

Hillwood Condominium Association
June 22, 2009
6:30pm

Homeowners Forum:

- a. Empty potting plants are available for homeowner use.

Call to order: 6:40 pm

Members Present: Karla, Megan, Doug, Carrie, Cori present. CDC representative present, Chantelle Mitchell.

Approval of previous minutes: Motion: Cori, Second: Doug

Treasures Report:

Chantelle will send a draft budget revision to Megan for review.

Committee Report:

- a. Landscape:
 - a. Karla will purchase sprinklers to ensure we do not lose what we have already accomplished for the grounds.
 - i. Received a bid for \$700.00 from A to Z, Stump and Tree Inc. to removal hazardous tree located by the playground. Motion to hire A to Z made by Karla, Second: Cori
 - ii. Emerald Green tree replacement quoted at \$82.00. We will not be moving forward with this at this time.
- b. Parking:
 - a. Parking issues seem to be better as a result of consistency around our approach.
 - b. There was a car stolen a couple weeks ago. In addition, there were two car break-ins on Sunday, June 21st.
- c. Social: Recommendation to consider a community yard sale was brought to the table. Karla will post the idea on the website and ask if there is an interest and someone who will volunteer to coordinate.
- d. Pool: the garbage can has been removed from the pool.

Property Managers Report:

- a. See pages 33 to 35 of handout.
- b. Fire Lane Signage: there is no curb or ground painting needed. Signage will be needed for both sides of the gate. Andy will get a lock to replace

the current chain and lock after confirmation from Chantelle of what the Fire Department requires. After signage is up the police will be able to ticket and tow someone parked there.

- c. Building fence repair: Chantelle is getting a bid. Phil will review the slope and landscaping issues behind the C, D, & E buildings.

Old Business:

- a. Porch Gate behind H building. The post holding the gate has split and the gate will not open or close properly. It is also not cemented into the ground. It is likely it is a common area as it is shared by two units. Chantelle will have someone come out to look at after Karla sends an email with the details.
- b. Irrigation Proposal & Report
- c. Hard Surface Flooring Standards:
 - i. Declaration Amendment update. Current votes F=10.92% A=13.80%. Table until there are enough votes.
 - ii. Motion to approve:
 - 1. The Rules Revision: Motion: Megan, Second: Karla.
 - 2. The Hardware Surface Flooring Rules and Standard: Motion: Karla, Second: Doug.
- d. Spa code compliance: this is in process, pending County approval.
- e. Janitorial Contract:

Chantelle will follow up with the current vendor to require proof that cleaning was done before payment is made. The board would like to change the amount paid as there is no evidence that they have been completing the work as contracted.

The Board would like to extend a 6 month offer to a Hillwood homeowner for Janitorial services. This person will be a PT of CDC Management. Chantelle will create a job description for the Boards review. Initial supplies will be purchased and expensed by Karla and then the employee will purchase supplies as needed and submit an expense reimbursement request to CDC Management or may have access to a small petty cash fund. Initial purchases will include a vacuum, ladder, cleaners, sponges, mop, and paper towels to be stored in the club house.

The final agreement will be reviewed by email and approved by the board. The hourly wage will be finalized during executive session. The new janitor will be effective July 1, 2009.

- f. The fire extinguisher on the 3rd floor in the D building is broken. The front glass is broken and it fell off the wall. An email needs to go to CDC Management.

- g. Rules Revision: See item C ii above.
- h. Reserve Study: Building envelope study should be done annually. See additional information in New Business.

New Business:

- a. Reserve Study: Chantelle contacted an attorney and consultant regarding the study. The Attorney from Goff and Dewalt will come to the July meeting and advise the board.
- b. Consideration should be made for an assessment for the dryer vent and chimney cleaning needed. There is not enough in the budget to cover these costs.
- c. Pool considerations:
 - 1. Special Assessment for additional repairs.
 - 2. Close the pool for the 2010 season.
 - 3. Raise dues to cover pool costs.
- d. Gutter Repair/Cleaning: Chantelle obtained three bids. One of the bids included sweeping off the garage and carport roofs. Chantelle will obtain separate bids for the garage and carport roofs. A motion was made to proceed with the garage and carport gutter cleaning by Karla, Second: Megan.
- e. CDC Management will obtain a lockbox for the clubhouse that will include the clubhouse, pump house, and pool keys.
- f. Pool levels need to be maintained. Kristin Hume will continue to review and manage.

Next Meeting: July 20, 2009 @ 6:30 pm

Moved to executive discussion at 7:30 pm.

Executive Session ended at 8:00 p.m.

Motion to approve and extend an offer to a PT Janitor at \$20.00 an hour made by Megan, Second: Cori.

Adjourn: 8:05 pm