

## Lake Country Village HOA Regular Meeting August 23, 2004

Presiding Officer was president - Frank Jackson (FJ)

Present:

Officers

- Monique Cartier, VP (MC)
  - Diane Dame, Tres (DD)
  - Susan Mousseau Thew, Sec (SMT)
  - Merwin (Curley) Cowles, Board Member (CC)
- Property Manager – John Wheeler (JW)

Meeting called to order at 6:05 by present FJ.

Landscape Committee chair, Jim Trombley, addressed the Board with the following issues:

1. Individuals doing landscaping work without formal requests. Also damage being done to the common area by contractors when they are hired to do work for a homeowner. Committee to address these issues with homeowners by sending letter and follow through until corrections are made. **ALL WORK NEEDS A FORMAL REQUEST TO THE COMMITTEES.**
2. Problems with landscape self maintenance numbers that have been placed on peoples homes. JW to evaluate what has already been tagged and monitor development until spring.
3. Recreational Vehicles parked on the streets- no city law to prevent, therefore it is a dead issue.
4. 911 identification street number signs are here. MC suggested that signs be placed at the end of the buildings. SMT to take sign and speak to Jim King- Emergency Services Director for Clinton County to get his input on location that they should be placed.
5. Committee requested a form letter that could be sent for Rules and Regs. infractions. Board recommended that committee personally address infractions with the homeowner.
6. Status of the entrances? MC to contact Mike Sorrell (PARC). FJ to contact the developer and check on the status of the easements needed from the City and any progress on the entrances.
7. Committee is seeking approval to let Yardworks clean the playground areas for \$695.00. Request denied at this time. Landscape committee volunteer to evaluate hazards and will remove major hazards this fall. Board agrees to hold off on installing the chips until spring. Jim Trombley to speak to Yardworks about holding off this project until spring.
8. Home owners doing there own thing. We have a prospectus and there is not much we can do except correct any problem and bill the property owner. FJ hoping to work on the Policy and Procedure booklet to provide to all the property owners.

**Landscape committee proposed changes in the prospectus:**

1. Signs should be allowed in the common area. (Real estate signs only.)
2. Trash should not be put out 24 hours before pick up. Option dust the night before? Investigate the option of garbage pick-up in the HOA dues.
3. Satellite location – Not on Roof. Home owner to be notified to remove and make the appropriate roof repair. This is an item that will be addressed in the upcoming roof inspection.
4. City is responsible for the sidewalks. This should be reported to the city by the building committee.
5. Yard works is not edging the sidewalks. DD to investigate if it is in his contract. Committee to discuss this with him.
6. Vacant property that the Developer owns has high brush on it. Needs to be mowed. FJ agreed that this property is an eyesore and he will address this with developer.
7. Committee member, Ray was concerned that when someone does something contrary to the Policy what can be done about it? Board explained that we discussed this with attorney, C.J. Madonna, and he is working on an enforcement policy.

*Landscape Committee was thanked to attending meeting and was excused at this point in the meeting.*

*Motion to accept the minutes of the 7/17/04 board meeting with corrections. Minutes to be posted by SMT in all four mail kiosks.*

**Old Business:**

1. Contractor insurance issue – Board discussed changing the minimum amount of insurance that is required to do work for our HOA. DD to research how reducing our minimum requirements would affect our current insurance coverage. We had no response to our letter to the contractors. JW to follow up. FJ proposed that \$500,000 should be acceptable umbrella coverage.
2. Board agreed that we should evaluate each contractor by risk of service provided. Discussed the need to have a back up for Yard works.
3. Water easement shut-off issue. JW discussed that all owners received a letter discussing this issue. JW to research the status of these letters.
4. Update on the change in bookkeeper. September 2<sup>nd</sup> Sheila did training with Lee Ann Lepage. Sheila to continue to balance books on a monthly basis. Need additional signers on the checkbook. MC as vice president will be added to the signature cards. Sheila to generate a treasurer report and reserve report. This will be added to the monthly board meetings and the minutes.
5. LCR – Don Pheneuf to give an estimate on the roof inspections. Date set tentatively for the second week in September. JW to get written estimate and then contact the Board for approval.

### **New Business:**

1. Mike Drew approached DD with a request to make improvements on community playgrounds. The only stipulation is that the land needed to be City property. Not ready to donate HOA land to the city.
2. City parking issue- Mike Drew to approach the issue of opposite side of the street parking when the winter parking ban lights are flashing.
3. FJ to discuss with the developer the availability of land that can be used for a parking lot.
4. JW sent letters to homeowners with delinquent HOA fees.
5. CC redid the boxes for the committee requests. THANKS!!
6. Board discussed a committee expenditure limit prior to coming to the Board for approval. **Motion** by DD that an expenditure limit be set. Proposed - \$500 for Landscaping and \$1000.00 for the Building committee. Seconded by MC. Approved by Board.

### **Social Committee:** reported by SMT:

1. Social committee met and discussed a host of items: Garage sale, Ice cream sale, etc...
2. Social committee has a party planned for September 25<sup>th</sup> at the Barracks on the Base. Many things were discussed approx. cost \$15.00, possibility of a dessert table that community members can share a home made desserts?

### **Building Committee:** Status of work projects reported by CC:

1. Painting of chipping doors continuing.
2. Siding painting not working. Paint not covering and pressure washing taking off a lot of paint. JW working with the building committee and the siding manufacture. Photo's taken and forwarded to company.
3. Concern from the Building committee that the issue with the insurance will stop all work as none of the contract companies have the minimum insurance.
4. Drive way sealing is ready to begin, but the issue with the insurance may stop this project.

### **Property Managers issues:**

JW discussed that Todd's Glass is interests in removing the spare Kiosk that is over on Maryland (by Jim Trombley's) home. **Motion** by DD to allow Todds's Glass to remove Kiosk and repair sidewalk if needed. Seconded by CC. All in favor-Approved.

JW discussed the log book. He is keeping to keep track of his hours spent on special things like legal issues: they range from weekly 27 to 42 hrs/wk. **extra** he was spending on an average 37 ½ hrs before.

**Next meeting** set for the 3<sup>rd</sup> Tuesday in September the 21<sup>st</sup>. FJ to contact Seton to see if they had a room that can be used.

FJ requested a motion to adjourn, Motion by CC. Seconded by MC. All in favor.

Respectfully Submitted:

Susan Mousseau Thew  
LCV HOA Board Secretary

*Minutes accepted with corrections 9/21/04.*

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