

Woodwind Townhouses Association
Minutes from Board Meeting
January 13, 2010

The board met at N&H Enterprises. Present from Woodwind: Kim Bartlett, Doug Cadenhead, Ben Pauly and Maggie Cronin. Present from N&H: Rebecca Thompson

1. Call to Order

Meeting called to order at 6:15 p.m.

2. Review of Previous Meeting Minutes

Minutes from December '09 approved with two corrections.

3. Financials

Board reviewed and approved December financials. Board directed N&H to proceed to file liens on two units.

4. Committee Reports

Deck - Committee

Board is proceeding on repair/rebuild of a second group of decks. Board has received one bid so far; is awaiting receipt of two additional bids. Board discussed use of bid sheets that board has prepared; that some vendors resist using bid form, but that basically bids are coming in as required, using the bid form. Chairman notes that written into deck specifications is requirement that vendors meet with woodwind personnel when deck deconstructed, so we can see siding, joisting, foundation junctions etc. Board notes that issues (grading, downspouts, siding etc.) will continue to arise as decks are repaired/replaced, and that ongoing inspection and on-site decisions will need to be made throughout deck repair/replacement.

Board discussed pressure-washing decks and decided to wait a month or so until weather is warmer before pressure washing decks. Board directed N&H to get estimate on sealing decks, in addition to estimates gathered for washing. Board agrees pickets and top rails to be included in pressure wash and/or staining.

Board discussed communicating deck washing/sealing to homeowners. Board agreed notices at mailbox kiosks would list decks that would be washed and stained, noting some exceptions to washing and sealing (i.e. if deck was about to be repaired/replaced, if deck was about to be repaired/replaced/ or deck was already in excellent condition).

Homeowner's Meeting Committee

Chairman reported that 60-plus units had been represented at small siding meetings. Board president requested help from all board members to get remaining homeowners to a meeting. Board is aiming for at least 80 homeowners to have been present at the small siding meetings before voting date.

Moisture Committee

Work is on hold while estimates gathered for power outlets and homeowners notified of their responsibility for acquiring outlets.

5. Old Business (work in progress)

a. Units 406-410 Work on moisture issues is on hold while board gathers estimates for power outlets and communicates with homeowners regarding power outlets, insulation and vapor barriers.

b. Units 601-611 Same as 601-611

c. Termite Bond and Spencer's Proposals

Board discusses need to get electrical outlets installed in above units so power vents can be connected to power in the crawl spaces. As the power outlet is the homeowner's responsibility, board discussed how to get homeowners to install these outlets so power vents may be installed and connected. Board agreed to gather prices on installing power outlets, communicate price to homeowners and request homeowners have the outlet installed by a given date. If a homeowner chose not to install the outlet himself or herself, the association would install the outlet and bill the homeowner.

The board would also communicate the cost of a vapor barrier to the homeowner and give homeowner a date by which to have a vapor barrier installed. If homeowner chose not to do it themselves, then association would install vapor barrier and bill homeowner.

Board notes: in order for all units to be covered under termite bond and for work to proceed, power vents, vapor barriers must meet Spencer's requirements.

Termite Bond and Spencer's Proposals

Work on hold – as above.

6. New Business

a. **Common Needs**

Deck Pressure Washing:

Discussed earlier: wait a month or so for is warmer weather, obtain estimates for sealing.

Deck Replacement for 514, 709, 711 and the steps of 713

These units are out for bid

602-610 building repairs Discussed earlier

b. **Special Assessment Meeting**

Board discussed the various ways to structure siding assessment (i.e. year by year, a one year assessment payable over a number of years).

Board notes that homeowners must be notified of meeting no later than 30 days prior to the meeting, no longer than 60 days before the meeting.

Board discussed the need for close, ongoing inspection during the siding process. Board president stresses that in addition to on-call oversight by architect, close on-site hour by hour supervision is required during siding process. Board hopeful of resident inspectors who will be educated by board to inspect work-in-progress.

Adjournment

Meeting adjourned at 8:05 p.m.
