

DRAFT
Wicksfield Homeowner Association, Inc.
Meeting Minutes
January 22, 2019
Best Western Lounge-Gateway North Plaza
6:00pm

Attendees:

John Oliver –BOD President
Tim Crowley- BOD Treasurer
Jessica Inhof-BOD Secretary
Tammy Watts-Property Mgr. Legum and Norman
Wicksfield Homeowners

- I. Meeting called to order at 6:00pm by John Oliver**
- II. Proof of Board Quorum:** All BOD present
- III. Notice of meeting sent out January 4, 2019. This meeting was properly notified and posted as required.**
- IV. Approval of Minutes:** A motion was heard to approve the minutes of the Wicksfield HOA meeting of October 18, 2018. The minutes were moved for approval by Tim Crowley and seconded by John Oliver, resulting in a final vote with unanimous approval. Request made for Tammy Watts to provide BOD with 2 years of meeting minutes so items could be referenced from past meetings.
- V. Old Business:**
 - a) Chester River has provided BOD with design ideas including flower types for the beds at the entrances to the neighborhood.
 - b) Sink Holes- Buckson has not yet completed the work to repair the holes due to scheduling and weather. Currently waiting for ground to dry out. BOD requests snow fence or caution tape to be placed around area to protect residents from mistakenly stepping in holes.
 - c) North entrance repair- Buckson removed knocked over tree and repaired grass area where a car had run off the road. Residents made BOD aware of damage from a vehicle at south entrance. BOD request Chester River to inspect.
 - d) Open space repair after resident pool installation- Contractor made attempt to repair but not to acceptable degree. Home owner is aware and working with contractor. BOD will inspect in the spring.
 - e) Stop Signs- Process has been changed. Now difficult to get response. Reaching out to Mr. Paradee for assistance again.
 - f) ARC report- Approve 50 Pembroke to install handrails after getting confirmation of plan.
- VI. New Business:**
 - a) Masonry work at south entrance needs repaired. Get quotes for repair with the understanding we want a uniform look and not an obvious looking repair.
 - b) South entrance lights. They are solar and seem to be dimming. Will monitor.
 - c) BOD would like to establish committees to get more residents involved and assist in projects.
 1. Budget review committee- to work with Management Company and treasurer to build budget. Will meet as see fit to help craft and present budget. In the past the budget committee met too late to have impact on budget. Budget will still go to Treasurer first.
 2. Bylaws Committee- help to process change requests and will work with lawyer to make any changes.

3. Non-Standing Committee- special committee to handle RFPs.

- d) Reserve Study- BOD request that Tammy Watts report when last study was done and if close to 5 years old, get 3 bids for new study.
- e) Storm water management district- BOD request presentation to BOD. Tammy Watts will arrange.
- f) Book of Resolutions- John Oliver made motion to create Book of Resolutions to be maintained by the Vice President. This will track decisions made by the BOD and can easily be tracked from one Board to the next. Jessica Inhof second. Unanimously passed.

VII. General Discussion:

Homeowner request BOD take action against homes with broken down vehicles and boats.

Snow removal was done during last storm but because only 3.8", HOA will have to pay full total. The State will only reimburse at 4". Request Chester River do better in the turn lanes on Sunnyside Road. Also request invoice to see if salting was done.

VIII. Motion to Adjourn: John Oliver motion to adjourn at 7:05.

Approved