

## **Minutes of the January 27<sup>th</sup>, 2014 Meeting Strawberry Knoll Elementary School**

**Board members present:** Steve Schuyler, Architectural Chairman, Patrice Williams-Johnson, Treasurer, Walt Kelley, Contracts Chairman.

**Homeowners present:** Nancy Holderman, Volunteer Secretary

The meeting was called to order at 7:11 p.m. Quorum was met.

**Next Meeting Date –February 24, 2014 ANNUAL MEETING**

**Agenda Review:** Board members reviewed and modified as necessary.

**Meeting Minutes Review:**

The minutes from the December 16, 2013 meeting were reviewed and approved with modifications made. The approved minutes with modifications will be posted to the WCHOA website by Diane Winters, Webmaster.

**Review of necessary documents for annual meeting**

The board members reviewed the necessary documents that will be required at the annual meeting. Board members requested secretary to contact President, Clyde Lutter, to provide at the annual meeting, "a year in review for 2013", and the board's accomplishments throughout the 2013-2014 year.

The board members reviewed last year's 2013 agenda in preparation for 2014 annual meeting. Agenda reviewed and modified as necessary.

**Members' Time:**

Nancy, Volunteer Secretary, to contact homeowner, Liz Lindahl regarding her interest in becoming a board member.

**Architectural Submissions/Requests**

No new architectural submission or requests at this time.  
18904 Glendower explanations deferred to March meeting.

### **Financial Report:**

Patrice, Treasurer, to meet with Management Company prior to annual meeting. Reserve study results, attorney fees, process and methodology of splitting out the general reserve account will be reviewed. Final 2013 budget report will be presented at the annual meeting along with the 2014 budget.

### **Contracts Report:**

\_\_ Issue:

Pole light in the townhouse area has been out. Walt, Contracts Chairman, contacted an electrical contractor, Trunnell Electric, to look at the light and assess what needed to be done. When electricians assessed lighting pole it was discovered that the circuit breaker had been tripped. Upon resetting the circuit breaker, lighting was restored. So far the pole light has remained on appropriately, however, will continue to monitor.

Tennis court: The bolts on one pole are stripped and will need to be replaced. Walt, Contract Chairman has made numerous attempts to contact Sports Systems, Iamsville. Walt will also attempt to contact Tennis Topia. Results will be deferred to the March meeting.

Walnut Creek Sign – deferred to March meeting.

Maple Tree/Erosion/retaining wall at 9032 Centerway townhouse – deferred to March meeting.

Common Area Tree maintenance – deferred to March meeting.

### **Old Business:**

Additional new lighting pole around 9070 Centerway Townhouse area – deferred to March meeting.

Common area tree pruning - deferred to March meeting (also under "Contracts").

Townhouse Parking Lot Policy – deferred to March meeting.

Steve, Architectural Chairman, to finalize 2014 meeting dates and available board representation for monthly meetings on 2<sup>nd</sup> Monday of each month.

Attorney representation, actions to be taken and costs to be incurred – deferred to March meeting.

Privacy Policy – deferred to March meeting.

**Action Items:**

Patrice, Treasurer, to meet with Management company prior to annual meeting and will provide copies of the 2014 budget to annual meeting.

Steve, Architectural Chairman, to finalize the availability of board members for the 2<sup>nd</sup> Monday of the month and will reserve classrooms at Strawberry Knoll Elementary school for the monthly meeting.

Nancy, Volunteer Secretary will provide meeting minutes from the 2013 annual meeting and 2014 annual meeting agenda.

Walt, Contracts Chairman, to contact tennis court company regarding repairs.

Meeting adjourned at 8:20 pm