

Four Mile Village CONDOMINIUM Association
540 S. Forest Street
MINUTES OF BOARD MEETING HELD ON
January 10, 2013

(Time: To begin immediately following adjournment of the Four Mile Village
Recreation Association's Board of Directors meeting)

MINUTES

Meeting Called to order at 8:10 by Terry White

Roll Call - Members Present: Shirley Taylor, **Juliet Post, Nancy Battan, Daniel Avjean, Suze Allen, Vicki McConnell**

It was established that there is a quorum.

Please see sign in sheet on record for full list of guests.

Concerns of Residents: Ceiling repair for 7-201, wants to send Mike over to make a determination as to what issue is.

Approval for May board minutes: Juliet motions to approve November minutes with specified changes, Dan seconds, Bev abstains, all ayes, pass.

Emerald Isle Report – See Rec Minutes.

The President's Report: Looked over garages that were damaged. Wants to get three bids to replace siding on some south side garages. Will send Mike to look at garage for unit 4-205.

Juliet will walk property and find units out of order and make a report for next month.

The Treasurer's Report given by Beverly Chalmers: Tabled to next month.

Manager's Report was given by Russ Wehner: None.

Old Business

Rental Unit Reports, to be reported at a later date.

Redraft of 7th Amendment. We need it rewritten and resent. Will look into what is going on.

New Business:

New rules and regs are being worked on by Bev

Appointment of officers: President – Terry White

Vice President – Dan Avjean

Secretary – Vicki McConnell

Treasurer – Suze Allen and Bev Chalmers

Closed to the public.

V. The meeting was adjourned at 8:45 p.m. by Terry.

The Next Board of Directors Meeting is scheduled for Thursday February 14, 2013
Immediately following FMV Recreation Association's Board Meeting

Respectfully submitted by:
Juliet Post/Secretary

Four Mile Village CONDOMINIUM Association
540 S. Forest Street
MINUTES OF BOARD MEETING HELD ON
February 14, 2013

(Time: To begin immediately following adjournment of the Four Mile Village
Recreation Association's Board of Directors meeting)

MINUTES

- I. Meeting called to order at 7:43 by Terry White
- II. Roll Call - Members Present: Shirley Taylor, **Daniel Avjean, Suze Allen, Vicki McConnell, and Beverly Chalmers.**
It was established that the 6 Association members in attendance established a quorum. (See sign up sheet attached.)
- III. Concerns of Residents: none were in attendance.
- IV. Approval of FMV Condo Association January Board minutes: Bev Chalmers motions to approve, Dan seconds, all ayes, motion passes.
- V. Emerald Isle Report: Josh Cyboron (as seen in Rec minutes) reported on status of bids for tree branch pruning of overhang (sidewalks, roofs, gutters etc.) and his collaboration with Swingle Tree Service.
- VI. President's Report: Terry White. No new information.
- VII. Treasurer's Report: Beverly Chalmers: FMV Association is generally ahead in collections for 2013, over in legal fees (due to pending lawsuits), ahead in building and grounds expenses, overall on target for elements that the Association can control. Beginning cash balance: \$110,628, estimated ending balance \$117,000.
Approval of January 2013 financial statements: motion by Vicki, seconded by Shirley, all ayes, motion passes.
- VIII. Manager's Report: Russ Wehner presented a change for future FMV Board meeting Agendas as suggested by CCIOA, that being that general discussion of delinquencies will now occur during the open to the public portion of Board meetings (where previously they were conducted in the Closed to the Public segment). Beginning with the March 2013 Board meeting, immediately after the Manager's Report on the Agenda, specific FMV condo delinquencies will be identified (though not by name) by number of priority on that month's delinquency report. This segment of the Agenda may also cover total delinquencies, along with the terms of timeline of each delinquency. Collection matters that have been turned over to legal counsel will continue to be discussed in Executive or closed to the public sessions.
- IX. Old Business
- A. Rental Status Report, Update Pages 9-12 amendment, seems to be going in the right direction of keeping owner/rental ratio at 70/30%.
 - B. New Rules & Regulations for FMV Condo being separated from Recreational Assoc – Draft #1 of this document anticipated in March or April by Bev Chalmers.
 - C. South facing siding repair bids: two bids pending from Ireland's Finest and Mike McCollum. **(NOTE TO BOARD FOR FOLLOW UP AT MARCH MEETING, STATUS AND AMOUNT OF THESE BIDS.)**
 - D. Other: none
- X. New Business:
- A. HindmanSanchez 2013 Retainer Contract: Bev motions to sign, Vicki seconds, all ayes, motion passes.
 - B. Board Member Education Class Schedule (see Rec Minutes for courses sponsored by HindmanSanchez and available for Board members to attend either onsite or online, and upcoming schedule,)
 - C. Other: none
- XI. Delinquencies: The Board reviewed all pending delinquencies as prepared by Wehner, and discussed the manner in which delinquencies affect the availability of rental units, as well as the existing list of owners wishing to rent.

