
AHCA BOARD MEETING MINUTES

JANUARY 12, 2023

Thursday, January 12, 2023: 6:30 PM – 8:30 PM, 3138 Kilburn Park Circle

Board Members in attendance: Thomas Edwards, Sherri Fountain, Ig Justyna (in-person); Don Triveline
Carla Charlebois and Emily Whiting, Management Representative (via Zoom)

Approval of Previous Meeting Minutes

- ❖ Board Meeting Minutes November 30, 2022, Reviewed/approved via email and posted. (1 min)

Financial/Legal/Administrative Overview

- ❖ Casa Bella Management report (10 min)
 - Neighborhood visit report

Most trash bins have been put away; however, 4-5 Co-owners are still leaving their bins in sight of the street. The Board agreed to let Emily complete her February inspection before mailing notification letters.

Several homes still have mold on the siding (primarily above garages or on the north side of the houses). Several homes have rotting trim that needs repair/repainting (primarily around front doors/porches). Casa Bella mailed notification letters to these Co-owners on 12/29/22. (To date, no responses received by Casa Bella. Second letters will be sent with notification of possible fines if bins are not properly stored.)

Pile of bricks on driveway at Cromwell Court. (Letter sent. No response. Bricks were removed as of 2/13/2023.)

New: Co-owner's home on Aldwych Circle has a big bag of soil on the driveway. Another Co-owner's home on Kilburn Park Circle has a big bag of mulch out front.

About five (5) houses still have Christmas lights up. If still up as of 2/15/2023, Emily will send a friendly request to co-owners to take them down.

A house on Strand Court has an extension ladder stored on the side of the house; dead branch in the yard. This co-owner previously received a friendly reminder re: need to repair/replace rotting trim on the front of the house/near the front door.
 - Legal report/Financial reports, (10min)

Emily reported that two (2) co-owners are currently in arrears for more than \$1000 (combination of overdue, late HOA fees and/or fines). Board approved referring these two (2) cases to collections.
- ❖ Treasurer's report (5 min)

Nothing of note. Waiting for the end of year report for 2022.

Alteration/Modification Requests

- ❖ Alteration/modification submission/actions: (1 min)

None in process.

Board Topics

- ❖ Discuss cycling light #24 on Cromwell Street. First reported June 2022. (5 min)

AHCA policy is to call for service if three (3) lights are out or four (4) months have passed since one (1) or more lights have been observed to be out. Light #24 has been cycling on and off for several months. The Board approved replacing the bulb with a 54-watt bulb and retrofitting the bulb housing to accommodate the LED bulb. Emily will contact Vedder Electric to arrange for service. (On 1/13/23, Ig contacted Emily to confirm that we need a 54-watt bulb – not a 25-watt LED bulb.)

- ❖ Discuss Kilburn Park Circle co-owner concern about overhanging tree(s) behind back yard. (15 min)

On 12/19/22, Ig, Emily, Carla met with a Co-owner on site to evaluate trees behind the back fence. The co-owner expressed concern about overhanging limbs from tall trees behind her fence. After evaluating the site and trees, the Board members advised her the trees represent no imminent danger to her property or to people. Emily will send a letter to the Co-owner to confirm this finding in writing. The property was measured to determine whether the trees in question grow from within AHCA's common area or on the co-owner's property. The lot was measured and the trees were found to be located in the common area. During the site visit, it was also confirmed that Co-owner's fence is constructed 10 feet over the Co-owner's back property line – extending approx. 10 feet into the AHCA common area. The Co-owner, who was present during the site visit, was made aware of this problem at the time of the on-site meeting. Emily and Board members will review the permit that was supposed to be pulled for the fence installation project. The Board will consider appropriate steps later.

- ❖ Review Continuum quotes for brush hogging and mulching. (10 min)

The Board approved a total of \$2100 to be spread over 6 payments for 6 mows starting in May 2023. Purpose: to cut back/remove vegetation around our ponds to increase access to the ponds.

The Board approved \$795 for brush hogging the access road setback located between Bayswater Lane and Ashburnam Road. Purpose: to ensure clear vehicular access by emergency vehicles and plows.

