

Parkside at Woodbridge HOA

Minutes of the August 2011 HOA Meeting

August 15th 2011, at Carolyn's home

Minutes taken by Fergus Stewart

Present

- Mike Gordon – Kappes Miller Management mgordon@kappesmiller.com
- Fergus Stewart – HOA President
- Carolyn Kitchens – HOA Treasurer
- Monte Speyer – ProGrass Landscaping

Mike opened the meeting at 6pm.

June and July financial statements

We funded the reserve, and we are now up to date on reserve contributions.

Kappes Miller's costs were higher than usual because of costs to mail delinquency letters. Those costs are recovered along with the delinquencies and refunded to the HOA.

The invoice for painting the shingles on one building in NE 67th Way was \$4,800. Mike believes that's too high, and is disputing it.

Martin's lawn

ProGrass have looked at the lawn and recommend that we remove some of the trees, to provide additional light to support growth of the grass. The tree at the front of the yard will be left as-is. They also recommend that we should use a more-appropriate grass.

Martin did not attend this meeting, so Fergus will follow up with him. We will not do any work on Martin's yard without his involvement.

Landscaping contract

ProGrass has clarified the wording of their contract, to explicitly include maintenance of the areas inside the fenced yards.

We will terminate the contract with Rich and switch to ProGrass. Mike will notify Rich just before the end of the month, effective immediately, with no notice, for breach of contract. We will not pay Rich for 60 days in lieu of notice.

Maintenance work

The leak and the gutter on the 18874 NE 67th Way building were fixed.

Birds nest

Kappes Miller has not received a picture of the bird's nest, so we will not take any action at this time.

Window cleaning follow up

Window cleaning follow up was done for skylights on 18874 NE 67th Way, and will be done for 18936 NE 67th Way on August 16th. Next time the windows are cleaned, we will ask residents to report any issues within two weeks of the cleaning.

Next Meeting

The next board meeting will be on September 19th, at 6pm, at Carolyn's home, 18874 NE 67th Way, Unit 103.