

Colecroft HOA Annual Meeting

5/9/11

7:00 PM

Colecroft Station

Meeting called by: Pamela Viola	Type of meeting: Annual meeting
Pamela made motion	Note taker: Steve Edson
Steve seconded	

Attendees: Pamela Viola, Greg Lawrence of Capital Property Management, Officer Wortham, and 37 members and proxies

Minutes

Agenda item: Article 2 Sect 2.3 – 60 day notice of meeting	Presenter: Greg
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Discussion:

Greg certifies there the meeting notice was sent greater than 60 days prior to the meeting.

Agenda item: Certify quorum	Presenter: Greg
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Discussion:

Need 33 members represented and have 37 members present or represented through proxies

Agenda item: Approval of minutes	Presenter: Greg
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Discussion:

No minutes because last year's meeting was not called to order. A quorum was not present to hold the meeting

Agenda item: Security Report	Presenter: Officer Wortham
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Discussion:

2 incidents with no reports taken in Colecroft Court. Reminder that teens are becoming more aggressive so be wary at all times.

Agenda item: Elect Board of Directors – 3 open slots	Presenter: Pamela
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Discussion:

Conclusions:

Janice Cooper-Levy, Diane Atchinson, and Pamela Viola were unanimously elected by acclamation.

Agenda item: Financial Review	Presenter: Greg
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Discussion:

Property insurance is running over budget.

Conclusions:

Determine why

Action items	Person responsible	Deadline
✓ Research details and report back	Greg	6/13/11

Agenda item: Landscaping **Presenter:** Greg

Discussion:

Many expressed dissatisfaction with the present contractor. This quality issue has been raised several times with the contractor and the response is not satisfactory.

Conclusions:

Need to replace the present contractor

Action items	Person responsible	Deadline
✓ Report on the committee findings	Landscape Committee	6/13/11
✓ Get 3 bids for a new contractor	Greg	6/13/11

Agenda item: Fence Repair **Presenter:** Greg

Discussion:

The fence at the end of the parking lot was repaired, but the repair didn't last.

Conclusions:

Need to do a more extensive repair

Action items	Person responsible	Deadline
✓ Get the fence repaired again	Greg	6/13/11

Agenda item: Delinquencies **Presenter:** Greg

Discussion:

Need to track these closer

Conclusions:

Add a summary at the end of the monthly report

Action items	Person responsible	Deadline
✓ Start adding delinquency summary	Greg	6/13/11

Agenda item: Paint Sign **Presenter:** Greg

Discussion:

Painting looks acceptable

Conclusions: Item closed

Agenda item: Brickwork repair **Presenter:** Greg

Conclusions:

Work will start next week

Action items	Person responsible	Deadline
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✓ Follow progress and report

Greg

6/13/11

Agenda item: Rental Control

Presenter:

Discussion:

- How should the board deal with the problem tenants?
- The by-laws allow for board approval of the tenant.
- A copy of the lease must be filed with the management company. The board can review the lease and demand certain content.

Conclusions:

Consider forming a committee to consider actions. (Bill volunteered to be on a committee)

Action items

Person responsible

Deadline

✓ Discuss forming a committee and seek volunteers

Board

6/13/11

Agenda item: Architectural Review

Presenter: Greg

Discussion:

Last formal review by the board was 10/21/09.

Greg did an informal inspection on 2/11/11.

Conclusions:

Need to do a formal review as soon as possible

Action items

Person responsible

Deadline

✓ Consider a date to do the next review

Board

6/13/11

Agenda item: Adjourn

Presenter:

Discussion:

Pamela made the motion and Steve seconded.

Other Information

Special notes:

Next board meeting 6/13/11 at 6:30 pm at Colecroft Station meeting room.
