

Woodwind Townhouses Association
Minutes from Board Meeting
November 04, 2009

The board met at N&H Enterprises. Present from Woodwind: Maggie Cronin, Doug Cadenhead and Adam Moore. Present from N&H: Rebecca Thompson. Present from Scottswood Townhomes, Jimmy Petropoulos.

Call to Order

Meeting called to order at 6:05 p.m.

Review of Previous Meeting Minutes

Minutes from October approved as submitted

Financials

October financials remain in preparation; not available at time of this meeting.

Board queries N&H on several issues asked by homeowners.

#1 Question: Why is N&H receiving increase this year in your fees? Is this a "cost of living increase, and is it part of your contract?"

Answer: The increase is to cover the increase in cost of operations, which goes up every year. It is part of the contract and covers the increasing costs of maintenance, liability and other insurances.

#2 Question: What will happen to the given money in the budget that we won't spend this year?

Answer: It remains in the operating budget. The board can (and sometimes does) vote to move excessive funds to the reserve account.

#3 Question: Where is the work scope for N&H?. Is there a work scope that describes the proration of your fee?

Answer: Our work scope is spelled out in our management contract with Woodwind. The services we provide are spelled out in the contract. The services are not prorated in the contract; it is a listing of services.

Guest: Mr. Petropoulos

Mr. Jimmy Petropoulos, board president of Scottswood Community in Greenville, visited this Woodwind board meeting to share information about having sided Scottswood with vinyl about eight years ago. Mr. Petropoulos shared information about the physical process, financing, assessing and costs with Woodwinds board. Board expressed strong thanks to Mr. Petropoulos for sharing his knowledge and experience with Woodwind. Mr. Petropoulos departed after discussion.

Committees

Deck Committee Report

Report given by Doug Cadenhead. Noted that structural work completed on 504, 603 and 607. Structural work on 523 begins tomorrow; construction work on 706 and 736 to be finished by Tuesday. As soon as these last three are completed, staining and painting will begin (next week, or as weather permits). Deck committee continues to refine deck specifications.

Homeowner's Meeting Committee

Maggie Cronin presents oral report. Woodwind homeowners continue to meet in small groups at the Downtown Coffee Shop in Mauldin. This has proved a congenial and attractive place for these small meetings. Homeowners continue to receive information about the re-siding process and costs, and continue to contribute input regarding concerns and suggestions.

Moisture Committee

Gray engineering has met with board members and walked properties where drainage and moisture problems are an issue. Board is awaiting report/proposal from Gray engineering.

Old Business

- a. Units 406-410 Gray engineering in progress regarding drainage/moisture issues
- b. Units 601-611 Gray engineering in progress regarding drainage/moisture issues
- c. Termite Bond and Spencer's proposals

Board is still investigating aspects of responsibility for crawl space. (i.e. responsibility for outlet under house, for moisture barrier, etc.)

Board notes that Spencer's costs increase this year; N&H explains that is a function of termite bond; that Woodwind did not previously have termite bond, and now does. The renewal of termite bond is \$9300. In past, Woodwind had vendor who came and treated and sprayed, but there was no repair bond.

New Business

- a. Common Needs: Questions regarding handyman discussed. Can we hire a handyman for the community? How do we get worker properly insured? How do we get him insured? N&H responds that a temp service is one avenue, and that Woodwind would have to provide materials and equipment (i.e. a power washer if someone hired to wash decks.) Board to continue discussion.
- b. Nov. 10 Annual Meeting: Board asks if handouts required at annual meeting. N&H responds they will provide a copy of 2010 budget. Board will provide agenda. Board decides meeting should be one hour, with time allotted for each item on the agenda.
- c. 307 Deck Homeowner is selling unit and requests deck be repaired/replaced. Board agrees to repair deck, requests contractor take specifications and give property manager a price on repairs.

d. Gutter cleaning. Board discusses when gutters to be cleaned. N&H notes that last year, board voted to clean gutters at end of November, end of December, and April. Dec? Board decides to clean gutters at end of November. Board requests workers flush gutters to determine if they are flowing.

Adjournment

Meeting adjourned at 8:00 p.m.
