

CEDAR CROSSING CONDOMINIUM ASSOCIATION (CCCOA)

Board of Directors Meeting

Draft Minutes

September 20, 2007

Board Members

James Farr (JR)	President
Wayne Mark (WM)	Treasurer
Susan Carroll Palmer, (SCP)	Secretary
John Meehan (JM)	Director-at-Large
Fred Praissman (FP) <i>Absent</i>	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)	Chair – Beautification Committee
Wayne Mark (WM)	Chair – Budget Committee
Vacant	Chair – Neighborhood Watch Committee
Vacant	Chair – Communication Committee/Newsletter
Jane Anderson (JA) <i>Absent</i>	Chair – Social Committee
Virginia Meehan (VM)	Chair – Pool Committee

Guests

Steven Karnes (SK) – H2O
Sharon Ellis (SE) – Home owner
Julie Jackson (JJ) – 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 H2O – Report

SK provided an overview on the meter reading services that H2O provides to CCCOA. SK covered frequently asked questions and took individual questions as well. Everyone on the BOD found his presentation very informative.

SK recommended that CCCOA install a meter for the water used in the pool so CCOA can use the water readings to lower their processing and sewer fees which would save CCCOA money and pay for itself quickly.

IV Home Owners Forum

- A SE reported that TreeLoren still has not satisfactorily cleaned up the broken glass from when they broke her storm door by accident over 9 weeks ago. RS will send TreeLoren an official correspondence to resolve the issue by a set deadline and follow-up with them to assure compliance.
- B SE reported that she had almost run over improperly supervised young children who were riding scooters on a main street within the CCCOA development. SE stated that since her SUV is so big and high that she can not see small children on scooters. To avoid future potential lawsuits to CCCOA she recommends that CCCOA check the legality of children riding scooters on a street within Chesapeake/Virginia and add policy on it in the CCCOA policy manual. The majority of BOD members as well as JJ felt that this was a parental responsibility issue and a driver responsibility issue and not a CCCOA responsibility issue and that another policy in the manual was not needed. RS was charged with investigating whether the legality of children riding scooters on a street was addressed in city, county, or state policy. RS will report out on this at the next BOD meeting. Based on what RS uncovers will determine if additional steps need to be taken by CCCOA.

V Approval of Minutes

The minutes from the August 16, 2007 meeting were unanimously approved as edited.

VI Treasurer's Report

- A It was unanimously approved to accept the treasurer's report as amended (correct balance sheet total) subject to an audit.
- B The Reserve Report/Study has been received.
 - 1 FP noted that CCCOA had too much money being put into their reserve fund. The Board unanimously agreed to reduce their reserve deposit amount to \$1,709.00 through the rest of this year to bring us back into line. RS will contact the appropriate person at UPA to take care of this.
 - 2 FP will review and check for any other errors then forward to WM for review. After they both review and accept the report RS will order the additional copies offered and distribute to Board members.

VII Reports of Officers

- A SP – nothing to report
- B JF reported
- C JM – nothing to report
- D WM – nothing to report

VIII Committee Reports

- A Architectural Review Committee
 - 1 No business/report provided at this time.
- B Beautification Committee
 - 1 JF reported that the bush identified to be removed at 506 Landmark Court was just cut down and covered. The stump/roots were not removed by TreeLoren. This will cause a problem when trying to install the new bush.
 - 2 The crepe myrtle trees identified to be replaced have been installed by TreeLoren.

