ones now and change the rest in 2 years as planned. Alan wants to know what it could cost to

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repair the 2 broken ones instead. Chris will get an estimate for both repair vs replace.

- a. Chris noted that the inner globes break easily in the wind and several get replaced monthly.
  - f. Open Work Order report
    - i. Software changes so it wasn't updated. Chris went over some completed ones, such as dead tree removal, lawn repair (by Majestic).
    - ii. 1325 MB is getting house wrapped to stop water from coming in windows.
  - g. Open Major Projects:
    - i. 2019 Balcony project
      - 1. Work will start (weather permitting) next week on the first 9 units, and finish the rest for the year in June.
    - ii. 2019 Dry River Bed drainage project
      - 1. Work to start in June on this project.
    - iii. Bylaw Amendment project
      - 1. Letters ready to go to co-owners.
      - 2. Deb and Terrie will write up a bullet point list to carry for when they go door to door.
      - 3. Will table this until June meeting. Letters will go out in July.
  - h. Management improvements.
    - i. Chris went over the dashboard that's available to board members in TownSq.
- VIII. New business
- a. Seeking ways to get feedback from community:
    - i. TownSq offers a free online poll.
    - ii. Deb could set up a google form on website. She'll create google form.
    - iii. Board email available.
  - b. Board would like to have a price to repair the light fixtures vs replacing the. Chris will get a quote.
- IX. Old business
- a. Building power washing
    - i. Went over proposals, there are three, BuildMaster, Elite Power Washing and Metro Property Maintenance. This is a reserve expense. Dave asked to see if Buildmaster will match Metro Property price, go with them, if not go with Metro. Chris will handle negotiations.
  - b. Trash & recycling policy
    - i. Majority of the problem is the recycling.
    - ii. So revise it to allow black bags or cans and larger recycling bins. Chris will revise the policy.
- X. Adjournment to executive session: 6:49 p.m. Motion by Dave, seconded by Deb.
- XI. Adjournment: 6:49 p.m.

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XII. Next meeting June 17, 2019.