Closed to the Public. Executive Session

The Closed to the Public or Executive Session category on FMV Condo Association Agendas is for the purpose of privileged attorney/client information and other issues designated in CCIOA. Notes on these Executive Sessions will be taken by the Secretary and kept in a separate file available to FMV Condo Association Board members, Property Management staff, and appropriate legal counsel.

XII. Adjournment: The meeting was adjourned at 8:35 p.m. by Terry.

The Next Board of Directors Meeting is scheduled for Thursday, March 14, 2013
Immediately following FMV Recreation Association's Board Meeting

Respectfully submitted by:
Vicki P. McConnell/Secretary

Four Mile Village CONDOMINIUM Association
540 S. Forest Street
MINUTES OF BOARD MEETING HELD ON
April 11, 2013

(To be held immediately following adjournment of the Four Mile Village
Recreation Association's Board of Directors meeting)

- I. Meeting Called to order at 7:37 PM by Terry White.
Roll Call - Members Present: Shirley Taylor, Suze Allen, Vicki McConnell, Juliet Post
Guest: Brittany Lutes
- II. It was established that five Board members establish a quorum.
- III. Concerns of Residents
1. Snow removal solution complaint (Unit 2-205): Board discussed resident's problems getting to work after what she deemed insufficient plowing/shoveling. Individual board members have tried in the past to help dig this resident out; Russ Wehner reports that, since we are on a client list with Emerald Isle which doesn't give the Condo Assn. the option to determine when exactly shoveling will occur after snows stop, this problem may persist. Russ will determine with Jeff of Emerald Isle if there's a specific time window as to when shoveling and plowing will occur so all residents will be aware of those timeline limitations.
2. Dog complaint (Unit 2-102): Vicki's dog was on leash and nipped at a resident's pants after she warned him, she will continue to be vigilant about her dog with others.
Snow solution, 2-102:
3. Other: Juliet Post commented on whether or not the vent holes in the HVAC surround fences are sufficient for the size of the HVAC units. Russ will verify this and get back with her. Shirley mentioned there have been some concerns reported to her with getting timely responses from Veronica on property matters. Russ says anyone with problems in this regard can email him or contact him directly at Wehner. Juliet also suggests there have been some requests from residents to get notifications about FMV activities (such as pool parties etc.) by email rather than posted or hand delivered mail. Residents would also have the option just to continue with notification by mail.
Russ and Juliet to confer on further action in this regard.
- IV. Approval of CONDO Assn. Board Minutes for March 14, 2013: due to questions in minutes by Vicki, approval of March minutes will be set for May meeting.
- V. Emerald Isle Report – See Rec Minutes for details.
- VI. President's Report: no content.
- VII. Treasurer's Report given by Russ Wehner. Cash flow YTD report indicates \$82,173.59 total income, with \$61,723.89 total operating expenses, for total adjusted YTD cash flow of \$11,782.10.

