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## AHCA BOARD MEETING MINUTES

### FEBRUARY 23, 2021

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Tuesday, February 23, 2021: 7:00 – 9:00 PM

Meeting via Zoom conferencing

Board Members in attendance: Carla Charlebois, Thomas Edwards, Sherri Fountain, Ig Justyna.

Absent: Elaine Kennedy

Management Representative: Alex Stankiewicz, Casa Bella Management

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#### Review and Approval of Previous Meeting Minutes

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- ❖ January meeting minutes previously approved and posted to CB & AHCA web sites.

Minutes have been posted to the Casa Bella and Arbor Hills websites. A copy of the "Reserve Study" from late 2020 has also been posted to the Arbor Hills website.

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#### Financial/Legal/Administrative

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- ❖ Casa Bella Management report (**15 minutes**)

Alex has contacted two (2) co-owners who need to submit Alt/Mod requests -- one co-owner installed a front porch extension without prior approval. Another co-owner installed a fence and shed without obtaining prior approval. Alex advised the co-owners to submit Alt/Mod requests for consideration.

Alex reported that three (3) co-owners have complained about dog droppings on sidewalks. Sherri will remind residents to properly dispose of dog droppings in an upcoming newsletter.

- ❖ Treasurers report: November financials (**15 minutes**)

Budd's charged us \$265 for re-placing boulders at Ashburnam. The Board expressed concern about this expense because it seems to be recurring.

Approx. 15 co-owners still owe dues for January despite posting reminder notices on the yellow sign board and in the newsletter. Everyone was reminded that once a co-owner's account is greater than \$1000 in arrears, our attorney is engaged to start the collection process.

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#### Alteration/Modification Requests

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- ❖ Alteration/modification submission report: (**5 minutes**)

No new Alt/Mod request forms have been submitted. Alt/Mod forms are pending from the two (2) co-owners mentioned above.

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#### Open Board Issues

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- ❖ Update on inspection responses (**5 minutes**)

Alex has fielded and handled a couple of inquiries re: clarification about violations noted in Casa Bella's February 2021 letters. He sent pictures to absentee landlords.

- ❖ Boulders at Ashburnam/Access Road, alternatives (**5 minutes**)

Ig expressed concern about the expense of having to hire Budd's to re-place the boulders at this location and suggested installing protective posts. Alex will investigate costs associated with installing concrete or metal posts and report on this at our next meeting.

- ❖ Street sign and boulders at Ashburnam/Ct (**5 minutes**)

Alex reported that relocating the street sign at this corner to the nearby light pole has been delayed because the contractor is having trouble finding a suitable bracket for the project. Our light pole is larger than what typical brackets can accommodate. Alex will follow up on this.

❖ Median tree replacement next action (**10 minutes**)

Thomas will contact the City arborist and Alex will contact certified arborists at Green Street and Guardian for recommendations for “hardy” trees. Lack of irrigation in the entrance medians creates a challenge for tree health. Guardian Tree Service, who has small-sized stump grinding equipment that will not damage our shrubs, needs to be contracted to perform stump grinding as soon as weather permits. Alex will contact Guardian.

❖ Mail box and stand repair/replace next action (**10 minutes**)

Alex presented two (2) proposals from mailbox manufacturers. The Board will review and get back with Alex. Newspaper holders are not needed and should be deleted from the proposal(s). (Shortly after this Board meeting, Ig confirmed that the Reserve Study budget for mailbox replacement is only \$25,000, which is less than half the amount of the lowest quote submitted to the Board by Alex.) Additional alternatives will need to be evaluated.

❖ Front entrance sign next action (**10 minutes**)

Alex reported that sign makers have recommended composite signage materials for UV protection and longevity. The Board briefly discussed sample sign designs provided by Alex. Although several Board members seemed to like Design #2 (a wooden sign, painted green and gold), a request was made for additional sign design samples.

❖ Totem pole of signs move/remove discussion (**5 minutes**)

Attempts will be made to use the same signage contractor for the totem sign design, so front entrance signs have a consistent look. The Board agreed that it would be a good idea to locate the new totem sign at the front of the second median. (If the totem sign is located at the end of the first block along Kilburn Park Circle, it will be obscured by street tree foliage.)

❖ Storm drain cleaning quotes (**5 minutes**)

Alex is collecting quotes and has obtained one (1) quote from Metro. Target date for completion early spring/summer.

❖ Pop-up drain emitter near curb on Dunwoodie (**5 minutes**)

Alex will follow-up with co-owner and report back to the Board about progress on this.

## New Topics

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❖ Budd's pushing snow onto sidewalk ramps (**5 minutes**)

Budd's should be advised not to plow snow onto sidewalk ramps. Technically, the co-owners have responsibility for clearing this snow. Ig reported severe damage, presumably by Budd's, to the globe spruce in the east flower bed. Alex will follow-up to ascertain whether Budd's damaged this shrub.

❖ Newsletter content and format (**10 minutes**)

Concerns were raised about the length of the newsletter (which is generally written and distributed every two (2) months). Sherri mentioned that the most recent newsletter, which was delayed by about a month, contained more information than usual and addressed unique issues that were recently raised by co-owners (e.g., pump house). Also, boilerplate reminders which fall at the end of the newsletter (e.g., dues reminder, registering with Casa Bella, how co-owners can reach the Board), can be dropped.

## Place Holders for tabled Topics

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❖ Road testing from SME, N&F, S&S, and G2.

No budget in 2021.

## Next Meeting

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❖ March date and time TBD

7:00 p.m. March 24, 2021 via Zoom.