

Parkside at Woodbridge HOA

Minutes of the June 2012 HOA Meeting

June 18th 2012, at Carolyn's home

Minutes taken by Fergus Stewart

Present

- Mike Gordon – Kappes Miller Management mgordon@kappesmilller.com
- Fergus Stewart – HOA President
- Carolyn Kitchens – HOA Treasurer

Mike opened the meeting at 6pm.

We had not met on May 21, because there were not enough agenda items to warrant a meeting.

March financial statement

We funded the reserve, and are up to date with funding it.

We have \$82.40 receivables.

We have \$5,970.08 in liabilities for prepaid dues but we have \$5,676.16 in the checking account, so that is OK.

There are no other items of note in the financial statement.

Damaged grass verge

The repair has been completed.

Wireless fire alarms, to replace telephone lines

The phase 1 condos are still waiting for a contract from Innovative. When that becomes available, Mike will forward a copy to us.

Martin's lawn

Prograss accidently returned the wrong lawn, not Martin's. We will not be charged for that. The unit owner was very happy with the work. Mike will let us know which unit it was.

Prograss started work on Martin's lawn today and expect to complete the work in the next one to two days.

Fergus asked that Prograss prune the bushes around the fire alarm closet doors.

Window cleaning

Mike will get quotes for window washing.

As in previous years, we will clean only the upstairs windows and the skylights.

The window cleaning company may offer a service to residents, on an individual basis, to clean their downstairs windows. Mike will advise how this will work and we will inform residents

Keys for common elements

Fergus holds keys for the fire alarm cupboards, the irrigation system and the fire extinguisher cupboards.

Mike took two copies of the keys for the fire alarm cupboards and the fire extinguisher cupboards, which he did not already have. He already had the irrigation system key.

We had been contacted by one resident who wants to install Fios. The Fios (Frontier) engineer required access to the fire alarm cupboard, to connect up the unit. After checking with Innovative, we confirmed that this is OK and Fergus provided the resident with the key for the fire alarm cupboard door.

Next Meeting

The next board meeting will be on Monday July 23rd, at Carolyn's home.