Juliet motions to approve March, 2013 Treasurer's Report, Vicki seconds, all ayes, motion passes.
- VIII. Manager's Report: Russ Wehner
Comments directed to specific topic areas of meeting.
- IX. Old Business
- a. FMV CONDO Assn. Rules and Regulations Draft II review by HindmanSanchez: see Rec minutes for further details, Board will review detailed letter from legal firm about this and proceed at May

meeting.

c. Proceed with Mike Prete to do repairs of south facing garage siding, Bldgs. 6 & 7: Juliet motions to accept his bid of \$5,850.00, Shirley seconds, all ayes, motion passes. Re garages, Suze asks Terry if he and Russ ever walked around to assess the damage mentioned to her at annual meeting by resident/owner of Unit 4-205 due to leak in fireplace flashing. Suze will get Fred's phone number so Russ can go follow up on this. **FOLLOW-UP FOR MAY: HAS 4-205 GARAGE LEAK DAMAGE BEEN ASSESSED?**

d. Recent thefts: Board gives Russ permission to post a note near the mailboxes about locking cars. **FOLLOW-UP: HAS NOTE BEEN POSTED?**

e. Rock and landscape west side of Bldgs 6 & 8: Mike Prete came in at almost half the price on his bid (\$5,900) compared to Emerald Isle (\$9,600). However, Board judges that Emerald Isle is better equipped for this type of grounds work. Juliet moves to hire Emerald Isle to do W side of 8 (at \$4,800), Vicki seconds, all ayes, motion passes.

f. Other: Regarding detached drain pipes, Terry did a walkaround and several were fixed. Russ will do another walkaround with Mike to fix any others. **FOLLOW-UP FOR MAY: ALL DRAIN PIPES NOW FIXED?**

X. New Business:

a. Juliet and Vicki's letter discussing violations did not get into the board package. It has been reviewed by Board members. Juliet will send it again to Russ (she had previously copied him; we need comment from legal representative, especially regarding fines, and a fines schedule should be established.

FOLLOW-UP: HAS A FINES SCHEDULED BEEN ESTABLISHED?

b. Board email set up: delayed until Russ sets up. He will be in touch with Board when problems are solved.

XI. Delinquencies – We have one owner with 7 units in arrears; Russ wants Board's approval to collect. Board gives approval. All delinquencies more than 90 days are now in collection.

Closed to the public. Executive Session

Privileged Attorney/Client Documentation, see Executive Session notes on file separately with Wehner Property Management.

XII. Terry White adjourned the meeting at 8:56 PM.

The Next Board of Directors Meeting is scheduled for Thursday, May 9, 2013.
Immediately following FMV Recreation Association's Board Meeting

Respectfully submitted by:
Vicki P. McConnell/Secretary

Amended

Four Mile Village CONDOMINIUM Association
540 S. Forest Street
BOARD MEETING

May 9, 2013, 2013 in the Clubhouse

(Time: To begin immediately following adjournment of the Four Mile Village Recreation Association's Board of Directors meeting)

AGENDA

- I. Meeting called to order at 7:52 by Juliet Post (since no acting President present).
- II. Roll Call – Board Members present: Juliet Post, Shirley Taylor, **Vicki McConnell** and **Suze Allen**. With four members present, a quorum is established.
Guest attending for Wehner Property Mgmt: Russ Wehner
- III. Election of President: Shirley Taylor motions to elect Beverly Chalmers as president, Suze Allen seconds, all ayes, Bev becomes new president.
- IV. Concerns of residents: Juliet wants to follow up regarding the multiple violations to FMV covenants that are occurring on the condo grounds, and she would like to walk the property with Veronica to verify the violations and get the warning/fine letters written. Russ will set this up.

