

Meeting Minutes

GREENSPRINGS WEST OWNERS' ASSOCIATION, INC.

Advisory Committee Meeting

Monday December, 10, 2007

I. CALL TO ORDER

The meeting was called to order at 6:45 PM. Present were Tim Crowder, Jim Kalembo, Carl Pautlitz, Fran Dragone, Rich Atwood, Tony Licata

II. HOMEOWNER FORUM

There were no homeowners present at the meeting.

III. REVIEW & APPROVE MINUTES

The secretary was not present at the November 2007 Advisory Committee Meeting; therefore, no minutes were recorded.

IV. COMMITTEE REPORTS

Architectural Review Committee

- No new applications were submitted this past month.
- At last month's meeting, the committee discussed an application that was submitted from a resident on Windsor Ridge South. The request was to paint a garage door a dark brown. The application was not approved due to delays in the application process. Carl to follow-up with resident. **(ACTION: CARL PAUTLITZ)**

Social Committee

- The Santa Claus event the previous weekend was well attended.
- The Wine and Cheese Party was a success.

Website (Jon Jaruseski)

No report this month.

Swim Team (Patrick Page)

No report this month.

Neighborhood Watch (Forrest Bassett)

- Since Forrest is no longer a Committee member but is still the acting Neighborhood Watch coordinator, the Committee needs some mechanism for getting a monthly report. Fran volunteered to get the monthly report from Forrest and provide the update at Committee meetings.
- The question was raised about setting up a cc list for multiple notifications in case of an issue. Fran to follow-up with Forrest on this topic. **(ACTION: FRAN DRAGONE)**

V. UNFINISHED BUSINESS & REVIEW OF ACTION ITEMS

1. Clubhouse & Fountain

- a. Although Tim Crowder has resigned from the Advisory Committee, he will continue to be the lead on the fountain activity.
- b. Need to contact Hathaway to get price quote for moving junction box and check lights and switch. **(ACTION: RICH ATWOOD)**

2. Common Trash Collection

- a. Contacted 6 companies for bids. Received 5 responses.
- b. Rich to produce table of comparison and the topic will be discussed via email. The 2008 budget is dependent on finalizing a trash contract.

3. Thorngate Staging Area

- a. Carl spoke with the developer. Unable to get any sort of commitment for timeframe for installing some sort of gate.

4. Restroom Mats

- a. Need to install mats in the pool restrooms. This item needs to be added to budget for 2008 and tabled until Spring 2008.

5. Highlights Discussed from Manager's Report

- a. Capitalization fee – John approved approach.
- b. More empowerment of advisory committee - Sarah researching; thinking through the issues, pros and cons.

6. Review Action Items

VI. NEW BUSINESS

New Advisory Committee President

- After many years of dedicated service, Tim Crowder has resigned as Advisory Committee President. Thanks to Tim for all he has done for this community.
- The Advisory Committee elected Tony Licata as president starting on January 1, 2008.

Agenda for Monthly Advisory Committee Meetings

- It is the responsibility of the Advisory Committee president to generate the agenda for the monthly meeting.
- As the newly elected president, Tony Licata will start to provide the monthly meeting agendas.

New UPA Association Manager

- Rich Atwood is replacing Cindy Renault as the UPA Association Manager for Greensprings West effective immediately.
- Many thanks to Cindy for all her hard work in the past.

Clubhouse Rental Issue

A resident used the facility on a previous Friday but did not properly cleanup afterwards. When the Sheeran realtors showed up the following day, they tried to contact the homeowner who had used the facility but were unsuccessful. The realtors cleaned up the facility before opening for business. In order to prevent this from occurring in the future, a checklist will be written and

handed out at the time of rental application is submitted so renters know what needs to be done. The checklist will also state that if the facility is not properly cleaned, the deposit can be forfeited. The renters also need to turn in the key at the time that the walk through inspection is conducted. **(ACTION: RICHARD ATWOOD)**

New Vacuum Cleaner

Carl is to purchase a new vacuum cleaner for the clubhouse. Committee authorized him to spend up to \$200. **(ACTION: CARL PAUTLITZ)**

Cleaning Service

Need to consider getting a cleaning company that can be used in case the facility is not properly cleaned after a rental activity.

Use of Tables and Chairs

The Committee agreed that residents who rent the facility can use the table and chairs. The Committee needs to figure out how to get access to furniture without giving access to other supplies stored in the side rooms. Committee needs to investigate installing locks on the cabinets.

Second Entrance

Developer needs to clean up trash and construction debris behind brick entrance walls. **(ACTION: RICHARD ATWOOD)**

Clubhouse Heating Issues

There were issues with the clubhouse heating units. Rich is to provide contact information to Carl. Rich there is no maintenance contract in place.

