

Wellington Trace Homeowner's Association Board of Director's Meeting

Minutes

June 13, 2017
6:30 pm

BOARD OF DIRECTORS		
NAME	POSITION	PRESENT
Christopher Watkins	President	Present
Steve Shugarts	Vice President	Present
Douglas Browning	Treasurer	Regrets
Jen Shell	Member at Large	Present
Heather Siefers	Secretary	Present
RESIDENTIAL REALTY GROUP, INC. (non-voting)		
Cathy Price	Association Managing Agent	Present

TOPIC	RESPONSIBLE	DISCUSSION	ACTION
Called to Order	C. Watkins		C. Watkins made the Motion and all were in favor to call the meeting to order at 6:31 PM.
Roll Call	C. Watkins		C. Watkins took roll call of the Board
NEW BUSINESS			
Financial Review	C. Watkins	C. Watkins reviewed the current financial statements.	
Minutes Review	C. Watkins	March 20, 2017 meeting minutes were reviewed via email by the board.	March 2017 meeting minutes were approved unanimously via email prior to the meeting.
Workman's Compensation	C. Price	It is recommended by the insurance industry and management that WT should purchase a Workman's Compensation Policy to cover any vendors or board members performing work on behalf of WT. The	C. Watkins made the Motion to purchase a Workman's Compensation Policy. H. Siefers seconded. A vote was held and the motion passed unanimously.

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		estimated cost is \$500-\$600 annually.	
OLD BUSINESS			
Tennison Drive Lighting	C. Price	Brian Dietrich responded to the C. Price's inquiry regarding the status of street light installation. Mr. Dietrich indicated that the work should be completed "soon" however a final date has not been provided. Concerns with liability were relayed to expedite installation.	
Curb Painting/Signage on Croydon and Dartmoor	C. Watkins	Signs were ordered and received, installation is slated for June 15-16. Painting is expected to begin the weekend of June 17 and will not impact parking in existing spaces.	
Architectural Inspections	C. Price	Inspections have resumed. It was decided by the board to start over from scratch and establish a new, well documented baseline for properties rather than try to build off of previous inspections.	
Concrete Repairs/Replacement	C. Price	Phase II of the program to repair/replace concrete in the following areas has been approved. The schedule is to be determined. <u>Area 1:</u> Entrance of Croydon Terrace and Stapleton = 344 sf <u>Area 2:</u> 5058-5068	<i>Action: Board to distribute notifications of parking restrictions door to door during time of repairs.</i> <i>Area 1: NA</i> <i>Area 2: D. Browning</i> <i>Area 3: H. Siefers</i> <i>Area 4: NA</i> <i>Area 5: J. Shell</i>

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		<p>Croydon Terrace = 933 sf</p> <p><u>Area 3:</u> 4858-4860 Marsden Place = 76sf</p> <p><u>Area 4:</u> Duncan Place = 413sf</p> <p><u>Area 5:</u> 6570-6494 Duncan Place = 1,260sf</p> <p>Once a date is established, the goal is to have 2 weeks' notice for affected homeowners of parking restrictions during the repairs.</p>	
Clubhouse Cleaning Service	C. Price	The previous cleaning service provider was let go due to quality of work. The Board has been taking competitive quotes from local providers and has chosen Service Master for weekly cleaning services of the clubhouse, gym and bathrooms.	C. Watkins made the Motion to approve Service Master as the cleaning service provider. H. Siefers seconded. A vote was held and the motion passed unanimously.
HOMEOWNER'S FORUM			
Trash Service	Arlette	A new homeowner was not sure of the process to establish trash and recycling pick up. The board explained how these services work in the community and some available service providers for trash pickup.	

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CLOSED SESSION			
Legal Matters	C. Price	Pending legal matters were discussed in a closed session with the Board.	
Adjournment	C. Watkins		The meeting was adjourned at approximately 6:58 PM.

Respectfully Submitted,
Heather Siefers