

HERITAGE TOWNHOMES ASSOCIATION

Agenda for Quarterly Board Meeting
July 6, 2011

Landscaping :

1. Identify dead shrubs and replace
2. 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. Status?
3. Tim Trammel

Gate:

1. The rear gate required repairs to open properly. Decision on repair?
2. T posts for opening near gate

Financial information:

1. Karen has secured someone to perform an outside audit. Mary will enter current and back data on QuickBooks for easier review and reconciliation. Has audit been submitted, if not, what else needs to be completed for submission and determine deadline for such work. Independence of the audit needs to be discussed.
2. Treasurer's Report
3. Budget for smaller items – how much before we need bids?

Pool :

1. 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.

continued

2. There may be a need for a water surface cleaner to be available to pool users to clean out debris from the water.
3. The deck is stained past the point of power washing. Laurel is checking in to quotes from professional cleaners. Two bids were secured. Decision?
4. Laurel will sand and spray paint the table. The furniture will be stored next winter so as to not weather as fast. Pool set is beyond repair, suggest purchasing a new set.

Design Review Committee:

1. Screen Door requests need to be submitted for approval? Any requests?
2. Karen is getting information in order to get paint which will match the current colors of paint on the exterior walls and doors. Need to choose colors from color chips provided by Laurel
3. A committee is needed to do research on budgeting long term maintenance such as roofing and street repair. Put on website and ask for volunteers?
4. Penny will get a list of homeowners who need to submit proof of insurance and will follow up. Secure all certificates and put on Excel for easy maintenance.

Various:

1. Having open meetings quarterly was suggested. Suggest the first Wednesday of each Quarter. Where?
2. Having set closed Board meetings monthly.
3. Follow up on the people who have offered to help: Tim Trammel w/landscaping & Jason Jolly w/pool.
4. Directory at Front.
5. Board meeting/Party Saturday night
6. Outstanding Dues (Board members only)

