Franklin HOA Meeting

March 30, 2003

Present: Mike Epple (President), Kirk Samsel (Vice-President), Stefan Wenger (Treasurer), Michele Hendrickson (Secretary)

Date Raised	Issue	Expected Outcome	Activities	Person responsible	Date Due	Progress
7/14	Finances	To create a 2003 budget.	Stefan completed the 2003 budget.	Stefan	Mid-Feb.	The 2003 budget was approved at the annual meeting.
11/10	Rules and Regulation Handbook	To complete the handbook of rules and regulations for the Franklin Townhomes.	Kirk will add two remaining policies to the handbook. The completed handbook will be distributed to all HOA members.	Kirk	Apr. 27	
11/10	Window Film	To implement rules regarding the use of window film.	The Board has agreed upon the use of a window film. The film's description will be included in the rules and regulation handbook.	HOA Board	Now	Neutralite 335 is the name of the window film chosen. If there are further questions regarding the use of window film, please feel free to contact any board member.
9/23	Gutters	To contract a company for gutter cleaning.	Mike has received several bids for this service. It was decided to research additional companies, and schedule the cleaning for this fall.	HOA Board	Early Fall	
1/12	Garage Sale	To organize an all Franklin Townhome garage sale.	Reed will organize this sale. A portion of the profits will be donated to the Capitol Hill United Neighbourhood.	Reed	Early Spring	

3/30	Management Company	To contract a management company.	The HOA Board voted to not renew the current contract with CMS. It was approved to sign a contract with the LCM Property Management, Inc.	HOA Board	Mid-Apr.	Mike has researched several companies, and LCM was the board's choice. She will be clarifying two points in the contract, and a final vote will then be made. The Board will be sending out the address of the new company to all HOA members. Until you receive notice, please continue to send the HOA dues to CMS.
3/30	Landscaping	1) To contract lawn care. 2) To contract for tree trimming. 3) To organize south-side project.	1) Mike has received bids for several companies. She will check on references, and a vote will be taken next week. 2) Mike will get one more bid, and a vote will be taken at next meeting. 3) May 31st is the tentative date to begin the south-side landscaping project.	Mike/ HOA Board/Reed	--3/6 --4/27 --4/27	Please contact Reed or Mike if you will be available and willing to participate in the south-side landscaping project. Organization of willing members/equipment/supplies will have to be done several weeks before the project can begin.
3/30	Updated Contact List	To compile an updated contact list.	The updated list is attached to this document.	Michele	Now	
3/30	Next Meeting	To set a date for the next meeting.	The next meeting will be April 27th at 6 p.m. It will be held at #1645.	HOA Board	Now	