Franklin HOA Meeting

August 6th, 2006

Present:
Diane Albert (President), Mike Fyler (Vice President) Josh Patterick (Treasurer), Sue Samsel (Secretary), Becky Miller
The meeting was called to order at 6.30pm.
The meeting was adjourned at 8:00 p.m.

Date Raised	**Issue**	**Expected Outcome**	**Activities**	**Person responsible**	**Date Due**	**Progress**
8/6	Previous Meeting Minutes	Approval of Minutes	Minutes Approved	HOA Board	N/A	
5/23	Reserve Fund Investment Proposal	Invest reserve at best rates	5/23-Kevin provided the following feedback: we have the option to seek legal opinion as to whether we can invest the Reserve money at risk, otherwise we are limited to FDIC approved funds. Bill 100 states that HOA's are allowed to invest in CD's or other FDIC insured funds only. It was agreed that we move the Reserve into a CD. The exact percentage of the reserve to be moved into a CD will be determined at a future board meeting . Josh will work through any tax implications with Mike from the management company prior to any money movement.	Josh Patterick/ Diane Albert	ASAP	8/6 – 50% of Reserve to be placed in a money market, 50% in a CD. Diane to send Josh websites for money markets
5/23	Property Maintenance & Safety Committee	Provide maintenance update Establish volunteer group	Mike provided the following update: -the sprinklers were turned on last week -Mike applied 'Revive' to the lawn and sprayed the weeds -in the future Mike will email everyone with advance notice of tree and weed spraying -Kevin & Mike reviewed the sprinkler system- everything is in good working order. They have changed the timing to better accommodate the plants etc. Mike called for volunteers to help with maintenance- please contact Mike if you are interested. It was suggested that Mike send out a list of activities on a regular basis so that volunteers could also carry out tasks in their own time.	Mike Fyler	9/18	8/6 A property review was conducted in June 2006 (notes distributed to HOA members). Please see additional attachment for status updates. Actions: Mike to seek quotation to paint garage trims and to provide fall lawn treatments.

5/23	Balcony Tiles	Replace tiles missing from facia of balconies	5/23 HOA board agreed to purchase a box of tiles. Suzanne will contact her tiler (Mr. O'Rourke) to provide an estimate to fix the tiles- Thank you Suzanne.	Diane Albert Becky Miller	ASAP	8/6 – Becky and Diane to seek quotations. Sue has provided Diane with a sample balcony tile.
5/23	Other Maintenance Issues	Cracked Concrete Front Stoops	5/23 The concrete in front of Zach's and Danielle's garages is cracked. The front stoops need to be sealed. HOA Board to follow up	HOA Board Becky Miller	ASAP	8/6 – Diane presented one quotation which he board agreed was high. Becky to provide the board with a vendor list (Thank you Becky) to seek further quotations. The board also discussed the possibility of doing it ourselves. 8/18 Update- Becky organized for quotations on painting the garage and fixing the concrete
5/23	Insurance Rates	Seek new insurance rate quotations	5/23 Reed volunteered to follow up- Thank you Reed	Mike Fyler	9/18	8/6 Mike Fyler to follow up with Reed regarding insurance rates.
4/23	Key 'Chain'	Create a centralized listing of whom has access to whose keys in case of an emergency	The group agreed to the contact. Sue to send out a template with the contact list. Please complete and send back to Sue if you are interested.	Sue Samsel	ASAP	8/6 Alternative contacts list sent out for completion on 8/27
4/23	Limited common elements	Determine comprehensive definition of limited common elements	5/23 The issue of what constitutes a common element was debated. It was concluded that the Board would address each element separately and put each issue to an HOA members vote (e.g. awnings, tile replacement etc.).	HOA Board Diane Albert	9/18	8/6 The Board continued to discuss the common elements debate in depth. A number of suggestions were made including: abiding strictly to the HOA declarations, determining a ceiling $ amount below which the Board would be able to make determinations as to whether the HOA would pay or individuals would be assessed, all HOA members voting on each issue that arises (ie as to whether it should be paid by the association or individual assessment). If allowable, it was suggested that all members of the Association vote on which option to pursue. Diane will review the declarations to determine how to move forward. The aim of the Board is to put clear guidelines into place around this issue.
4/23	Utilities Payment	Set up auto-payment of utilities	Josh to organize auto-payment of relevant utilities to reduce check signing etc.	Josh Patterick	Compl ete	8/6 Auto payments have been set up at the Treasurer's discretion.

4/23	Late Charges	Board notified of late charges	Diane has requested notification of late charges issued to home owners from LCM	Diane Albert	ASAP	8/6 Diane to follow up with Management Company
4/23	Operating & Reserve Accounts	Optimize utilization of both accounts	Current balance of Operating Account is $10K. HOA board agreed to transfer $3K to Reserve Account Current contribution from revenue to Reserve is $250 per month. HOA board agreed to increase this to $500 per month	Josh Patterick	Compl ete	8/6 Josh confirmed that this action has been completed
8/6	Awnings	Awnings cleaned	Discussion as to whether awnings are considered to be limited common elements. In the interim it was determined that we would was the awnings using Mike's pressure washer. A professional cleaner was determined to be wasteful at this time given the dust from the ongoing construction.	Mike Flyer	9/18	
8/6	Privacy Film	Response to privacy film request on north end of building	Given the construction of the new condos, Diane has requested that she be able to place privacy film on her north facing windows. The Board agreed with the request given that the windows are not seen from the street. Diane will provide samples so that the Board may establish a consistent look in the case that others may want to do the same.	Diane Albert	9/18	
8/6	North Fence	Determine measures of north boundary	The builder of the new condos has contested our northern property line. Diane to follow up and keep us informed of further issues.	Diane Albert	9/18	
8/6	North Fence Construction Damage	Fence fixed	The fence has been damaged by the condo construction. Josh to take photographs of damage. Diane to follow up	Diane Albert	9/18	
8/6	Welcome Letter	Completed Welcome Letter	It was suggested that a welcome letter and package be created for new home owners. Some of the topics would include: trash guidelines, alternative contacts information, community gatherings etc. Becky and Sue to create draft.	Becky Miller/Sue Samsel	9/18	
8/6	Lawn and Snow removal	New bids on lawn and snow removal	Mike to seek new competitive bids on lawn and snow removal	Mike Flyer	9/18	
8/6	Next Meeting		Next meeting date: 9/18, 6.30pm, Sue's house. To be confirmed.			