

HERITAGE TOWNHOMES ASSOCIATION
Minutes for Board Meeting
April 29, 2011

1. Call to Order
 - a. Attendance
 - Keith Hall
 - Karen Campion
 - Penny Talbert
 - Mary Stevens
 - Norma Rice
2. Old Business
 - a. All members were given minutes from the previous Board meeting and a Treasurer's Report from February 26, 2011 to date which is attached
 - b. Karen has secured someone to perform an outside audit. Mary will enter current and back data on Quickbooks for easier review and reconciliation.
 - c. A newsletter was written by Keith and mailed by Penny. It has generated some response.
3. New Business
 - a. Pool
 - Discussion as to what to do in instances when the homeowner may not be present with their guests at the pool
 - Changing the pool code on a regular basis
 - Trash can is now present
 - The auto miser was not functioning , causing the pool to continuously fill. Karen is checking on ordering a new one as well as a skimmer basket which fits the opening – the one in there now is too small.
 - There may be a need for a water surface cleaner to be available to pool users to clean out debris from the water.
 - The Pool Guy needs a key to the shed for convenience sake. This is common practice as someone will not be available every time he comes.
 - The deck is stained past the point of power washing. Laurel is checking in to quotes from professional cleaners.
 - Laurel will sand and spray paint the table. The furniture will be stored next winter so as to not weather as fast.
 - b. Landscaping
 - The sprinkler malfunctions have been repaired and the system was tested.
 - Shrubbery replacement was discussed – dead shrubs will be replaced by similar shrubs at the expense of the HOA. If the homeowner wants a different plant, a form will need to be submitted by the homeowner and, after approval; will be purchased at the homeowner expense.
 - Dead vines visible over the fence of the homeowner will need to be cut back.

- Back yard grass and plants are at the expense of the homeowner
 - Penny will ask Becky to check on fees from the lawn crew as to cleaning gutters
 - Myth Lane residents have the constant problem of the drainage ditches. Penny will ask Becky to check into the lawn crew possibly cleaning the ditches regularly, not only for appearance sake but to prevent mosquitoes.
 - One resident has a black plastic pipe alongside her front yard which was originally placed there for drainage purposes. It has become cracked and flattened. Karen will check into that situation.
- c. Gate
- Mary's nephew did some much needed welding on the gate at a discounted fee
 - Mary ordered 20 remotes
 - The rear gate required repairs to open properly
- d. Design Review
- Screen Door requests need to be submitted for approval
 - Karen is getting information in order to get paint which will match the current colors of paint on the exterior walls and doors.
 - There was much discussion on what is covered by the HOA and what is covered by the homeowner. We referred to the declaration and have some insight but each situation is different. A detailed clarification will be in the next newsletter for homeowners to have for insurance and repair purposes.
- e. Other
- The current roofing problem was repaired
 - A committee is needed to do research on budgeting long term maintenance such as roofing and street repair
 - Penny will get a list of homeowners who need to submit proof of insurance and will follow up.
 - Having open meetings quarterly was suggested
 - Penny will talk to the residents who are parking in the street
 - A newsletter will need to be sent June/July to update the residents

4. Meeting was adjourned.