

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, January 19, 2015

Location: Canton Human Services Building

MEETING MINUTES

1. **Call to Order and Roll Call**

President Barb Babut called the meeting to order at 6:05 p.m.

Directors Present: Ms. Barb Babut, Dr. Leland Ropp, Ms. Bridgette Cramton, Mr. Craig Crady, Mr. Brian Czaplá, Dr. Benjamin Edmondson, Ms. Colleen O'Sullivan, Mr. Stanley Szczotka and Ms. Monica Wolfson.

Absent were Directors Mr. Brett Fox, Mr. Adam Lirette and Ms. Erin Sena.

Also present: Mr. Jeff McDuff and Mr. Dan Herriman, on behalf of Herriman & Associates, Inc., Management Agent

2. **Approval of Agenda**

Director Ropp moved and Director Cramton seconded to approve the agenda. The motion was unanimously approved.

3. **Co-owner Comments**

The following (non-director) owners were present: Ms. Stacy DeRose, Mr. Andrew Mell, Mr. Gaurav Nagpal, Mr. Allen Hutko and Mr. Chris Bowlby.

Ms. DeRose inquired about the progress on addressing high humidity in her CHV II condo unit. She was informed that the matter would be addressed this evening under "Unfinished Business". Ms. DeRose inquired as to whether CHV II assessments might decrease in the future. Treasurer Ropp replied – Yes, there is a chance, however, we continue to be confronted with unforeseen expenses, like high humidity in a crawlspace.

Mr. Mell urged the board to "trim the fat". He opined that CHV II assessments are higher than market. He said that all contracts should be competitively bid, if they have not been and that the board should consider self-management.

Mr. Hutko said he would be interested in an opportunity to pay-off his proportionate share of CHV II debt in order to enjoy a reduced monthly assessment as a result.

Mr. Nagpal urged the board to permit CHV II assessments to remain unchanged in 2016.

4. **Approval of Minutes of Preceding Meeting**

Director Wolfson moved and Director Ropp seconded to approve the minutes of the meetings of November 10, 2014 and December 8, 2014, with a change to the minutes of December 8, 2014 to record the fact that Directors Monica Wolfson and Craig Crady voted "no" on the motion to increase CHV II assessments to \$365.00. The motion was unanimously approved.

5. **Review of Preceding Month Financial Report**

Dan Herriman provided an overview of financial operating results for CHV I and CHV II for December 2014. Treasurer Ropp presented a handout and discussed various elements of the year-to-date operating results for both CHV I and CHV II in detail. He emphasized the savings realized in 2014 by water conservation for irrigation and the value realized as a result of general maintenance services oversight and CHV II construction services oversight. He highlighted the costs incurred to correct widespread construction defects in CHV II buildings. Dr. Ropp emphasized the findings of latent defects in wood framing, the absence of proper flashings, the absence of proper exterior stair footings and other construction defects that contributed to the premature failure of many exterior building components.

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Dr. Ropp noted that CHV Developers declared bankruptcy, thereby derailing the Association's ability to pursue claims against them for construction defects. He also cited the deficiencies in performance by former management.

Director Ropp moved and Director Cramton seconded to approve the December 2014 financial reports. The motion was unanimously approved.

6. **Committee Reports**

There were no Committee Reports.

7. **Management Report**

Management reviewed current financial, administrative and maintenance topics. Items for which board action is requested appear under either Unfinished or New Business.

8. **Unfinished Business**

8.1 **Discuss/Decide Development of Plans for Lot Behind Roosevelt (tabled)**

Management reported that legal counsel is drafting an Amendment to the Master Deed to perfect CHVHA's ownership rights in both the Roosevelt St. lot and the Filmore St. lot.

8.2 **Determine Desired Changes in Traffic Signage (tabled)**

Directors resolved to reformulate the board committee to determine desired changes in traffic signage. Director Ropp moved to make all stop signs more aesthetically pleasing. There was not second to the motion.

8.3 **Develop Plan to Inspect CHV I Home Exteriors and Lots (tabled)**

Management is to provide owners advance notice of the commencement of inspections in 2015. An inspection form is to be provided to owners in advance.

8.4 **Award Contract to Engineering Firm to Stake Lot 212 – a prerequisite to Contractor Bidding (tabled)**

Management reported that, pursuant to a board directive, they caused the removal of about ten dead trees from the subject area. In 2014, the period of time during which there was standing water in the subject area diminished considerably from 2013. (Such condition is unrelated to the removal of dead trees.) Accordingly, it was moved by Director Ropp and seconded by Director Wolfson to remove this tabled item from the agenda without further action. The motion was unanimously approved.

8.5 **Award Contract to Engineering Firm to Evaluate Water in Crawl Space – Bldg 100 – and Prescribe Remedy**

Mr. McDuff presented an overview of the engineering proposals and quotes and the specific recommendations of Nowak & Fraus, PE as to what the Association might do at low cost to determine whether or not the installation of a sump basin and sump pump is the likely solution to reduce the level of humidity. Accordingly, it was moved by Director Ropp to cause the installation of a temporary sump pump in the crawlspace beneath CHV II unit 86 if this can be accomplished for not more than \$1,000. If such action provides favorable results – by significantly reducing the level of humidity in the unit – then management shall develop a plan and secure bids to install a permanent system to collect and discharge water from beneath the subject and, if deemed necessary, the adjoining unit. The motion was seconded by Director Babut and unanimously approved.

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9. **New Business**

9.1 Act Upon Management Recommendation to Pay a Lesser Sum than Invoiced by E.Q. Environmental for Storm Catch Basin Cleaning

Mr. McDuff made a presentation on his monitoring of the number of laborers and labor hours expended on site by E.Q. Environmental. Mr. McDuff requested authorization to negotiate a reduction in the E.Q. invoice of approximately \$3,000 based upon his report. It was moved by Director Ropp and seconded by Director Cramton to approve management's proposal. The motion was unanimously approved.

9.2 Approve Construction Traffic Signage

Mr. McDuff presented plans for the creation and installation of signage to direct construction traffic. Director Ropp moved to approve the plans. Director Wolfson seconded the motion. The motion was unanimously approved.

9.3 Award Phone Line Contract for CHV II Fire Alarm System

Mr. McDuff presented a summary of bids obtained from WOW (the current service provider), Comcast and AT&T for the 58 phone lines and 29 modems necessary to monitor the fire suppression system for the 29 CHV II buildings. It was moved by Director Czapla to authorize management to award a three-year contract to WOW (the current service provider), but to first request a reduction of three percent in their quote. The motion was seconded by Director O'Sullivan. The motion was unanimously approved.

10. **Directors' Remarks**

Management is to cause the curbs to be painted (to designate "no parking") at places designated by Director Cramton to supplement "no parking" signs. This is to be done in the spring.

11. **Next Meeting**

The next Board meeting shall be Monday, February 16, 2015 at 6:00 p.m. at Canton Human Services Building.

12. **Adjournment**

There being no further business, President Barb Babut adjourned the open portion of the meeting at 8:00 p.m.