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## AHCA BOARD MEETING MINUTES

### APRIL 26, 2023

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Tuesday, April 26, 2023: 6:00 PM – 8:00 PM

Board Members to attend: Carla Charlebois, Thomas Edwards, Sherri Fountain, Ig Justyna, Don Triveline  
Management Representative: Emily Whiting, Casa Bella Management – Colleen will replace Emily while she's on maternity leave.

#### Approval of Previous Meeting Minutes

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- ❖ Board Meeting Minutes (1 min)
  - Minutes from March 21, 2023 are still under review by the Board.

#### Financial/Legal/Administrative Overview

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- ❖ Casa Bella Management report
  - Neighborhood visit report (15 min)

Emily will be visiting Arbor Hills on Thursday, 4/27/23. She will provide an updated report on 4/28/23. Letters have gone out to all co-owners previously identified during the March 21, 2023 meeting; they went out about a month ago. Emily has received no responses as of today. She will be following up with co-owners on various outstanding items.
  - Legal report (5 min)

Still have two (2) accounts that are in process with Collections. Emily will be meeting with our attorney re: one of these accounts. The second co-owner has not responded to Collections letters and was just mailed a final notice of potential foreclosure.
  - Financial reports, (10 min)

No items of note.
- ❖ Treasurers report: (10 min)
  - Review 2022 Actual to Budget

Emily has corrected an issue related to a missing Reserve contribution. AHCA ended up being about \$2,000 under budget for 2022. This amount will be deposited to the Reserve account.

\$5,000+ was spent on salting during the winter of 2022/2023. Emily will confirm the dates on which charges were incurred, so we can determine the fiscal year to which costs are attributable (2022 or 2023). Potentially, we are over budget on this line item. Ig spoke to Budd's about "approach for salting." Budd's confirmed they salt at intersections and hills when they judge it to be needed. Ig suggests setting up a meeting with Budd's each October/November to discuss our preferences for plowing locations and salting. Need to set better guidelines/expectations prior to each winter season.

#### Alteration/Modification Requests

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- ❖ Alteration/modification submission/actions: (2 min)
  - Nothing pending. Emily and the Board have done a good job of responding quickly to co-owners' Alt/Mod Requests.

## Board Topics

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- ❖ Discuss co-owner concerns about overhanging tree(s) behind two (2) houses located on Kilburn Park Circle. (15 min)
  - The Board will respond to these concerns once the Board receives a final report from the certified arborist who evaluated these trees in March 2023.
- ❖ Discuss encroachment/fence over property line into wetland. (Discuss the legal opinion.) (15 min)
  - The Board obtained an attorney's opinion about a fence that is 10 feet beyond the back property line and is encroaching the wetland in the common area. The attorney and Emily Whiting have advised the Board, for liability reasons, the co-owner needs to relocate the fence. Emily will advise our attorney to send a letter to the co-owner advising the need and deadline for relocating of the fence within property lines.
- ❖ Discuss Arbor Tree quote/report for common area damaged tree clean up. (15 min)
  - The arborist from Arbor Tree plans one more visit on his own to Arbor Hills to recheck a few items for his report. He will provide a final report and estimate on Friday, 4/28/23. Board will review the report and be prepared to discuss at our next meeting.
- ❖ Discuss sump issues at 3139 and 3143 Dunwoodie. (20 min)
  - ProService was retained by AHCA to evaluate/video the length of the sump pump to the association line. This line was clear from house to the main line. A Board member who was present the day of evaluation observed several piping/discharge modifications that had been made by the previous homeowner. At 3143, owner had installed a pipe from sump out to front of house/curb. When this line was installed, the problem at 3139 appeared to be resolved. The contractor suggested the line installed by the previous owner was installed pointing upward – not downward. Three (3) days ago, a Board member was notified that the sump lines have been repaired by the co-owner at 3139 Dunwoodie. The co-owner at 3139 Dunwoodie is responsible for paying the tab for the video evaluation. Emily will follow-up with the co-owner to confirm what their contractor did to resolve/fix the problem. She will also notify the co-owner that they are responsible for paying the invoice for the video evaluation.
  - In addition, additional clean-out is required in a common drain line that belongs to AHCA. The Board suggested that we hire ProServe (or an appropriate contractor) to perform augering to clear out the common area drain pipe in the backyard area between 3131 Dunwoodie and 3127 Dunwoodie. Emily will make arrangements for this and coordinate on-site oversight with Ig.
- ❖ Discuss the scheduling of street sweeping and street weed treatment. (5 min)
  - Need to schedule street sweeping AND soon. Emily will arrange for this asap. TruGreen will come out to do weed treatment asap after the street sweeping is completed. Emily will take care of this for us.
- ❖ Discuss mosquito dunk dates of application. (5 min)
  - May, June, July, August treatments. Volunteers sought to do this. Ig and Carla will lead this beginning in month of May. Don can assist in later months.
- ❖ Discuss front entrance island tree maintenance. (5 min)
  - GreenStreet/Lotus Landscapes has been contacted and is scheduled to spray and fertilize the six (6) front entrance trees by approx. May 5. A second spraying will take place by the end of May. Sherri will lead watering program for the trees this spring, summer and fall.
- ❖ Discuss Budd snow plowing turf damage. (5 min)
  - Budd's is coming to repair turf damage on May 8 per diagram of damage.

- ❖ Review application of cold patch to street pot holes (5 min)
  - Ig and Carla have already patched several potholes, but still have a few small ones to patch. The Board discussed timing for mill and overlay (asphalt replacement) for AHCA's roads. There was a discussion about a proposed date for the mill and overlay project. This will be determined on a year-by-year basis after reviewing the condition of our pavements. There was a debate about the merits of crack filling (to preserve and prolong the life of our pavements) between now and the anticipated completion of mill and overlay. A majority of Board members voted against crack filling based on feedback within the past two (2) years from crack filling contractors and a pavement engineer. The Board does not want to spend money on crack filling when the roads will probably be milled and overlaid with new pavement within the next few years.

### Tabled Topics

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- ❖ Trucks keep rolling over and destroying the grass at the corner of Ashburnam Court and Ashburnam Road. Placing a large/fairly tall boulder at that location may help solve the problem. The Board asked Emily to obtain estimates for procuring and placing a large boulder at that corner.
- ❖ Spring cleanup, weeding and mulching day in Kilburn Park is scheduled for 2:00 p.m. – 4:00 p.m., Sunday, June 4, 2023. Karin Monnett has volunteered to lead this event.

### Next Meeting

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- ❖ Next Board Meeting, Tuesday, May 30, 2023, 6:00 p.m. – 8:00 p.m.
- ❖ Open Board/Neighborhood Meeting will be held in June