

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, April 20, 2015

Location: Canton Human Services Building

MEETING MINUTES

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

President Barb Babut called the meeting to order at 6:15 p.m. (upon reaching quorum)

Directors Present: Ms. Barb Babut, Dr. Leland Ropp, Ms. Bridgette Cramton, Mr. Craig Crady, Ms. Colleen O'Sullivan and Ms. Erin Sena

Absent were Directors Mr. Brian Czapla, Dr. Benjamin Edmondson, Mr. Brett Fox, Mr. Adam Lirette, Mr. Stanley Szczotka and Ms. Monica Wolfson

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 O'Sullivan seconded to approve the agenda. The motion was unanimously approved.

3. **Co-owner Comments**

There were none.

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

Director Ropp moved and Director O'Sullivan seconded to approve the minutes of the meeting of February 16, 2015. The motion was unanimously approved. (There was no meeting in March.)

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

Treasurer Ropp provided an overview of financial operating results for CHV I and CHV II for March 2015.

Director Ropp moved and Director Crady seconded to approve the March 2015 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. Mr. McDuff reported that he had identified ten catch basins in streets in need of repair and that he has sought bids to repair them. He stated that eight more are being watched. Following a discussion, the board indicated it is receptive to using concrete "collars" when repairing catch basins. Mr. McDuff reported that he will be inspecting three buildings on Constitution that were improved in 2012 using Azek (a composite material that was used to replace wood trim), in search of defects. Management will formulate a recommendation and cost opinion to replant denuded plant beds in CHV II. There was a consensus that management may proceed to straighten "no parking/fire lane" signs and to remove any rotted sign base wraps. Also, management may proceed to develop a plan to snake the storm water line(s) in the vicinity of Lot 212 on Taft.

8. **Unfinished Business**

8.1 Inspections of CHV I Home Exteriors and Lots (tabled)

Management reported that it had commenced inspections of CHV I home exteriors and lots on a trial basis, to assist in developing information for owners. An inspection form is to be provided to owners in advance.

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

Pursuant to a January 2015 board resolution, management caused the installation of a temporary sump pump in the crawlspace beneath CHV II unit 86 for not more than \$1,000. It produced favorable results. It was resolved that management is to install a second sump pump in the crawlspace beneath an adjoining unit.

8.3 Award Contract for Installation of Mulch (tabled)

Margolis Nursery provided reduced prices for the mulch as follows: 10 cubic yard delivery: \$28.50 per cubic yard; 40 cubic yard delivery: \$22.50 per cubic yard. Jeff McDuff is to send to all directors the site plan and worksheet he developed that depict the locations and quantity of needed mulch. There was a consensus to implement a community volunteer project to install mulch and to begin with the large playground park on Saturday, May 16.

It was moved by Director Ropp and seconded by Director O’Sullivan to authorize management to purchase 40 yards of mulch from Margolis, to be delivered on May 16 to the large playground park. Volunteers will be recruited for a work project on May 16, with a rain date of one week later – on May 23. The motion was unanimously approved.

9. New Business

9.1 Award Contract for Tree Care – Insect and Disease Control

Management presented competitive proposals for insect and disease control treatments for transplanted (as opposed to “native”) trees. It was moved by Director Babut and seconded by Director Brady to award a contract to Westside Forestry to perform tree insect and disease control treatments for its quoted price of \$3,050.00. The motion was unanimously approved.

10. Directors’ Remarks

11. Next Meeting

The next Board meeting shall be Monday, May 18, 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 8:45 p.m.