2008 Budget

- The 2008 budget needs to be finalized with the next few weeks. Need to also have approval from developer.
- Committee discussed the effect of the community wide trash collection on the 2008 budget.
- Committee discussed increases to various accounts to cover planned expenses and improvements for 2008.

Annual Meeting

- The date has been set for Monday, 01/28/08 for the annual meeting. The time is TBD.
- Rich to generate a draft of an agenda for the Committee to review. **(ACTION: RICHARD ATWOOD)**
- Committee members need to encourage homeowners to attend. Maybe the Committee members need to go door to door on their street? (just one suggestion)
- John to update web site with announcement. **(ACTION: JOHN JARUSESKI)**
- A letter will be sent out to all property owners by Rich.

Clubhouse Fix-Up

- Interior needs to be painted. Carl received one estimate for \$4,000 to do both main rooms excluding trim.
- Rich to request other bids. **(ACTION: RICHARD ATWOOD)**
- Carl to contact an interior designer to assist with colors. Committee to be formed of homeowners interested in helping to make choices. **(ACTION: CARL PAUTLITZ)**

Brick Bat Berm

- Tom indicated that people are starting to drive over the berm between Brick Bat and Thorngate Rd.
- Carl to find out who in the county office we need to work with to get the site restored.
(ACTION: CARL PAUTLITZ)

Reserve Study

Rich to send out RFPs for conducting a reserve study. **(ACTION: RICHARD ATWOOD)**

VII. COMMITTEE CONCERNS

(None this month.)

VIII. ADJOURN

The meeting was adjourned at 9:30 PM.

ACTION ITEM SUMMARY

Revision: 12/26/2007

#	Date Opened	Assignee	Action/Issue	Resolution/Notes	Status
005	03/12/07	Carl Pautlitz & Jon Jaruseski	Install new doggie station along the new sidewalk in the vicinity of the playground.		OPEN
011	04/09/07	TBD	Develop a GOA web site policy.		On Hold
025	05/15/07	Rich Atwood	Contact developer about standing water at the intersection of Colonial Crescent and Longview Landing, near the end of the median, after rain storms.	<u>08/13</u> – Developer is aware of the situation and will fix the problem.	OPEN
040	06/11/07	Rich Atwood	Request association attorney to recommend method for the declarant to turn over bylaw enforcement capability to the Advisory Committee.	<u>8/13</u> – Cindy to provide documents to Sarah Palamara.	OPEN
47	08/13/07	Rich Atwood	Contact Red Cross for official height of lifeguard chair for GSW pool.		OPEN
48	8/13/07	Committee	Review the draft version of the Greensprings West Pool Appendix.		OPEN
49	10/08/07	Rich Atwood	UPA to follow-up with Lawn Expressions to ensure sprinklers at both entrances are operational since flowers will be going in next month.		OPEN
51	10/08/07	Rich Atwood	Some insect problems were found and treated during a recent inspection. Committee would like additional details from UPA.		OPEN
52	10/08/07	Fran Dragone	The question was raised about setting up a cc list for Neighborhood Watch notifications in case key personnel are unavailable. Need to follow-up with Forrest.		OPEN
55	10/08/07	Rich Atwood	Determine if developer needs to pay monthly fees after the property is recorded or at the time of sale to a builder.		OPEN

#	Date Opened	Assignee	Action/Issue	Resolution/Notes	Status
56	10/08/07	Rich Atwood	Committee would like to know the status of the deeding of the second entrance		OPEN
60	12/10/07	Carl Pautlitz	Follow-up on ARC application for painting garage door a dark color.		NEW
61	12/10/07	Fran Dragone	Work with Forrest on cc list for neighborhood watch notifications.		NEW
62	12/10/07	Rich Atwood	Contact Hathaway to get price quote for moving junction box and check lights and switch.		NEW
63	12/10/07	TBD	Investigate purchase of mats for pool restrooms.		ON HOLD
64	12/10/07	Rich Atwood	Develop checklist to provide to clubhouse renters		NEW
65	12/10/07	Carl Pautlitz	Purchase a new vacuum cleaner for the clubhouse.		NEW
66	12/10/07	Rich Atwood	Notify developer about construction debris that needs to be removed from behind second entrance walls.		NEW
67	12/10/07	Rich Atwood	Generate a draft of an agenda for annual meeting.		NEW
68	12/10/07	Jon Jaruseski	Update web site with announcement of annual meeting.		NEW
69	12/10/07	Rich Atwood	Request bids for painting clubhouse.		NEW
70	12/10/07	Carl Pautlitz	Contact interior designer to assist with color selection for clubhouse.		NEW
71	12/10/07	Carl Pautlitz	Determine who in the county office we need to work with to get the site restored along Brick Bat Road.		NEW
72	12/10/07	Rich Atwood	Send out RFPs for conducting a reserve study.		NEW