

CEDAR CROSSING CONDOMINIUM ASSOCIATION (CCCOA)

Board of Directors Meeting
Minutes

November 15, 2007 (approved December 6, Budget meeting)

Board Members

James Farr (JR)	President
Wayne Mark (WM)	Treasurer
Susan Carroll Palmer, (SP)	Secretary
John Meehan (JM)	Director-at-Large
Fred Praissman (FP)	Vice President

Management Staff - United Properties Associates

Robbie Schiff	Association Manager
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Committee Chairs

Carol Praissman (CP) <i>Absent</i>	Chair – Architectural Review Committee
Carol Praissman (CP) <i>Absent</i>	Chair – Beautification Committee
Wayne Mark (WM)	Chair – Budget Committee
Vacant	Chair – Neighborhood Watch Committee
Wayne Mark (WM)	Chair – Communication Committee/Newsletter
Jane Anderson (JA) <i>Absent</i>	Chair – Social Committee
Virginia Meehan (VM) <i>Absent</i>	Chair – Pool Committee

Guests

1. Sandy Richter (SR) – Home owner

I Call to Order

JF welcomed everybody and called the meeting to order. Notice of meeting was provided.

II Establishment of a Quorum

It was confirmed a quorum was present.

III Home Owner's Forum

A SR requested an update on the replacement of the tree removed from her yard a year ago. JF had told her that the replacement tree had been approved by the BOD and RS had instructed TreeLoren's to purchase and plant the birch tree last month. RS will follow up with TreeLoren to make sure it is taken care of this week before the planting season is over.

IV Approval of Minutes

The minutes from the October 18, 2007 meeting were unanimously approved as edited (change "absent" to "excused" for Fred and Carol Praissman)

V Treasurer's Report

A It was unanimously approved to accept the treasurer's report as submitted subject to an audit.

VI Committee/Officer Liaison Reports

A Architectural Review Committee

1. No business/report provided at this time.

B Beautification Committee

1. No business/report provided at this time.

C Budget Committee

1. The proposed draft budget finalized by the Budget Committee was presented to the BOD.

D Neighborhood Watch Committee

1. No business/report provided at this time. This chair position is still vacant.

E Pool Committee

1. Pool is closed for the season – No business/report provided at this time
2. Status on contract is covered under new business

F Communication Committee

1. The draft newsletter has been finalized and e-mailed out to the BOD.
 - a WM will add the date of the budget meeting to the newsletter before it is printed since the homeowners need to be notified at least 30 days prior to a meeting.
 - b WM will take the document to be reproduced (2 sided) this time.
 - c In the future done the reproduction of the newsletter will be done by our management company (UPA).
 - d RS will check with UPA on the cost to reproduce 2 sided copies at UPA for the next BOD meeting.
 - e The CCCOA BOD will assist in distributing the newsletter next week.
 - f JM commended RS for all her efforts in support of the newsletter

G Social Committee

1. No business/report provided at this time.

VII Old Business

A Budget

1. The motion was made by JM, seconded by SP and unanimously approved to accept the 2008 proposed budget as submitted.

B RS will send the proposed budget out tomorrow (November 16, 2007) to all the homeowners; at least 30 days prior to the meeting.

VIII New Business

A Repairs needed due to break-in

1. Dead bolt locks will be installed immediately to prevent a reoccurrence of the break in last week
 - a RS will contact a locksmith tomorrow (November 16) to install single key dead bolt locks on both restroom doors
 - b RS will also have the locksmith install a double key deadbolt on the front door of the clubhouse as a precaution.
 - c Same key for all locks.
 - d The locksmith should also repair any broken parts on the door/door frame
2. RS will arrange for the restrooms to be cleaned by November 19 or 20, 2007 so it can be done prior to the holidays.

B Sprinkler system

1. RS reported that Tree Loren confirmed that they had adjusted the sprinkler and they are now armed in the correct direction.
2. FP will check the sprinkler timer and make any needed adjustments.

C Pool contract

1. Pool Repairs and Winterizing
 - a A motion was made by WM, seconded by FP and unanimously approved to award the pool contract to Pool Etceteras.
 - b The approved pool contract was presented to and signed by JF.
 - c The BOD agreed that the coping tiles that needs to be removed be replaced with “in kind” tiles

D 2008 Budget – addressed under Budget Committee Report

IX Managers Report

- A RS provided a packet of support documents to the BOD members prior to the meeting.
- B RS spoke to Sterling Keys; he apologized and will relocate his car to either in the garage or off property. He was unaware that the condition of the flat tires on his vehicle had been a continuing problem.
- C Provided an overview of violations and correspondence from homeowners
 1. The BOD requested that all future violation reports identify the items that have been resolved.

X Meeting Adjourned

Next Board Meeting – Thursday, January 17, 2007
 Third Thursday, monthly, 7:00-9:00 p.m.

Respectfully Submitted, Susan Palmer, Secretary

Action items assigned at previous meetings that need to be reported on at the next meeting:

1. TreeLoren:
 - a planting of replacement tree on 516 BD on WW common ground side (September)
 - b TreeLoren: mowing overgrown lawn (October)
2. Pool repairs/maintenance:
 - a RS will provide an update on approved repairs e.g., carriage lights, painting and repairing restroom doors, etc. (September)
 - b Pool break-in repairs: RS will provide an update on fixing damage to restrooms e.g., 1 key deadbolts on restroom doors, 2 key deadbolt for front club house door clean restrooms (November)
3. Newsletter:
 - a RS will confirm the cost for 2 sided copies at the next BOD meeting (November)
4. Budget:
 - a Status on proposed budget being sent out January 20 – at least 30 days prior to the meeting
5. Water
 - a RS will investigate and report back to the BOD next meeting when COA can shut off water to a home

Closed Meeting – Executive Session

Due Process Hearing

- I. The BOD waited until 8:40 to convene the due process hearing.
- II. The homeowner in question did not show up.
- III. Errors were noted on the due process announcement letter
- IV. It was unanimously agreed by the BOD that RS will send a corrected due process letter at UPAs expense. (edits need include: “tribunal” references should read “due process hearing” and association name should read “Cedar Crossing Condominium Association”)