

HOA Board Meeting Minutes from July 11, 2011

Attendance:

Diane Atchinson – President
Pamela Viola – Vice President
Janice Cooper-Levy – Member At-Large
Greg Lawrence – Capitol Property Management

Call to Order:

Meeting was called to order at 6:30.

Security Report:

Officer Wortham was not present.

Approval of Minutes:

Minutes from June 12 meeting were not available.

Financial Review:

In response to a previous meeting question, Greg stated Property Insurance variance was negative because the payment is between 2 fiscal years.

Unfinished Business:

- a. Mailboxes – were repaired and painted. Greg will check mailbox outside #561 Colecroft at it wiggles at bit since repair.
- b. Gate – was installed @ #530 Colecroft; seems to always be open. Greg will look into adding a spring.
- c. Brick paver repair – Received estimate from Greenlink. Diane asked if the estimate included huge area that needed re-grading in Courtyard area as well as brick wall. Greg was not sure and also was not sure the estimate included all areas. Diane will send an updated map to Greg, who will furnish it to Greenlink requesting another estimate.
- d. Landscape contract - Deficiencies list will be given to Valley Crest; they have 15-days from receipt to make good. VP & Branch Mgr. want the opportunity to meet with Board. They have reassigned a new Account Manager. Their contract is till December '12. Skill level has been in question before. Valley Crest is mediocre not terrible. Vines are invasive, but no mention of vines in Valley Crest contract. During interview with potential new landscape contractors (Greenlink and

Davey), they stated 50% of bushes need replacement as they have reached their mature life. Greenlink said a cherry picker could spruce up some of the trees.

- e. Landscaping Committee to decide on course of action in time for contract to be executed and funds allocated before September 30.

New Business:

- a. Volunteers – Possibly get a group of volunteers to do small landscaping projects around the development – mulch patchy grass areas, move decorative grasses from under bushes?
- b. Abandoned car – Greg will contact Owner and if no resolution, towing procedure will be implemented.
- c. Community Yard Sale – will be held October 15, mentioned in Newsletter along with availability of dumpster. Location of dumpster will be in Satellite parking; it will be dropped off Friday evening and picked-up Sunday evening and cost around \$600. Yard Sale to be advertised on Craig’s list. Greg will help with signage; need to contact him prior to Yard Sale as reminder.

Owners Forum:

No issues were raised.

Adjournment:

Diane made the motion, Janice seconded, unanimous approval.

Executive Session (private)

❖ **Next HOA meeting will be Monday, September 12 @ 6:30**