

LANDEN CSA BOARD MEETING MINUTES
January 26, 2010 @ 6:30 PM
ISLAND RECREATION CENTER

President, Julie Farmer brought the meeting to order at 6:32 p.m. Board members present were Nadine Heithaus, Lynn Hand, William Klum, Bill Coffey, Gary Algie, Murry Feldstein, Julie Farmer, Lee Hamilton, and Steve Groome. Kevin Downey and Mike Quinn were absent with notice. Heather Simpson and Jasmin Taylor from Towne Properties represented management.

Meeting minutes –

A motion was made by Gary Algie to accept the minutes as submitted for the November 24, 2009 meeting, seconded by Nadine Heithaus. Carried by all.

Building & Grounds – Lynn Hand

1. Holiday lights and decorations were taken down, for the most part, about 10 days late this year due to the extreme cold spell we had early in January. The floating tree is iced in; B&G will retrieve it when weather permits. All lights that have not been removed at this time are unplugged.
2. Street lights. This project turned out to need 2 legal agreements between the Township and Duke, which caused a big delay in this project. Both agreements have been signed by the Township and are in Duke's hands now. As of yesterday, the work orders have been placed internally w/in Duke and we should see some progress soon. Because 2009 got away w/o Duke doing the 25 for that year, in 2010, they will replace 50 heads.
3. Simpson Trace curbs. The Township will be doing repairs on Simpson Trace this year and they will install the 6 inch concrete curbs around the Simpson Trace islands, which will make them look so much better because mulch and dirt will no longer run off into the street each time it rains.

Communications Committee – Kevin Downey (absent)

The website had significant registration after the mailing of the 2010 Annual Assessment in which a notice was included reminding residents of this resource available to them. Management stated they received 21 registrations within the first two days after the mailing was received.

The Board discussed that in the past they had sent out questionnaire cards to the residents to get feedback from the community. They would like to do this again this year.

A motion was made by Gary Algie to do a questionnaire card in the April annual mailing and as soon as possible put a link to the web page. The next

newsletter should contain information directing homeowners to the questionnaire. Seconded by Lynn Hand. Motion carries.

Need update on the corrugated signs. Management will get with Kevin Downey to see where we are in this process

Design Review Board – William Klum

Meeting minutes are in the Board packet. We only had three applications and all three were approved.

Four Paws – William discussed the fence installation at this business along Landen Drive. The fence does not meet the standards of Landen and even though we have no ability to enforce the replacement of the fence the DRB is looking at a way to persuade the owner replace the fence with a like fence. Management contacted the Township and the Township has no policy on types of fencing so Four Paws is not in violation of any code(s). Rob Giese from the DRB is going to work with the Township to try and work with the owner to request the fence be more appropriate. Lynn Hand reported that the owner lives in Landen. If this is not successful the DRB will send a friendly letter requesting Four Paws put a more aesthetically pleasing fence.

Montgomery Hills Condo – working to get the new management company to fix the steps. Harbor Ridge – DRB is following up with the Association to ensure that they meet the agreed upon deadlines for repairs and maintenance.

Fencing at Columbia Road

Motion from William Klum to remove 32 lengths of split rail fence totaling 260 linear feet located along Columbia Road hiker/biker pathway and adjacent to The Pointe lots 5 & 6. Once fencing has been removed all holes will be back filled tamped, seeded and strawed. An inspection will be completed in March 2010 to ensure the holes have not settled in a unsafe or uneven manner. This motion is contingent upon signatures of the two residents abutting the property and a third resident from the Pointe being completed on the DRB Exterior Change application. Seconded by Murry Feldstein. Motion carries.

Election Committee – Steve Groome

Landen is up for an election on April 27, 2010. Five members of the Board terms expire. Steve has been emailing Mike Quinn and management to organize the annual meeting notices, proxy ballot and voting rights. The first action item towards the April election is to include the first unofficial notice in the January/February newsletter. We will include the letter of intent for anyone interested in running for the Board.

With respect to the voting, there are a lot of different views on how to handle the election. The Board discussed how they want to handle any proxies given to the Board with respect to the large blocks of votes within the community. Steve Groome reminded the Board that the Documents supercede individual opinions. In order to make any changes Steve stated he felt it would require a change to the Documents and it was to late in this election year to accomplish this. After much discussion:

Bill Coffey made a motion to use any large block of votes given to the Board via proxy should be used for meeting quorum requirements only. Seconded by Gary Algie. Opened up for discussion.

Lee Hamilton stated that to single out the large blocks is not fair and he stated that the motion should be amended to include any individual members that assign their proxy to the Board should be treated the same way.

Bill amended his motion that each and every proxy should only be counted as a quorum. Gary withdrew his second.

Bill Coffey withdrew his motion and Gary seconded.

The Board agreed that Management would confirm via a legal opinion from Don Schneider what the Board's legal limits are with respect to voting Board proxies assigned by individual members and the large blocks of proxies owned by one member. Steve Groome stated he would present Management with a list of questions to ask Don Schneider.

Finance Committee –

As of December 31, 2009, the Association had total operating cash of \$7062.28. Total reserve funds are \$98,389.07.