FOLLOW-UP IN JUNE: DID JULIET AND VERONICA WALK THE PROPERTY TO VERIFY VIOLATIONS AND SEND OUT VIOLATIONS LETTERS TO RESIDENTS?

- V. Approval of Board Meeting Minutes for March 14, 2013 & April 11, 2013: Shirley motions for approval of amended minutes, Suze seconds, all ayes, minutes approved.
- VI. Emerald Isle Report - Presented by Jeff Ellis, see Rec minutes for details.
- VI. President's Report: none
- VII. Treasurer's Report - Russ Wehner for Bev Chalmers: In the April 2013 Budget Comparison Cash Flow (Cash) report, actual MTD operating expenses are \$2,000 over MTD budget, with net operating income approximately \$400 less than budgeted. The substantial out-of-budget item so far this year is legal fees, and Russ expects that to come back in closer to budget when collections are final.

- a. Approval of April, 2013 Financial Statements: Vicki motions to approve Treasurers Report, Shirley seconded, all ayes.

VIII. Manager's Report: comments from Russ by specific topics.

IX. Old Biz

- a. Rental Status Report: owner occ units at 70%, tenant occ units at 10%, 7 units open now. ~~Close to contacting waiting list late this month or early in June.~~
- b. Rules and Regs; tabled to June
- c. Repairs of S facing garage siding: (update by Russ) in process, ETA for finishing is weather dependent, Russ will verify that all boards will be stained at the same time.
- d. Recent Thefts: tabled to June
- e. Status of rock/landscape west side of Bldgs 6 & 8, Emerald Isle (REC)
- f. Other: Board discussion on fixing steps to 2-205. Vicki motions to pay for Mike Prete's repair, Shirley seconds, all ayes.

X. New Biz: none

XI. Delinquencies: all units with substantial delinqu are in collection.

Closed to the Public: Executive Session

- a. privileged attorney client documentation-none

XII. Adjournment

Meeting adjourned by Juliet Post at 8:39 PM.

Next Board of Directors Meeting: June 13, 2013
Immediately following FMV Recreation Association's Board Meeting

*As presented @ June 13 meeting
Juliet P. McConnell, Secretary*

Four Mile Village CONDOMINIUM Association

540 S. Forest Street

BOARD MEETING

June 13 2013, 2013 in the Clubhouse

(Time: To begin immediately following adjournment of the Four Mile Village Recreation Association's Board of Directors meeting)

MINUTES

- I. Meeting called to order at 7:45 PM by Bev Chalmers, President.
- II. Roll Call – Board Members present: Juliet Post, Shirley Taylor, **Vicki McConnell, Suze Allen, Dan Avjean**. With six members present, a quorum is established.
Guest attending for Wehner Property Mgmt: Rick Ingraham
- III. Officer Re-Assignment: Bev Chalmers verified acceptance of position of Board President, Suze Allen will take over duties in full of office of Treasurer.
- III. Concerns of residents
 - a. Wasp complaint by letter from owner in Bldg 10-101: Discussion included that previous bid from Animal Relocators indicated they don't start spraying until July, and bid was \$902 for first spray and \$85 per call starting in Aug to spray and remove all nests. Last year Board agreed to have nests removed on a case by case basis. But Board members report wasps are here now, early it would seem, and nests are being seen.

Vicki motions to have exterminator come to remove the wasps (Wehner will get 3 bids). Shirley seconds, all ayes, motion passes.

FOLLOW-UP IN JULY: STATUS ON BIDS RE WASP SPRAYING AND NEST REMOVAL?

b. Juliet Post expressed continued concern (as have previously been noted in meetings by other Board members) with Wehner's performance regarding requests by FMVCon and tenants with property issues; actions seem slow to be followed up on, or in many cases, not handled at all. Multiple emails are sent and not answered.