The Board debated the need for re-mulching the front entrance and median beds at the front of Arbor Hills -- whether it's necessary/worth it to re-mulch; whether alternative mulching products such as recycled rubber mulch might be a good investment; whether other contractors should be considered due to quality concerns. Emily will investigate and provide an estimate for the rubber mulch. The estimate on the table for purchasing and placing shredded bark is \$3700. Emily endorses Continuum and is willing to speak with Josh about focusing on improving the quality of mulch placement. (Subsequent to the meeting, an estimate for rubber mulch was considered. A majority of Board members approved the contract for Continuum to handle the re-mulching project with shredded bark.)

- ❖ Discuss restriction on the number of rental homes. (10 min)

Emily presented legal requirements associated with revising the AHCA bylaws to establish a cap on the number of rentals allowed in Arbor Hills. The Board briefly discussed the difficulty in gaining sufficient support from our co-owners for setting a cap and tabled this topic for now.

- ❖ Discuss next steps for addressing ongoing offenses for not stowing trash, recycling, compost bins. (10 min)

The Board approved having Emily send "friendly letters" to Co-owners who have been identified as "chronic" violators when it comes to leaving trash, recycling and/or compost bins in plain sight. Since these problems have existed for over two (2) years, the Board agreed with Emily to include a statement advising the co-owners that they **may** be fined in the future if they do not store these bins out of sight.

- ❖ Discuss buckthorn tree at the corner of Kilburn Park Circle and Ashburnam Road. (10 min)

Board recommends removal of Buckthorn tree in front of 3120 Kilburn Park Circle. The Board approved removal of the tree. The Board also agreed this tree does not need to be replaced because a new tree might block the sight line as people drive, cycle or walk at the corner of Ashburnam Road and Kilburn Park Circle. Also, there is already a street tree in front of this property (near the property line to the left of the driveway).

- ❖ Discuss the number of missing street trees at multiple addresses. (10 min)

3390 Cromwell – Needs to replace side, street tree along the side of lot that runs along Kilburn Park Circle. (No response to Emily's letter. Second letter with 6/30/2023 deadline will be sent.)

3412 Ashburnam Road – Co-owners responded to Emily's letter; they are seeking detailed instructions about replacing/relocating front/street tree. Question centers around the tree removal contractor's recommendation to the co-owner to NOT replant in same location from which old tree was removed. (Emily was subsequently asked to send letter to Co-owner about replanting options.)

3416 Ashburnam Road – Missing a street tree. (No response to Emily's letter. Second letter with 6/30/2023 deadline will be sent.)

3404 Cromwell Court – There is a large, dead evergreen tree in the back yard that threatens to damage AHCA's white, rail fence that runs along Green Road. Co-owner has requested additional information from the Board about this tree. (Board is still discussing next steps.)

3408 Bayswater Lane – Street tree needs to be replaced. (Subsequent to the meeting, Emily received a response to her letter from the Co-owners' rep/friend. There seems to be some confusion about what the Co-owners need to do. (Emily will communicate again with the Co-owners' rep and Co-owner to confirm the need to replace the tree no later than 6/30/2023.)

- ❖ Discuss vehicle parking at the intersection of Kilburn and Ashburnam and near bus stop at front entrance. (10 min)

The Board agreed that something needs to be done to discourage parking along Kilburn Park Circle or Ashburnam Road near the intersection of Kilburn Park Circle and Ashburnam Road. It is very difficult for drivers turning off Ashburnam Road onto Kilburn Park Circle to see oncoming traffic.

Sherri raised a concern about children running around near our front entrance while waiting for the school bus. They are also running through the landscaping in the planting bed closest to the bus stop on Green Road. Ongoing safety concerns were raised about parents and children getting hurt as vehicles enter and exit Arbor Hills. Someone could get hurt when opening vehicle doors to get in and out of cars parked close to the entrance. Also, these vehicles are hindering and blocking traffic in and out of our front entrance in the mornings and afternoons.

Tabled Topics

- ❖ None

Next Meeting

- ❖ Tuesday, March 21, 6:00 p.m. Location TBD.