

*Birchfield Woods Cluster Association  
Board Meeting Minutes  
21 August 2002*

The following individuals attended the meeting:

Joe Kamide, President  
Bill Brazier, Vice President  
Jan Batch, Treasurer  
Anne Juran, Secretary  
Dick Fagan, Board Member  
Julie Schoenman, Board Member  
Woody Overend, Board Member  
James Juran, Communications Committee  
Bruce Bentley, Maintenance Committee  
Marggi Mitchell, Walkabout Committee  
Doug Courtney, Koger Management  
Don Jones, LDS Church

The meeting was called to order at 7:30 PM.

The minutes of the previous meeting were accepted into the record as presented.

**Old Business**

Management Company

- we have the "full accounting" package and will be assigned an account rep.
- Koger can send out bills 2 days after we request it
- only extra cost with Koger is postage
- bills for approximately 20 delinquent (for May 2002 bill only) homeowners will be sent 1 Sept. 2002
- quarterly billing will be started with the next fiscal year
- need to send 2003 assessment to Koger by 15 March 2003 so they can get the bills to the homeowners by 1 April 2003
- Koger can do audits and taxes for approximately \$700/yr. - we have not had an audit for 4 years so our first audit will cost more because there is more information to review

2 Delinquent homeowners:

warrant of debt has been filed for 2000 and 2001, this goes against their credit ratings

Tot Lot:

- still getting prices on mulch - merchants not responding to phone calls
- Woody received prices on new equipment - this will be passed along for all board members and officers to review over the next month

Budget answers from 17 July 2002 meeting:

- the budget number for common area maintenance consisted of the money spent in the previous year plus some extra for more services
- we need to decide when transfers are made to the reserve accounts (i.e. at the end of each month or at the end of the year?) - discussion was tabled
- the admin cost from the previous treasurer's report has been moved to the miscellaneous column
- the \$300 for common area maintenance was for watering trees
- both the July and August treasurer's reports were approved

Insurance policy:

- the policy was found to be standard liability
- the bill was paid 1 July 2002
- policy turned over to Koger

## **New Business**

Church of Jesus Christ of Latter Day Saints (LDS) on the corner:

- RA requiring church to get approval for fence along Ffx Cty Pkwy (even though its already built)
- Church requesting permission to replace 3 ground-mounted spires with roof-mounted steeple that will not exceed the height of the spires
- both requests were approved and signed by the president

Annual meeting: Dick will try to get the elementary school cafeteria for the first week of March

Lights: Westport Electric will be by on 22 August 2002 to repair exposed wires and fix/repair broken junction boxes

Landscaping Report (presented by Marggi Mitchell):

- need to solicit landscape and snow removal bids in Spetember - info will be presented at the October meeting
- the remaining half of the perimeter control will occur next spring
- recommend that all perimeter control be done in one year for the 2004 budget
- the budget is \$150 short on the tree removal budget - recommended to come from natural area maintenance - this motion was approved
- \$2100 recommended for 2003 budget
- 3 pine trees were removed
- we need to start planning for the replacement of the pine trees - the species we have is not recommended for this area due to the high temperatures
- Marggi will call RA for sample landscape & snow removal specs

Parking:

- need defined language in regulations

- the last paragraph in the Enforcement section (section 2) was replaced with the following:  
"Visitors spots are meant for visitors. Upon the agreement of 2 board members a car may be towed from a visitors' space upon the request of a resident."
- a motion to include the parking regulations as Article 11 of the bylaws was approved

Paint has been dripped by the garbage truck on the road throughout the neighborhood  
- idea: "paint" over paint on cluster cleanup day

The house color page on the website will be deleted so as to not publicly humiliate homeowners who have an "unapproved" color

The meeting was adjourned at 10:00 PM.