

**Board Meeting  
Weathersfield Service Group VI  
December 12, 2008**

Board Members present: Bob Kelley, John McLaughlin, Doris Flexner, and Bill Churchill. Secretary: Ann Coplin. Absent: Ken Benjamin, Charlie Yohn, Judd Barrett.

Meeting was called to order at 9:00 AM and was adjourned at 10:15 AM.

1.	<p><b>Budget and Finance Committee:</b> Bob Kelley</p> <ul style="list-style-type: none"> <li>• There are questions about the accounts receivable category on the latest budget report from HRW. Bob will research this and report back to the board.</li> <li>• Based on a year to date review of the balance sheet, Weathersfield homeowners are much better off with regard to monies in reserve.</li> <li>• It may be possible to allocate more money to reserves in 2009.</li> </ul>
2.	<p><b>Utilities Committee:</b> John McLaughlin</p> <ul style="list-style-type: none"> <li>• The valve on the common water meter in the close housing unit #508 appears to be broken. John will follow up and take appropriate action if a repair is needed.</li> </ul>
3.	<p><b>Lot Appearance and Grounds Maintenance:</b> Doris Flexner</p> <ul style="list-style-type: none"> <li>• The deep pruning announced at the annual meeting will begin in January. The cost will be \$11,000. The pruning is intended to take the plantings in front of the units down to window height where appropriate. This is being done in order to make ongoing pruning more practicable going forward. There will also be shrubs removed, which will be marked with red ribbon prior to the work being done. Questions and or concerns should be directed to Doris.</li> </ul>
4.	<p><b>Building and Street Maintenance –</b> Ken Benjamin</p> <ul style="list-style-type: none"> <li>• John brought up the potential need to begin to replace garage roofs. Bob will ask Ken to assess this and report back at the next board meeting.</li> <li>• Bob reported that Ken is trying to get more information on the bills paid by HRW to Dunright and Eaglehawk for maintenance to determine the scope of the work completed.</li> </ul>
5.	<p><b>Legal Documents Committee:</b></p> <ul style="list-style-type: none"> <li>• The work of this committee has been achieved and the committee has disbanded.</li> </ul>
6.	<p><b>Management Report:</b> HRW</p> <ul style="list-style-type: none"> <li>• Assessment notices to all homeowners should arrive next week according to Judd Barrett, in an e-mail to Bob.</li> <li>• The ninety-day notice for termination of HRW services based on poor performance was sent to John Lawton. The contract will end March 1, 2009 or sooner if HRW should choose to release us from our contractual obligation.</li> </ul>
7.	<p><b>Presidents Report:</b> Bob Kelley</p> <ul style="list-style-type: none"> <li>• Bob opened a discussion about the distribution, long term maintenance, and archiving of the Covenants, By-laws, and “Ready Reference Manual”.</li> <li>• John and Bill agreed to come up with a proposed process to ensure these documents are continuously updated in a timely manner and if changes necessitate it, distributed to the homeowners. They will report their suggestions at the next board meeting.</li> <li>• Ann agreed to archive the documents listed in the first bullet until the process is agreed to. Ann volunteered to do an edit of the Ready Reference Manual to determine if all the updates and changes have been incorporated based on the recent approval of the new Covenants. Ann will also work on a one-sheet document titled “In A Word” that Doris and Bob originally drafted to be distributed to new owners and</li> </ul>

	<p>renters. This is intended to be a brief list of the most essential information new people will need prior to them having time to read the "Ready Reference Manual."</p> <ul style="list-style-type: none"><li>• Bob thanked the board as he went through the 2008 accomplishments.</li></ul>
8.	<p><b>New Business:</b> Bob Kelley</p> <ul style="list-style-type: none"><li>• Bob has copies of the bids received from potential new association management groups Talis and CAMS and will distribute them to the board. Note: Talis has a new phone system for notification of homeowners as a whole or in smaller groups if needed.</li><li>• The next board meeting is January 16, 2009.</li><li>• Ann will be creating agendas prior to each board meeting. Board members are asked to submit their items no later than 3 days prior to the next meeting.</li></ul>

Respectfully submitted,  
Ann Coplin