

**Birchfield Woods Cluster Association**  
**Board Meeting Minutes**  
**November 18, 2003**

The following individuals attended the meeting:

James Juran, President  
Victor Tchirout, Vice President  
Dick Fagan, Board Member  
Julie Schoenman, Treasurer

The meeting was called to order at 7:30pm

The minutes from the previous minutes were accepted with a few minor changes.

AAA lawsuit update

- Our counter offer to AAA was accepted. Agreement will be signed by James. An announcement will be made once the deal is signed. The agreement contains a confidentiality clause, so the terms of the agreement may not be disclosed.

Insurance claim for tree debris removal

- \$500 is the limit for a tree debris removal insurance claim. The tree must hit property in order to make a claim.

Insurance

- Suggested removal of employee dishonesty insurance of \$10,000
- Requiring two signatures for checks to protect cash

Volunteer to solicit trash contract proposal

- Looking for a volunteer to solicit trash proposals. Dick said that he would solicit proposals if no one else comes forward
- James will be putting out a newsletter to homeowners asking for volunteer to solicit trash proposals and informing owners of days over the holidays that trash will not be picked up.

Snow Contract

- Koger asking about current snow removal contract. Current contract through Blade Runners.

Disclosure Packet

- Reviewing and updating disclosure packet. James will send new draft for approval.

Begin Planning for Annual Meeting (especially budget)

- Annual Meeting will be held on March 18<sup>th</sup>. January meeting will review draft of budget. Members will consider charging finance charges on delinquent accounts. Delinquent accounts will receive a letter and payment stub in Koger Management's name with their next bill.

#### Other New Business

- James will be looking into when the light bulbs were replaced in the past. There is a possibility that all the lights could be replaced at one time to cut in costs. \$2,500 was approved for light bulb maintenance.
- Discussion of lighting problem in circle. This issue will be discussed at the March Annual Board meeting.

#### Scheduling of next meeting

- The next meeting will be held on January 21<sup>st</sup>, 2004 at 7:30pm at Julie Schoenman's house

The meeting was adjourned