She also commented, and other Board members agreed, that enforcement by the Board with Wehner's assistance for tenant violations must be proactive. Rick Ingraham reviewed that reporting violations follows this procedure: written reports of violations must be sent

to Wehner, these must be verified by Wehner, then three warning letters go out before a fine is levied. If Board members issue the complaint, they will need to follow up on action taken if not contacted by Wehner about specific issues (rather than an assumption made that the matter has been handled).

V. Approval of May 9, 2013 Minutes: Suze motions to accept **amended minutes**, Juliet seconds, Dan abstains, all other ayes, minutes approved.

VI. Emerald Isle: see Rec Minutes for details.

VII. President's Report (Bev Chalmers)

Veronica and Bev walked grounds pinpointing the location of fire-safety violation chicken wire attached on back or side decks, and sent 3 violations letters (for Units 1-201, 9-104, and 8-201). Bev, Shirley and Vicki also walked grounds with Rick and Mike Prete to look at trash bin gates, between 2 & 3, 4 & 5, 6 & 7. Mike's going to get strap kits to repair them. Paint on ends of repaired garages will be done on day when not too hot, or raining, Mike thinks that will be finished this week. Some of the chimneys are looking ragged (re wood siding) so Mike Prete is preparing a bid to replace those, as well as his solution for chimney caps to prevent dripping. Sidewalks were also examined and Mike is bidding on minor repair to specific concrete areas that will include patching, cutting, and replacing small segments.

FOLLOW-UP IN JULY: HAS ALL CHICKEN WIRE BEEN REMOVED? IF NOT, HAVE SECOND OR THIRD WARNING LETTERS BEEN SENT OUT?

***HAVE TRASH BIN GATES BEEN REPAIRED? WHEN WILL THEY BE PAINTED, IF REPAIRED?**

***HAS MIKE PREPARED BID FOR ALL WORK DISCUSSED IN THIS WALK THROUGH?**

***HAVE ALL REPAIRED GARAGE SIDES BEEN PAINTED?**

Bev brought up the fact that in order to repair staircases, decks, and patios, the FMVCon HOA will need to get the 7th Amendment covenant changed. This was put on hold during the pending Brandon lawsuits. All owners will have to vote to approve this Amendment, even though the HOA has been doing the repairs on these external elements of the property for some time now. This specific Amendment was put to a vote previously, but because it was combined with another change, homeowners didn't pass it. Bev's suggestion: send out a letter from the Board explaining what the Amendment is, and why we need to change it. (If we don't, then individual owners will have to pay for these repairs.) Follow up that letter with door to door collection of votes by current Board members.

Bev will work with Trish of HindmanSanchez (legal counsel) and Wehner to get text of letter drafted and out in the next 7-10 days. Need 67 owners to approve a change, plus

mortgagees. Try to set a date by which we achieve the votes, and after that, we start sending out letters that tell the owners they must pay for these repairs under the existing covenants (if not amended).

FOLLOW-UP IN JULY: HAS THIS LETTER BEEN DRAFTED, WHAT DATE HAS BEEN SET FOR THE VOTES? WHEN WILL THESE LETTERS BE SENT OUT TO OWNERS?

Mike Prete is getting bid for 4 on-site charcoal grills with pads; Wehner needs to check with insurance company to see what liability the HOA would have if we added those.

FOLLOW-UP IN JULY: WHAT DID INSURANCE COMPANY SAY ABOUT HAVING CHARCOAL GRILLS INSTALLED ON THE PROPERTY IN TERMS OF DAMAGE/INJURY LIABILITY FOR FMVCONDO HOA?

***WHAT WAS MIKE PRETE'S BID TO HAVE THESE GRILLS INSTALLED?**

VIII. Treasurer's Report: Bev Chalmers

FMVCon Assn is under budget by \$800, from collecting fees. Legal fees have put FMVCon \$13,000 over budget in Administrative costs, and though recovery of legal fees is part of the litigation in which the Assn has been involved, these fees haven't been recouped as yet. Assn is also over budget on General Maintenance for buildings, and grounds are over budget due to snow removal. If we have snow in Nov and Dec, Assn will be significantly over budget for snow removal. Discussion by Board of liabilities with shoveling or not shoveling stairs, suggest a need to boost budget for snow removal at this year's annual meeting.

