

FARMINGTON CHASE ASSOCIATION

January 27, 2009 ♦ 7:00 pm

Board of Directors Meeting

Farmington Chase Clubhouse

6:30 pm Welcome to the monthly Board of Directors Meeting, Coffee & Refreshments served

I. Call to Order

The meeting was called to order at 7:00 pm

II. Roll Call

Present: Charlene Langston, John Machowski, Paul Mancarella, Mary Jane Parlow, Bev Rackliffe, Joanne Spence, Kristin Violette, and Luz Wheeler. Bill Nardi of Imagineers was also present.

Absent: Ross Gottlieb

<u>Board of Directors – 2009</u>	<u>Unit #</u>
Paul Mancarella, President	#141
Mary Jane Parlow, Vice President	# 83
Charlene Langston, Secretary	#132
Ross Gottlieb, Treasurer	#137
John Machowski, Director	# 52
Beverly Rackliffe, Director	#144
Joanne Spence, Director	# 24
Kristin Violette, Director	# 53
Luz Wheeler, Director	# 28

III. Approval of Minutes from the November 18, 2008 Meeting

Motioned and seconded: John/Kristin. Approved Unanimously

IV. Approval of the Minutes from the January 25, 2009 Annual Meeting

Motioned and seconded (with edits to Executive Session Minutes as noted): John Machowski / Kristin Violette. Approved Unanimously

V. Audience to Visitors

- None

VI. Status of Outstanding Issues

- See Chart on page
- Discussions took place about the need for clarification regarding the reports provided by Imagineers to the Board (as discussed in September 2008) was discussed. **Action: The Secretary to research and clarify.**

VII. President's Report – The President shared a note of thanks from Ray Howland for holiday gifts.

VIII. Vice Presidents Report – No report.

IX. Committee Reports

- Maintenance Committee
 - i. Acknowledgement and thanks extended to the 2008 committee members – Ross Gottlieb, Charlene Langston, and Chip Howley. Welcome to the new 2009 committee members for 2009 – Bob Langston, Chip Howley, John Machowski, Bev Rackliffe, Charlene Langston, Chairperson.

FARMINGTON CHASE ASSOCIATION

January 27, 2009  7:00 pm

Board of Directors Meeting

Farmington Chase Clubhouse

Page 2 of 6

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- ii. Emergency repairs made to the underground wiring which controlled the common lighting near the sidewalk between Cluster 5 and the Club House parking lot.
 - iii. A special Meeting with Imagineers took place (Ross Gottlieb and Paul Mancarella) addressing the problems with snow removal this season. Snow removal services continue to be monitored (Imagineers required to be accountable for contractual services).
 - iv. Carpenter Ants – A follow-up call was made on January 23 to Braman Termite and Pest Elimination to obtain an update of the February 2008 proposal for Carpenter Ant treatment. The proposal price remains the same; and is compliant with the 2009 Budget for pest removal.
 - v. Efforts continue by Board members to help run the trash compactor each evening and on weekends on a scheduled basis.
 - i. Club House maintenance, as planned for the winter months, underway.
 - Installation of Pergo flooring with 25-year guarantee underway in small meeting room. Completion date targeted for end February 2009.
 - Replacement of moldy/missing sheetrock in the lower level of the Club House was completed. A punch list including thorough cleaning, minor repairs, and fresh painting - Target date for completion: end March 2009.
 - Overall Club House cleaning and maintenance will receive more attention.
 - Architectural Control Committee
 - i. No report
 - Audit Committee
 - i. A 3-month analysis was completed / overall summary - positive net income of \$8,183.87
 - ii. Various questions were raised regarding the 3rd quarter Income Statement Report.
Action: Bill Nardi to research and respond.
 - Landscaping Committee
 - i. No report. A monthly meeting took place recently.
 - Farmington Chase Newsletter
 - i. No report.
 - Website Committee
 - i. Updates continue.
 - Neighborhood Watch Committee
 - i. Parking compliance review – out of date. Revision to the list to be made in the spring. **Action: Bill Nardi to forward Mary Jane Parlow new Vehicle Lists.**
 - ii. No issues have been reported from residents of FC.
 - iii. Next meeting – end of March.

