

**Englewood Mews
Board of Directors Meeting
July 9, 2014**

Attendance:

Eric Freitag	Shannon Cook, Sequoia Management Company
Hla Wai	Genel Clark, Sequoia Management Company
Gabriele Hickey	
Noreen Rich	

Call To Order:

Eric Freitag called the meeting to order at 6:17PM.

Resident Forum:

The Board reviewed a homeowner's request for tick treatments to the common areas.

(M) Management to obtain bids for tick treatments to the common areas.

Approval of Minutes:

The Board reviewed the May 19, 2014 Meeting Minutes.

Noreen Rich motioned to approve the May 19, 2014 meeting minutes. Gabriele Hickey seconded. All were in favor.

Committee Reports:

Landscape:

Management stated they would be providing grounds maintenance proposals for review by September.

Website Updates:

The Board discussed website updates.

(M) Management to update the website with the next meeting date, remove Gabriele Hickey, add Noreen Rich and add a call for volunteers for the two open Board positions.

Architectural Applications:

The Board reviewed resident applications for exterior modifications.

Gabriele Hickey made a motion to accept all decisions as noted below on the remitted applications. Eric Freitag seconded. All were in favor.

- Account #313810 – Deck Stain: Approved
- Account #513916 – Garage Door Replacement: Approved with the stipulation that it be painted to match the existing trim color and the windows are installed on the 3rd panel from the bottom.
- Account # 513916 – Deck Replacement: Approved with the stipulation that the pickets and railings match the decking boards.
- Account # 65634 – French Doors: Approved with the stipulation that they match the surrounding trim color.
- Account # 95601 – Landscaping: Disapproved as it is not consistent with the surrounding homes and community aesthetic.

- Account # 95605 – Deck Stain: Approved
- Account # 95607 – Deck Stain: Approved
- Account #105521 – Deck & Fence Stain: Approved

The Board reviewed the updated standards from legal.

(M) Management to have Sherwin-Williams match the original Duron colors and include information in the standards notating the approved color would be available on the website.

Eric Freitag made a motion to approve the amended standards after reviewed by Noreen Rich. Gabriele Hickey seconded. All were in favor.

The Board discussed the current deck and fence stains in the community.

(M) Management to send notice to owner with unapproved colors notice stating the fence and or deck must be brought into compliance within 2 years.

Management Report:

The Board reviewed the financial report for May 2014.

(M) Management to recode the twin Oak tree invoice to come from the operating reserves as well as pay for the stump removal invoice from the operating reserves to alleviate the current year deficit.

(M) Management to take all but \$5000.00 from the unappropriated equity account and the remaining funds in the operating reserve account and deposit them into the replacement reserve account.

Gabriele Hickey made a motion to approve the above noted financial withdrawals and deposits. Noreen Rich seconded. All were in favor.

The Board reviewed the resale report noting two new owners in the community.

Unfinished Business:

Management stated that have been trying to contact MATCS to get the schedule for the tennis court repairs and have not yet received a response and requested direction from the Board on how to proceed.

(M) Management to continue trying to contact MATCS to schedule the repairs as well as get an additional bid for the repair work.

Noreen Rich made a motion to ratify the email approval of the additional court work basketball courts in the amount of \$7,170.00. Eric Freitag seconded. All were in favor.

Noreen Rich made a motion to ratify the email approval of the drain work completed near the basketball courts in the amount of \$4,446.00. Eric Freitag seconded. All were in favor.

The Board discussed the sign monuments and issues with Nastos.

Management recommends that the Board put Nastos on notice for breach of contract due to their lack of response and prior issues with completing the contracted work.

(B) Eric Freitag to email Nastos and inform them that they have two weeks to provide all pertinent information to the Board or the Board will send breach of contract notification and pursue other options.

The Board reviewed the stump removal proposals.

Eric Freitag made a motion to approve the Twin Oak Tree Care proposal to grind stumps, seed and straw bare areas in the amount of \$2000.00. Gabriele Hickey seconded. All were in favor.

The Board discussed the updated 2014 reserve study.

(M) Management to set up a conference call with Michael Palmer and include the Board if possible to discuss the funding on the reserve study and projected expenses.

The Board reviewed the asphalt mill and replacement proposals.

No action at this time.

The Board reviewed the asphalt rejuvenation and repair proposals.

No action at this time.

(M) Management to include asphalt repairs in budget for 2015 to include crack fill and seal coating.

Management advised the Board that they had been in contact with Verizon regarding the Barnsley lighting damage and will have an update at the next meeting.

New Business:

The Board reviewed the Republic Services trash removal proposal.

Eric Freitag made a motion to approve the Republic Services trash removal contract to include cancellation with cause only, for a 5 year term, with the pricing guaranteed for 24 months in the amount of \$3,221.90 per month. Noreen Rich seconded. All were in favor.

The Board reviewed the Chadwick Washington quarterly newsletter.

The Board reviewed the operational calendar.

No meeting will be held on July 21, 2014 due to the rescheduling of the June meeting.

Management advised they would have the 2015 draft budget for review by September.

The Board advised management not to go out to bid on the snow removal contract and stick with US Lawns – three year contract.

Management stated that Shannon Cook's last meeting would most likely be the September 2014 meeting and Genel Clark would be taking over at that point as manager.

The Board discussed long term goals and projects for the community.

The Board discussed the current dog waste removal contract.

(M) Management to get bids on dog waste removal for the Board.

Executive Session:

Eric Freitag made a motion to move into executive session at 8:21PM. Gabrielle Hickey seconded. All were in favor.

Eric Freitag made a motion to reconvene in open session at 8:50. Hla Wai seconded. All were in favor.

Noreen Rich made a motion to approve all decisions as discussed and made in executive session as noted below. Eric Freitag seconded. All were in favor.

- Account # 105505: If done no action, if not 30 day extension then assess \$10/day
- Account # 313804: 30 day extension then assess \$10/day
- Account # 65616: Assess \$10/day
- Account # 65620: No action
- Account # 813810: Assess \$10/day
- Account # 813816: 30 day extension then assess \$10/day
- Account # 95645: No action
- Account # 105523: Management to verify seeding takes
- Account # 813806: Towing reimbursement request disapproved due to photos provided by Battlefield towing.

Eric Freitag made a motion to accept Gabriele Hickey's resignation. Noreen Rich seconded. All were in favor.

Adjournment:

Hla Wai made a motion to adjourn the meeting at 8:52pm. Eric Freitag seconded. All were in favor.