

Townhome Owner's Association (TOA) Meeting Minutes — 10/25/17

Meeting called to session at 7:00 pm

Meeting called by: Bill Dubé

Board Members in attendance: Tiffany Allen, Bill Dubé, Chesson Seagroves

Minutes

- Meeting minutes from 9/25 were read, Bill Dubé made a motion to approve the minutes, Tiffany Allen seconded the motion, minutes were approved.

Old Business

- Update on sewage cleanout lines: Sewer cleanouts for 63 units were identified and black dots were spray painted on the foundation brick to identify their location. The cleanouts for 23 units were unable to be located. The board approved the cost of having the E.R. Plumbing contact the homeowners to TV these lines from the interior which will involve the following:
 - A. Shut water down at stop for toilet
 - B. Drain water from tank and bowl and pull toilet
 - C. Camera line to locate cleanout in yard and out to main sewer to check for any damage
 - D. Provide new wax seal and set toilet
 - E. Provide new water supply line and restore water to toilet
 - F. Test
- The remaining 63 units will have a camera run down the sewage line via the exterior cleanout starting the end of next week. (Nov 1st)
- Tree trimming began on Sunset Hill Road on Tuesday, and will continue over the next week or so until the job is completed throughout the entire Cureton neighborhood.

Committee Updates

- A Landscaping Committee has been formed and will be working to follow-up with our options of installing fescue to replace the Bermuda Grass and investigating our options for installing an irrigation system in the front of each unit. A committee meeting has been confirmed for November 2nd at 7pm
- An Architectural Review Committee (ARC) has been formed and will be communicating electronically to put a plan in place for how to handle future Architectural Change Requests and Rules & Regulations violations.

New business

- The ARC will be reviewing the updated rules and regulations to be prepared with a committee update at the annual meeting on December 12th.
- Bill Dubé will be acting as liaison to the board for Landscaping and Architectural Review committees
- Due to accumulated unanticipated costs in this calendar year for sewage line repairs and preventative maintenance, the following items will be reevaluated by the appropriate committees for consideration in the 2018 budget year:
 1. Bark mulch
 2. Exterior pressure washing
 3. Shrub replacement
- The board discussed the appropriate dues rate for 2018 based on the current operating expenses, and will be presenting a 10% increase at the annual meeting, bringing dues to a total of \$169.18 monthly
- A complete breakdown of monthly expenses, per homeowner, per month, will be provided with the Cedar management mailing of the annual meeting notice documents.
- The board will be reviewing outstanding work orders for maintenance repairs, residents who have questions or concerns about an ongoing maintenance request should email support@mycmg.com.

Bill Dubé called a motion to adjourn the meeting at 8:20pm, Tiffany Allen seconded the motion.

Meeting adjourned.