

Arbor Hills
Board Meeting Minutes

December 17, 2015

Board Attendees:

Elaine Kennedy– President
Usha Jindal – Vice President
Elena Levin, Secretary
Carla Charlebois, Treasurer
Dennis Stom -Director-at-large
Karin Witting – YPM Representative

I. Call to Order:

- The meeting was called to order by Elaine Kennedy at 7:20 pm

I. Manager's Report

- The following items were presented by YPM
 - o Task Log - no changes
 - o Work Order Report
 - o Move in Report - no move-ins
 - o Reviewed Financial report

1. Open Issues

Pond Project Updates - YPM to find from the contractor their plans to complete the project

Curb/Asphalt Project - Walk through with T & M is scheduled for Friday Dec. 18 at 12 noon. The Board to come up with the questions for the contractor regarding remaining issues.

Mailbox Repairs - Signed the contract for Mailbox Repairs. Decided not to include penalty clause since it is not a large contract and the contractor agreed in July to delay the project until next spring without changing the cost.

2. New Business

- Decision for payments resolutions to T & M to be delayed until after the walk through.
- Discussed Kilburn Park drainage issues, need more information, possibly available from Ig Justina and Steve Hadrill
 - Discussed the need to produce a table listing items that need to be taken care of on a regular basis and who is responsible - home owners or the Board. Such table would be base on the by-laws and policies. Decision was postponed.

3. Open Discussion

- Discussed the status of proposed developments - Nixon Farms North and South and Woodbury Club apartments.
- Discussed the terms of assessing the fee for late payments of association dues. Agreed not to change the wording regarding late fee on the payment coupons for 2016,

but for future leave the due date the 1st of January and the 1st of July, and start assessing late fee on the 10th of each subsequent month until the dues are paid in full.

- Agreed that the minutes should be available for board review (via email) within a week after the meeting

4. Next meeting

- Next meeting is scheduled for January 20, 2016 at 7 PM, Clague Middle school

Meeting adjourned at 8:40pm