FARMINGTON CHASE ASSOCIATION

January 27, 2009 ♦ 7:00 pm

Board of Directors Meeting

Farmington Chase Clubhouse

Page 3 of 6

- Social Committee
 - i. December 6, 2008 Pot Luck Supper was a success.
 - ii. Alternate social events to be considered this year.
 - iii. Consideration for the Tag Sale – sell water, hot dogs → focus on using proceeds to benefit the community.
- Welcome Committee
 - i. Committee members: Maureen Howley, Joyce Mancarella, and Patty Sylvester.
 - ii. Total units visited/welcome during 2008 – 14
 - iii. Tenants have been included in the welcome process, as well as new owners.
 - iv. The committee presents a welcome letter, along with coupons donated by various local businesses, along with a copy of the Home Owners Manual.
- Sunroom Sub-Committee
 - i. Sunroom Sub-Committee members: Bob Langston-Chairperson, Chip Howley, Maureen Howley, Joyce Mancarella-Secretary.
 - ii. The Sub-Committee met 3 times during 2008.
 - iii. Sunroom specifications and guidelines from other communities and various vendors/manufacturers have been reviewed by the committee. Research continues.
 - iv. The Sub-Committee anticipates presenting proposed guidelines to allowing sunrooms at FC before summer 2009.
 - v. General comments evolved – with an emphasis on the possibility of a need for change to the Farmington Chase system of fines.
- Sub-Committee: Policy for Tag Sales/Estate Sales/Auctions
 - i. Recommendations
 - a. The annual community Tag Sale should be the only event for individual owners to conduct a Tag Sale, Estate Sale, or Auction.
 - b. No individual Tag Sale, no individual Estate Sale, and no individual Auction should be permitted at Farmington Chase because it does not serve the mutual benefit of all, as defined in the FC Bylaws and Declaration.¹
 - c. No exceptions shall be made to this policy.
 - ii. Motioned and 2nd: Accept as presented Kristin Violette /Mary Jane Parlow. Approved by a vote of 5 Yes, 2.No.

¹ This ownership is also subject to a number of restrictions and obligations. Each lot owner must pay his monthly maintenance assessment. If it is not paid, it becomes a lien on his lot and may be foreclosed like a mortgage lien. Each lot owner, his family and guests must comply with the rules, restrictions and regulations of the Association which are for the mutual benefit of all of the occupants of Farmington Chase.

FARMINGTON CHASE ASSOCIATION

January 27, 2009 7:00 pm

Board of Directors Meeting

Farmington Chase Clubhouse

- Committees for 2009

<p>Architectural Control Luz Wheeler Bob Langston Mary Jane Parlow</p>	<p>Maintenance Committee Charlene Langston, Chairperson Bob Langston Chip Howley John Machowski Bev Rackliffe</p>	<p>Web Site Committee Kristen Violette, Website Coordinator Charlene Langston</p>
<p>Audit Committee Ross Gottlieb, Chairperson Paul Mancarella Gus Nelson (Bill Nardi of Imagineers)</p>	<p>Management Committee Paul Mancarella, Chairperson Charlene Langston Mary Jane Parlow Joanne Spence</p>	<p>Welcome Committee Maureen Howley Joyce Mancarella Patty Sylvester</p>
<p>Landscaping Committee Luz Wheeler, Chairperson Casey Hines Cheryl Jankura Joyce Mancarella Kate O'Mera Beverly Rackliffe Patty Sylvester Nancy Tetro</p>	<p>Newsletter Charlene Langston, Editor</p> <hr/> <p>Social Committee Mary Jane Parlow Joanne Spence Patty Sylvester</p>	<p>Sunroom Sub-Committee Bob Langston, Chairperson Chip Howley Maureen Howley Joyce Mancarella</p>

X. New Business

- Financial Report

- i. Specific questions were raised and addressed on various points of the December 2008 Financial Reports.
- ii. Re: Check Disbursement Report – Dec 2008 – Check #: 00005526, Check Date: 12/5/08, Check Amount: \$52.99 – Reimbursement to Imagineers for Nextel Phone Battery. The BOD questioned the validity of FC paying for Imagineers property. **Action: subject to be discussed with Imagineers management at the Feb. 3, 2009 BOD Officer and Imagineers meeting.**

- Other Matters

- i. It was discussed and agreed that each committee should provide quarterly written reports each January, April, July, and October. Monthly reports from the committees who do such will continue. **Action: Quarterly reports to be presented by each committee.**
- ii. Satellite dishes – #22 post installation request to install satellite dish discussed. FCC Guidelines were reviewed. The BOD is in agreement that satellite dishes are to be permitted at FC pursuant to FCC guidelines. However, pursuant to the ACC Guidelines, the owner will be requested to submit the proper documentation.