- 3 CP reported that it is now the season to plant the river birch tree in the front yard between 514 and 516 Bridge Drive. RS will confirm this timeline with TreeLoren and let SP know.
 - 4 It has been pointed out for the last two (2) months that TreeLoren has still not trimmed the bushes or pulled the weeds as requested by RS. RS reported that she had spoken to TreeLoren about this issue. RS will send TreeLoren an official correspondence to resolve the issue by a set deadline and follow-up with them to assure compliance.
- C Budget Committee
- 1 The proposed budget for next year has been drafted and is now ready for review by WM the chair of the Budget Committee.
- D Neighborhood Watch Committee
- 1 No business/report provided at this time. This chair position is still vacant.
- E Pool Committee
- 1 VM reported that pool/club house area maintenance/repair had been neglected and was sorely needed as was some general CCCOA development maintenance/repair. Requested maintenance/repairs include the following:
Pool/Club house maintenance/repair needed:
 - a Remove the rust that is all over the cement and signs in the front of the club house
 - b One of the carriage lights flanking the door of the club house does not work. It was recommended to buy and install two new matching carriage lamps to replace the current pair.
CCCOA general maintenance/repair needed:
 - c Paint mailboxes
 - d Power wash the fence at the entrance to CCCOA
 - e Contact owner to remove tree broken by lightening at the entrance to the development (owned by Chinese Buffet)

The BOD unanimously agreed to the requested repairs.

The BOD unanimously agreed that the BOD would provide the list of projects that need to be done prior to the next BOD meeting to RS. RS will have the authority and responsibility to get them done without individual BOD approval as long as the total costs not exceed \$2,500.

- F Communication Committee
- 1 The BOD has unanimously agreed to have RS/UPA take over the responsibility to produce and print the newsletter for a cost not to exceed \$250 per newsletter.
 - 2 In the next letter being sent to the homeowners RS will ask people if they want to receive their newsletters and communication electronically and request that the homeowners provide us with their e-mail address.
- G Social Committee
- 1 An official report was not provided.
 - 2 JF reported that a small party was held at the pool/club house to celebrate the end of the pool season.

IX Managers Report

- A RS provided a packet of support documents to the BOD members prior to the meeting.

B RS reported that she had been unable to locate anyone on the approved contractors list to power wash the club house area. SE offered to provide her with names of approved contractors or contractors who could be approved.

C RS provided an update regarding the Kneemiller property line issue. The BOD unanimously agreed that property line issues are between the homeowner and the City of Chesapeake and can be very easily resolved by the homeowner having a survey done of his property. This is a best practice when purchasing a property. Once a proper survey has been completed the issue of the fence location can be re-evaluated if needed. The neighbor with the fence has offered to move the fence if Mr. Kneemiller's official survey shows it is incorrectly placed. However, the original owner had the fence installed as part of the home purchase package and prior to Mr. Kneemiller's home even being built. Mr. Kneemillers home was built after the fence already existed.

X Old Business

A Sprinkler Heads/irrigation – The BOD felt that the report/estimate submitted by General Raine to fix the sprinkler heads/irrigation did not include a line item of issues with a correlating cost breakdown of the recommended repairs as requested. RS will contact them and request a more comprehensive itemized report before this moves forward.

B Letter to home owners – The formal notification to homeowners on the cost of replacement parking tags and the proper display method is still pending. RS will get this out this week.

C The Replacement Reserve Study was tabled until next meeting.

XI New Business

XII Meeting Adjourned

Next Meetings – October 18, 2007
Third Thursday, monthly, 7:00-9:00 p.m.

Respectfully Submitted, Susan Palmer, Secretary

RS will report out on the following items for the October 18 meeting:

1. TreeLoren
 - a. Official letter to TreeLoren to clarify responsibilities and time line for completion
 - i. Clean up broken glass at SE's house
 - ii. Removal of stump at 506 Landmark Ct.
 - iii. General bush trimming
 - iv. General weed pulling
2. General Raine
 - a. Requested line itemized report for repairs with associated costs
3. Repair/Maintenance
 - a. Pool/Club house identified repairs
 - b. General CCCOA identified repairs
4. Official letter to homeowners
 - a. Parking tags – cost to replace
 - b. How to display
5. Legality of young children riding scooters on street in Chesapeake/Virginia

6. Newsletter
 - a. Content for 1st newsletter and annual schedule/timeline
 - b. Request for homeowner e-mail addresses