

**Board Meeting Minutes
Weathersfield Service Group VI
May 15, 2009**

Board Members present: Bob Kelley, Ken Benjamin, John McLaughlin and Bill Churchill. Treasurer: Charlie Yohn and Secretary: Ann Coplin; Berkeley Property Management: Tony Smith and Scott Wojnovich.
Absent: Doris Flexner

Meeting was called to order at 9:00 AM and was adjourned at 10:20 AM.

	The minutes from the April meeting were unanimously approved.
	<p>Treasurers Report: Charlie Yohn</p> <ul style="list-style-type: none"> • The financial transition from HRW to Berkeley is completed.
	<p>Utilities Committee: John McLaughlin</p> <ul style="list-style-type: none"> • 595 -596 Close has requested the common water be turned on. • The year to date utility costs are under budget.
	<p>Lot Appearance and Grounds Maintenance: Doris Flexner</p> <ul style="list-style-type: none"> • The issue resulting from purported over pruning for one owner has been resolved. • The pruning originally scheduled for April is taking place now. • Numerous problems with the quality of the landscaping were discussed. The Board along with Berkeley will review the feedback and take appropriate action. • Mulch delivery is scheduled for the week of May 18th. • Two situations regarding problem trees have been resolved.
	<p>Building and Street Maintenance: Ken Benjamin</p> <ul style="list-style-type: none"> • A homeowner request to repair two windows was submitted to Berkeley. A board discussion took place leading to the determination that windows are the responsibility of the owner and not the association. • Ken requested clarity regarding the process underway to proactively uncover maintenance issues such as with the handrails. Bob stated that as long as the budget allows we will continue to survey the properties and make necessary repairs whether the homeowner calls for service or not. • In the future Ken will interact directly with Scott, no longer having to pass everything through Bob and Tony, as was done early-on in the transition. Scott mentioned that he makes routine trips to Weathersfield to inspect the property. • Bids to replace roofs were received and the proposal from HIS was considered the most competitive. They also offered a lower cost to homeowners choosing to replace their skylights. Information will be forthcoming for unit 570 through 581 to prepare them for the process which is to begin in June. • The bids to repair other roofs are still pending. • Ken will discuss with Scott whether to have the black plastic shutters on the units painted or replaced. Their appearance is deteriorating. • The sinking drains in Weathersfield were repaired by Fitch, who took responsibility for the problem saying it was a result of their heavy trucks that travel the roads to manage the sewer system. The work order to Berkeley to get bids to do this has been cancelled. • A motion was made and seconded to approve \$12,000 in reserve funds and award a contract to Asphalt Enterprises for the sealing of the asphalt surfaces throughout the community. The motion passed unanimously. • Bob noted that although Doris was not present, she did e-mail him her approval for extending the bid for the roof replacement to HIS and spending the money from reserves to do the asphalt seal coat.

	<p>Architectural Committee: Ken Benjamin</p> <ul style="list-style-type: none"> Ken shared an application from Barbara Alotis to build a fence around her deck. The board approved the request.
	<p>Insurance: Bill Churchill</p> <ul style="list-style-type: none"> Bill requested clarity from our new High and Rubish Insurance Agency concerning exactly what is covered under “dwelling” in our community insurance policy. Confusion about coverage exists regarding fixtures, improvements, appliances, and upgrades to townhouse units. A copy of our new policy was just received by the agent and Bill will continue to work through this issue until accurate information can be sent to all homeowners.
	<p>Nominating: Bob Kelley</p> <ul style="list-style-type: none"> Ann notified Bob in April that she will resign as secretary after the May Board minutes are completed. The Board will need to appoint a new secretary. Bob announced that he will not run for another term on the board. Doris informed Bob that she will be resigning from the Board at a yet unspecified time. The remainder of her term (through 11/10) will need to be filled. Bob asked all Board members to consider candidates for the open Board positions and to make recommendations to the nominating committee.
	<p>Management Report: Tony Smith and Scott Wojnovich</p> <ul style="list-style-type: none"> Since April 24, Berkeley has received 16 new work orders. All of these work orders have been assigned and residents notified. In the same time period 14 previous work orders have been closed out.
	<p>Unfinished Business:</p> <ul style="list-style-type: none"> The “Open Action Items” list was updated. Please see enclosed copy.
	<p>New Business:</p> <ul style="list-style-type: none"> A homeowner is behind on monthly dues, requiring the Board to initiate action as outlined in the Bylaws. Berkeley will take the lead on the next steps. Bob thanked Ann for her contributions to the Board during her tenure. She has agreed to work with Doris this summer to construct a landscaping policy for the Board’s approval in September. The next board meeting is June 19, 2009.

Respectfully submitted, Ann Coplin
May 22, 2009 1:26 PM

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