ACC GUIDELINES – pages 20 & 22 of the Home Owner’s Manual

In order to maintain “Farmington Chase as a woodland community” ², the documents

FARMINGTON CHASE ASSOCIATION

January 27, 2009 ◆ **7:00 pm**

Board of Directors Meeting

Farmington Chase Clubhouse

Page 5 of 6

establishing Farmington Chase require any change to homeowner structures or land to be reviewed and approved by the Architectural Control Committee and the Board of Directors^{2, 3}. Changes to structures or lots may not be made until the changes have been approved.

² Declarations of Covenants and Restrictions, 1974

³ Bylaws, 1974

Courtyard (*in front of your unit*)

Need approval for "Any fabricated item extending above the surface of the earth and permanently attached to a structure or the earth" (Bylaws, Section 10, 1974).

Need approval for any fabricated item that is taller than the party fence (BD 7/9/02).

Action – Bill Nardi/Imagineers to send letter to owner.

XI. Adjournment

The meeting adjourned at 8:40 pm

Respectfully submitted, *Charlene Langston, Secretary*

FARMINGTON CHASE ASSOCIATION

January 27, 2009 7:00 pm

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Farmington Chase Clubhouse

ACTION POINTS / UNFINISHED BUSINESS

JANUARY 27, 2009

Task #	Date Initiated	Task	Action for	Date Due	Follow Up	Category
017	3/25/2008	Painting bids - obtain now in order to accurately forecast project into future budget(s) Note: scope of job includes painting in the entire community of garage doors & trim, garage side entry doors & trim, shed doors & trim, front privacy fences, rear pri	Bill Nardi	3/1/2009	2009 - SEEK NEW AND MULTIPLE BIDS - CLUSTERS 1, 2, 3 & 4 - YEAR ONE CLUSTERS 5, 6 & 7 - YEAR TWO	Bid/Proposal
033	6/11/2008	Call Comcast regarding open box and exposed wire at rear of Cluster 3 parking lot where it meets with Cluster 2 back yards	Audrey Kozma	2/24/2009	2009 - DOCUMENT FOLLOW UP WITH COMCAST BILL NARDI TO GET FIRM WITH COMCAST FOR SERVICE TO FC	Call Vendor
036	6/17/2008	Obtain pricing for removal of vegetation from tops of CL&P light poles.	BOD	ON HOLD	ON HOLD - Walgren proposal (Aug. 2008) came in at \$4,200 / BOD agreed to hold off to 2009. 2009 "WAIT & SEE" HOW IMAGINEERS PRUNING HELPS	Budget
037	7/2/2008	Bill Nardi to identify & report on violation fines. Imagineers to build a report or create a process to provide a monthly report.	Bill Nardi	2/6/2009	2009 - REPORT ON COLLECTION OF FINES NEEDED	Report
042	6/22/2008	Provide report to show money collected from violations / identify where the money is being put in the FC Financial Report	Bill Nardi	2/6/2009	2009 - REPORT ON COLLECTION OF FINES NEEDED	Report
043	6/22/2008	Provide report to show money collected by Maintenance Charge Backs / identify where the money is being put in the FC Financial Report	Bill Nardi	2/6/2009	2009 - REPORT ON COLLECTION OF FINES NEEDED	Report
044	1/27/2009	Clarification of reports that Imagineers is to provide Farmington Chase (Secretary Charlene Langston to clarify --> task to Bill)	Bill Nardi	2/3/2009	2009 - FC TO CLARIFY REPORTS / IMAGINEERS TO PROVIDE REPORTS	Reports
045	1/27/2009	Various financial report questions raised at 1/27/09 BOD Meeting. Bill Nardi to respond.	Bill Nardi	2/3/2009	1/30/09 - BILL NARDI / MARIO PASSACANTANDO TO RESPOND	Financials
046	1/27/2009	Bill Nardi/Imagineers to provide Vehicle Lists to NW Captain, MJ Parlow	Bill Nardi	1/30/2009	IMAGINEERS TO PROVIDE MJ PARLOW WITH VEHICLE LISTS BY 1/30/2009	Report
047	1/27/2009	Dec 2008 disperston to Imagineers in question - \$52.99 for nextel phone battery (Imagineers equipment)	BOD Officers	2/3/2009	FC BOD OFFICERS TO DISCUSS WITH M.BROGAN ON 2/3/2009	Financials
048	1/27/2009	FC Committees to provide BOD with Quarterly Reports (and/or monthly reports) each Jan-Apr-Jul-Oct	Committees		COMMITTES TO PROVIDE QUARTERLY WRITTEN REPORTS	Reports
049	1/27/2009	Imagineers to send follow-up letter to #22 Re: adherence with ACC Guidelines process	Bill Nardi	1/30/2009	IMAGINEERS TO FOLLOW UP WITH OWNER	Resident Correspondance