

Minutes of the Meeting of the Board of Directors for Chaparral Estates – May 5, 2009 – Unit #70

CALL TO ORDER:

Meeting called to order by Mechtild at 8:00 pm.

ATTENDANCE:

In attendance: Jim Carroll, Mechtild Foelling, Tia Melnechenko, Lorna Romaniuk, Donn Lang
On behalf of Montgomery Ross: Juliana Borisova.

MINUTES OF PRIOR MEETING:

Jim moved that the minutes of the March 18, 2009 Board of Directors ("Board") meeting be accepted as distributed. Mechtild seconded. All approved.

RESIGNATION OF BOARD MEMBER WANDA OLSON:

On April 27, 2009 Wanda Olson tendered her resignation to the Board. Reasons for her resignation were, mainly, the unresponsiveness of the management company. Juliana was sincerely apologetic and wanted the opportunity to resolve any issues directly with Wanda. The Board will extend an invitation to Wanda at the next Board meeting, June 3, 2009 unit #84, in order to persuade her to reconsider her resignation.

In an effort to keep all members up to date on outstanding issues a report named "Action Items" will be attached to all Board minutes going forward. This list will itemize all outstanding projects, who it is assigned to, and what progress has been made thus far. It was agreed that one (1) week prior to Board meetings, all individuals assigned a task will comment on what progress has been made and distributed to all members. The desired result will be better follow-up to outstanding items and shorter meetings.

HOME INVESTMENTS MANAGEMENT INC.:

Juliana will have Richard Strand contact Tia to arrange a meeting to complete investment policy statement for investing the reserve fund money. Donn will also attend.

LANDSCAPING:

The landscaping contract has been awarded to Explosive Landscaping. The Board has signed a year-round contract for ease and savings. There is no minimum term to the contract; the Board can terminate at any time should we feel the services are not up to par. Approximate cost for the landscaping and snow removal is \$38,000.00/year.

It was decided that ground aeration will be completed in the fall and not the spring.

CONCRETE STEPS:

Tia and Jim will conduct a walk around to specifically assess the concrete steps and approaches and prepare a list of which units are in need of repair this summer. Tia will then email the list to Juliana. Both Tia and Juliana are responsible to get two (2) quotes for repair. These quotes will be presented to the Board at the next meeting where, at that time, a contractor will be awarded the job and repairs will begin immediately.

CNM DESIGNS:

Juliana will have Dennis contact Tia directly to discuss the concrete approaches. Tia will report to the Board at the next meeting. It was agreed that if a resolution can not be met the Board will look into repairing the approaches this summer and seek legal action against CNM Designs.

CONCRETE PATIOS:

Juliana will email Tia the list of owners interested in having a concrete patio poured in the back of the units. All owners will seek Board approval before any work is to begin.

FINANCIALS:

Donn will be receiving the monthly financials for the interim, beginning with March 2009. There are currently no arrears and no new owners. Juliana will email the latest list of owners before the next meeting.

FRONT FLOWER BEDS:

Leslie, Unit #45 has accepted the Board's offer of \$25.00/week, plus expenses, to maintain the front flower beds.

UNIT #31:

An opportunity for Unit #31 to address the Board on the outstanding issues regarding the repair of his garage door, fireplace vent and barking dog was presented to him after the walk around on May 5, 2009. The owner was not at home. Juliana will extent one more invitation before the next meeting for him to address the Board. If the owner does make himself available at a meeting scheduled at his convenience the Board will expect all repairs completed 4 weeks after missed meeting.

UNIT #38:

During the walk around it was noted that Unit #38 had erected a self-made satellite post. The owner did not seek or receive Board approval for such construction. Juliana will forward the owner a letter requesting the post be removed and give Board approval to have the satellite dish professionally installed to the building on lower roof. The owner will be required to sign a waiver for any damage done to the building as a result of the satellite dish installation.

GREEN CARPET:

Green Carpet did not have the correct phone number for Jim in order to discuss the repair made by Green Carpet to the west side flower bed. Juliana will provide Green Carpet the correct phone number so a meeting can be scheduled. Jim will report to the Board at the next meeting the outcome of said meeting.

LEAKY ROOFS:

All leaky roofs reported have been repaired.

OUTDOOR LIGHTS AND NUMBERS:

The Board has decided on black aluminum outdoor lights for contrast and longevity. The lights have been ordered and once installed that Board will commence the next step in ordering black numbers and back plates. Lorna will add this to the newsletter informing owners to expect these upgrades.

DAMAGED SIDING:

Juliana will contact Abacus to match, as best as they can, the siding Chaparral Estates currently has. Abacus will be instructed to repair any damaged siding as a result of normal wear and tear. Any owners that have damaged siding as a result of barbeques being left to close to the building will be sent a letter from Juliana that, as a savings to all, Abacus will conduct the repair to their unit but the owner is responsible for payment. Juliana will reference letters sent last year for appropriate word-smithing.

NEXT MEETING:

The next meeting will be on June 3, 2009, 6:30 p.m. at Unit #84.

ADJOURNMENT:

Jim moved that the meeting be adjourned at 9:30 p.m.
Seconded by Donn. All approved.

ACTION ITEMS

Action Item	Person(s) Responsible	To Be Completed	Progress
Home Investments Management Inc,	Juliana	Juliana to have Richard Strand contact Tia to arrange a meeting.	
Home Investments Management Inc.	Tia and Donn	Tia and Donn to meet with Richard Strand to complete Investment Policy for investing Reserve Fund money	
Concrete Steps and Approaches	Tia and Jim	Tia and Jim to conduct a walk about to assess all concrete steps and approaches and forward the list of units in need of repair this year.	
Concrete Quotes	Juliana and Tia	Both Juliana and Tia will present two (2) quotes to the Board at the next meeting so a decision can be made on who the contract will be awarded to.	
CNM Designs	Tia	Juliana to forward Dennis of CNM Designs Tia's phone number so they can discuss the cement approaches.	
Concrete Patios	Juliana	Juliana to forward to Tia the list of owners interested in having a concrete patio poured this summer.	
Financials	Juliana	Juliana to email Donn all monthly financials beginning March 2009.	
Unit #31	Juliana	Juliana to arrange Unit #31 to address the Board before the next meeting. Notice must be given to owner that should he not be available for the meeting made for his convenience the Board will expect all repairs to be completed within 4 weeks of missed meeting.	
Unit #38	Juliana	Juliana to forward notice to owner to instruct him to remove satellite post. The Board has given approval to have a professionally installed satellite installed on the building, on lower roof.	
Green Carpet	Jim	Jim to report on conversations with Green Carpet in regards to the repair of the west side flower bed.	
Outdoor lights and numbers	Jim	Jim will notify the Board and Juliana when the lights have arrived and commence installation.	
Damaged Siding	Juliana	Juliana to contact Abacus to fix damaged siding.	

AGENDA
Chaparral Estates
June 3, 2009

1. Accept minutes of previous meeting – May 5, 2009
2. The Board to address Wanda's resignation
3. Monthly Financials – any arrears
4. Follow-up on all Action Items
5. Juliana's report
6. Landscaper – are we getting results?
7. Front flower beds – comments?
8. Roundtable