Franklin HOA Meeting

January 13, 2002

Attendees:
Amanda Tessar (President), Reed Masten (Vice-President), Kirk Samsel (Treasurer), Michele Hendrickson (Secretary)

Present:
Amanda Tessar (President), Reed Masten (Vice-President), Kirk Samsel (Treasurer), Michele Hendrickson (Secretary)

Date Raised	Issue	Expected Outcome	Activities	Person responsible	Date Due	Progress
11/4 1/13	Inspection Reports Completed	1) Letter sent to Gardner Co. and IPS addressing concerns based on supplemental addendum clarifying some of the items in the original inspection report. 2) Property assessment will be done and compared with the external punch list items.	1) This letter will address any issues raised by the inspector's report. It will include problems found with firewalls, as well as deteriorating shingles on Southside of building. 2) A property walk will be done to compare homeowner's external punch list items with those tasks completed.	Amanda and Kirk Kirk/Reed	2/10 1/21	1) The inspector was here on Friday, January 11 to further assess the property. He will be responding to his findings in a letter to the HOA Board within two weeks. He has stated some problems with grading/drainage on south side of building, shingles and firewalls. These items will be addressed to Vern/Jack. 2) While walking the property, the crushed downspout on the north side of building will be repaired.
11/4	Resident Survey	Homeowner's level of satisfaction evaluated.	An updated contact list will be completed and distributed to HOA members.	Reed Michele	2/10	50% of surveys have been returned. Results are currently being complied.
1/13	Insurance Policy	Appropriate insurance policy in place.	A review of our current policy will be done.	Kirk	2/10	
11/4	Communication Guidelines	Effective communication with HOA members.	An outline will be established and used to effectively pass on information.	Amanda Michele	2/10	Guidelines are currently being finalized.

Deleted: HOA Boar

12/2	Garage lights	All garage lights changed on regular basis.	The garage lights will be changed as they burn out using the recommended bulbs.	Reed	1/31	Reed will be changing the bulbs as he sees them go out.
1/13	Finances	--An assessment of HOA dues --A working budget for 2002	--HOA monthly payments will be reviewed to ensure equal payments by all homeowners. --The budget will be reviewed and assessments will be done to ensure monies for long term needs. (i.e. roof replacement, painting)	Kirk HOA Board	2/10	Ongoing
1/13	Satellite Dishes	A policy concerning satellite dishes.	Guidelines will be discussed concerning the location of satellite dishes.	HOA Board	2/10	
1/13	Driveway Traffic	Elimination of extra traffic and preservation of landscaping.	A 'private drive' sign will be placed at the beginning of the driveway to cut down on traffic attempting to get to alleyway. Also, placement of an extra chain in the back to prevent cars from driving over the curb has been discussed, and will be placed upon approval.	Kirk/Reed	2/10	

Communication to HOA Members:

- Thank you to all HOA members who completed and returned surveys.
- Members will be notified once the communication guidelines have been established. Copies will be made available at HOA members' request.