Total operating income for the month of December was 3,639.38 and \$706,446.43 year to date. Total expenses for December were \$36,912 and \$780,767.45 year to date.

Lake Committee

Mike Quinn was not in attendance at the meeting. Gary Algie reported for the Lake Committee. The Committee has two members that are stepping down from serving as Committee members but will serve on a consultation basis to the committee. Due to this the committee has two open positions. The Committee is requesting the Board approve two new members to the Lake Committee. Gary read aloud the two candidates resumes followed by a motion:

Gary Algie made a motion that Gene Curry and John Nixon be made members of the Lake Committee, seconded by Bill Coffey, Motion carries.

Upcoming projects, include a plan to build a new fish habitat in March. The Committee will be having a Lake Committee meeting in February and will report additional updates to the Board at the February Board meeting..

PPE

William Klum handed out additional copies of the Strategic Plan CD to those that had not received a copy. Will requested the members of the Board listen to the CD so they can discuss at a future date. Will also reported on the PPE Portal that he would like to establish and refine on the website. He will sit down with Kevin Downey to fine tune his plan and get back with the Board.

Social Committee

The Social Committee commented on the success of the holiday light contest. They will be having a meeting to put together the 2010 calendar and will report the update to the Board once it is complete. The Social Committee meeting will be held next week.

Management Report

December 2009 – January 2010

Communications

- Sent out an e-blast to the residents regarding removing holiday decorations and papers.
- Continued with preparations for the 2010 coupon mailing.
- Updated Website with new information. Resident requests went up significantly after coupon mailing with eblast form.
- Received emails from 53 residents to be set-up in the new Landen website system as users.
- Communicated with Kevin Downey on communication issues

Administration

- Attended Monthly Meeting.
- Processed 10 Design Review Applications.
- Review, approved and paid Association invoices.
- Reviewed budget and projections for the year. Reported financial findings to Will Klum as Treasurer.
- Responded daily to homeowner calls, emails, work requests, non-compliance reports and complaints.
- Continue to monitor the aged receivables in an attempt to collect past due assessments.
- Monitoring payment plans that have been established.
- Processed 16 Condocerts requests.
- Sent 16 Welcome Packets to new homeowners.
- Drafted and sent 5 Violation Letters.
- Sent two 30-day letters to homeowners not making payments on balances.

Association Manager Work Log

- Assisted with parcel value research for 2010 assessment billing.

- Coordinated and assembled the coupon mailing for 2447 residents. This process involved the writing of the letters, folding and assembling the mailing, coupon generation. These items were then combined, put into an envelope, posted and mailed. The Assistant and Manger manually performed work.
- Closed out the year with open work orders and assignments that needed to be done for 2009.
- Setup corporate books and work logs for 2010.
- Reviewed 2010 budget and entered into Yardi.
- Set-up accounts payable tracking log.
- Tracked daily cash value after coupon mailing. Approved payables according the cash value allotment.
- Attended the Fiscal Meeting December 8, 2009.

Inspection/Violation Report

- Performed weekly inspections of the property.
- Met with homeowners as requested.
- Cleaned up violation log and created new 2010 log.

Homeowner Forum:

No questions from the floor

Old Business:

1. Fish Kill reimbursement – Julie called Henkle Schueler and spoke with Mike Schueler’s administrator. They said that if we could present something to them that was presented in writing. Steve Groome has some more backup and emails that can be used to send to HS to prove their commitment. Management will send the minutes typed by Henkle Schueler and any backup that Steve Groome provides along with a letter from the Board requesting the reimbursement.

New Business:

1. Montgomery Hill Entrance Sign – Noticed that this particular sign stands out from all the other signs that is standing out more than all the other signs. Wants Ray Meyer’s to re-do the sign so that the grain does not stand out so significantly. The Board wants to correct it at no cost. Management had contacted John Meyer with the sign company but have not heard back. They will re-connect and get an update.
2. Gary Algie brought up where fishing is permitted. The pocket park should be included as a designated fishing area. William will add this area to the approved list.

MOTIONS

- 1. A motion was made by Murry Feldstein to accept the minutes as submitted for the November 24, 2009 meeting, seconded by Nadine Heithaus. Carried by all.**
- 2. A motion was made by Gary Algie to do a questionnaire card in the April annual mailing and as soon as possible put a link to the web page. The next newsletter should contain information directing homeowners to the questionnaire. Seconded by Lynn Hand. Motion carries.**
- 3. Motion from William Klum to remove 32 lengths of split rail fence totaling 260 linear feet located along Columbia Road hiker/biker pathway and adjacent to The Pointe lots 5 & 6. Once fencing has been removed all holes will be back filled tamped, seeded and strawed. An inspection will be completed in March 2010 to ensure the holes have not settled in a unsafe or uneven manner. This motion is contingent upon signatures of the two residents abutting the property and a third resident from the Pointe being completed on the DRB Exterior Change application. Seconded by Murry Feldstein. Motion carries.**
- 4. Gary Algie made a motion that Gene Curry and John Nixon be made members of the Lake Committee, seconded by Bill Coffey, Motion carries.**

Typed and submitted by Heather Simpson.