Cash flow budget for May 2013: Total operating expenses of \$24, 727.63, net operating income of \$5,577.51, for beginning balance of \$113,146.38 and ending balance of \$110,9217.86.

Juliet motions to accept May, 2013 Financial Statements, Dan seconds, all ayes, statements accepted.

IX. Manager's Report: Rick Ingram (No specific comments except Wehner's input to Old and New Business topic discussion, below).

X. Old Business

- a. Rental Status Report: Rick indicates that six more rental spaces are now available on the condo rental list.

Two chicken wire violators have not been contacted: 4-101 and 9-101, as of June 7. Additional rentals in question for legality are Alvarez Estate, unit 9-102 and continued status of Unit 2-103 where renter appears in place but owner denies knowledge of said renter.

FOLLOW-UP IN JULY: WHAT INVESTIGATION HAS BEEN CONDUCTED REGARDING THESE UNITS AND HAVE ADDITIONAL CHICKEN WIRE VIOLATORS BEEN SENT INITIAL WARNING LETTERS (VICKI EMAILED VERONICA ABOUT THIS, FIRST PART OF JUNE)?

b. Rules and Reg book: FMV legal counsel (HindmanSanchez) advises that the Greenbook needs further work (though crediting Bev's significant efforts to remove redundancies, etc.). Suggests separate documents be created for rec, condos, and townhomes. Further, the existing PDF files from which to begin this work have to be recreated as Word documents in order to utilize them to create the new and separate Greenbook documents. Board will continue to work with HindmanSanchez in this regard.

b. Status of rock and landscaping previously discussed near Buildings 6 & 8: Bev notes that the initial bid was \$10,000 from Swingle/Emerald Isle. She had a question as to whether Board previously passed acceptance of this bid. Discussion concluded that we had approved the bid (or at least use of Swingle as a tree specialist rather than Mike Prete who does more general contracting), but want to revisit actually proceeding with this landscaping until after we pay for legal fees, especially those related to passage of Amendment 7 (so that repairs to building exteriors can proceed).

d. Board Member email set up: Separate emails have been created for FMVCon Board members, and Rick will coordinate assignment of addresses and delivery of individual passwords to members.

e. Other: Rick did a property overview tour with Mike Prete to identify repairs that need to be made to condo buildings (stairs, decks, chimneys, trash bin gates, etc.), also attended by Bev, Shirley and Vicki (see above, President's Report). He also reported that FHA certification for FMVcondo Assn will expire March 2014; price from HindmanSanchez for recertification is \$2,950. Juliet motions to request HindmanSanchez to proceed with recertification process, Dan 2nds, all ayes, motions passes.

FOLLOW-UP IN JULY: STATUS ON PREPARATION OF FHA CERTIFICATION DOCUMENTS?

XI. New Business

a. Community BBQ grill installations: need to get further information from insurance company regarding liability for grills if fires/injury occur.

b. Parking (Towing and Monitoring): contract consideration for \$160/tow (even though we will attempt to recover that charge from owner) – Board will read the Wyatt Towing agreement and send Rick an email with comments/approval.

FOLLOW-UP FOR JULY: DID BOARD OFFER RICK ANY COMMENTS ABOUT THE WYATT TOWING CONTRACT?

c. Other: none.

XI. Delinquencies (no comments)

Closed to the Public – Executive Session

a. Privileged Attorney/Client Documentation – Report Presented by President

XII. The meeting was adjourned by Bev Chalmers at 9:13 PM.

Next Board of Directors Meeting: July 11, 2013
Immediately following FMV Recreation Association's Board Meeting