

ELIZABETH TOWNES HOMEOWNERS ASSOCIATION BOARD MEETING

Minutes of 3/25/2013

1. Meeting called to order at 7:04 pm
2. In attendance: Pat Hedrick, Madalene Greco, Jim Wells, Jennifer Wilson and Roseann Everett.
3. Also in attendance – Debra Nugent and Mike Nugent from Kuester Management.
4. Approval of meeting minutes of February 19, 2013. Motion made by Roseann Everett, seconded by Madalene Greco, all in favor.
5. Motion to accept the Treasury Report made by Pat Hedrick, seconded by Roseann Everett, all in favor. Kuester Management to provide board members a copy of the management contract. Kuester Management to add a general ledger account for Pond Maintenance – for ease of budgeting and presentation.
6. Reviewed bids for the pine tree trimming project. Motion made by Jennifer Wilson to hire CH Lawn & Tree Service for 2 days, seconded by Roseann Everett, all in favor. To schedule a walk around of the neighborhood to determine the priority of the trees to be removed / trimmed. Service to be conducted based on immediate needs first.
7. Review with Mike Nugent of Kuester Management of the 3 bids received for the power washing, painting and caulking project. Given some follow up questions by the Board for the service providers, motion made by Pat Hedrick to wait for answers to the questions and then vote by email (which would require a unanimous decision), seconded by Jennifer Wilson, all in favor.
8. Discussion regarding the pumps at the lift station. Motion to have Kuester Management perform a study of the pumps – life expectancy of what we currently have, options – replacement versus rebuilding, etc. Motion made by Roseann Everett, seconded by Madalene Greco, all in favor.
9. Discussion of 2 maintenance issues in Elizabeth Townes. Kuester Management will let the board know when it has complete info and cost for #1 unit – garage leak. Kuester Management to review with vendors on cost and what is to be accomplished with the #2 unit – wood rot around exterior door frame. Need to handle as soon as questions are answered in order to eliminate any additional damage.
10. Discussion of the Omni Restoration invoice. Issue on hold for Pat Hedrick to review bills to date.
11. Discussion of the Preventative Maintenance Program offered by Kuester. Preventive Maintenance Program was introduced and explained by head of maintenance at Kuester Management. Questions by members were answered on how the program works and how it can save the HOA money. This would

help in cutting cost on separate maintenance calls by banking non-emergency repairs to twice a month. All in favor in the program. Kuester will provide the Board with a proposal for the service.

12. Discussion of the water intrusion issue on Timothy Court. Standing water issues behind homes on Timothy Court has been analyzed by one vendor. There are drains but over time the land has changed and needs to be swaled in rear so water will divert to the drains. Deb to request cost per foot and what it will take to resolve the issue. She will communicate with board once the cost and plan of action are received. Waiting for a written quote by service provider.
13. Kuester Management has a dog station that can be installed at the pool for a charge of installation only. Being installed at the pool without a trash can (homeowner to carry bagged waste to home garbage). This will be monitored and if it is determined that it has made a difference then the board will consider other stations within Elizabeth Townes. All in favor.
14. Meeting adjourned at 9:13 pm. Motion made by Maddalene Greco, seconded by Jim Wells, all in favor.