

LANDEN CSA BOARD MEETING MINUTES
February 23, 2010 @ 6:30 PM
ISLAND RECREATION CENTER

President, Julie Farmer brought the meeting to order at 6:30 p.m. Board members present were Gary Algie, Bill Coffey, Murry Feldstein, Lee Hamilton, Will Klum and Mike Quinn. Kevin Downey, Lynn Hand, and Steve Groome were absent with notice. Heather Simpson and Jasmin Taylor from Towne Properties represented management.

Meeting minutes –

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

Building & Grounds – Lynn Hand (absent)

Lynn Hand was absent. There was no B&G meeting in February and Murry Feldstein had nothing to report.

Communications Committee – Kevin Downey (absent)

Kevin Downey was absent. Julie Farmer had spoken with Kevin and there was nothing to report. Gary Algie presented a concern that Kevin Downey has been absent from the last three Board meetings. Two items of business that are still outstanding are the website and signage. .

Design Review Board – William Klum

The DRB meeting was cancelled. One significant application was approved via an e-vote.

1. Fence issue- William Klum spoke with one homeowner who was in favor of removing the fence. He left a note in the mailbox of the other homeowner. Homeowner requested that the cement foundation previously used for trashcans, be used to erect a monument for Landen. No trashcans are currently stored there. Will suggested that Murry take it the issue to the Building & Grounds Committee for their input.
2. DRB book- Julie Farmer and Murry Feldstein sent book back with their suggestions. William Klum will be updating it with their changes then take it back to the DRB. Once approved within the DRB it will be submitted to the CSA Board for review.

Election Committee – Steve Groome (absent)

Questions were given to Management regarding the use of large block proxies in the 2010 election. Those questions were forwarded to Don Schneider. The Board was emailed Don Schneider's response.

Motion: Bill Coffey made the motion that all proxies turned over to the Board (without prior instruction) be used as quorum only. And we will notify homeowners of this change. Seconded by: Gary Algie. All in favor. None opposed. Motion carried.

Finance Committee – William Klum

Annual billing was sent out in January so \$159,954.64 has been received by the Association for 2010 fees that are due March 1, 2010.

Total operating income for the month of January was \$162,987.96 and the same for year to date. Total expenses for January were \$10,909.48 the amount budgeted for was \$40,092.37. The variance is largely due to TC Group not being paid for their services. Their certificate of insurance was expired which caused a delay in payment. The variance will be balanced in the couple months as projects get started.

Lake Committee - Mike Quinn

The Lake Committee did not have a meeting this month. Mike Quinn is still pursuing getting the Deerfield Township Storm Water Board (DTSWB) to approve the Request for Assistance – additional Simpson's Creek study. CDM, their engineering firm, has submitted a plan that is short of what the Lake Committee wanted but is getting closer. DTSWB has not voted on the Request for Assistance that was submitted & presented on October 6, 2009. The next DTSWB meeting will be Tuesday, March 2, 2010. Mike is encouraging other Board members to attend that meeting. DTSWB has established their 2010 budget.

Upcoming project is to build new fish habitat (spider blocks) in March/April. Murry Feldstein requested information on the project so that he can present it to the Boy Scouts, who have expressed an interest in volunteering.

PPE - William Klum

After everyone has listened to the CD the next step should be to form a committee to determine the strategic plan for the Association. William Klum can provide the rest of the information, slides, etc. William Klum does not plan on heading up that committee. Gary Algie was interested in the idea of a strategic plan and looking at where we will be in the next 7 years. Murry Feldstein thinks that starting this committee should wait until after the election.

Social Committee – Nadine Heithaus (absent)

Email that communicated meeting in March will be updated.

Management Report

January 2010 – February 2010 Communications

- Updated Website with new information. Resident requests went up significantly after coupon mailing with eblast form.
- Completed and sent to print the February 2010 Newsletter.
- Setup 35 new registrations on the Landen website.

Administration

- Attended Monthly Meeting.
- Processed 3 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 5 Condo-certs requests.
- Sent 5 Welcome Packets to new homeowners.
- Drafted and sent 2 Violation Letters.
- Returned 3 checks for DRB applications.
- Sent two 30-day letters to homeowners not making payments on balances.

Association Manager Work Log

- Wrote specifications for Landscape contract 2010
- Contacted Don Schneider on legal issues
- Contacted Ray Meyer Signs regarding the Montgomery Hill Sign
- Scheduled inspection of the Landen dam
- Continued investigation on Gatsby Green wall
- Solicited bids for repair and worked with insurance company
- Worked with insurance company regarding 3157 Socialville Foster

Inspection/Violation Report

- Performed weekly inspections of the property.
- Met with homeowners as requested.

Homeowner Forum:

Homeowners had questions on the financials. Management clarified totals.

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.

Motion: Gary Algie motioned that the issue be dropped. William Klum seconded the motion. After discussion Gary retracted the motion and William Klum seconded.

2. Montgomery Hill Entrance Sign – The contractor will repaint the sign but they stand behind the fact that this is normal with the grain of the wood.

New Business:

Motion: Gary Algie motioned to discontinue mailing out hard copies of the Board packets. Hard copies can be requested from Management office. Seconded by Will Klum. All in favor. Motion carried.

MOTIONS

1. **Motion: A motion was made by William Klum to accept the minutes as submitted for the November 24, 2009 meeting, seconded by Gary Algie. All in favor. Motion carried.**
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Typed and submitted by Jasmin Taylor.