

FARMINGTON CHASE ASSOCIATION

March 24, 2009 ◆ 7:00 pm

Board of Directors Meeting

Farmington Chase Clubhouse

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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 6:58 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

III. Approval of the Minutes from the February 24, 2009 Meeting

Motion and seconded: John Machowski / Joanne Spence. Unanimously approved.

IV. Audience to Visitors

- #1A – Jan Rafaniello inquired about the possibility of re-installing the speed bump that was removed at the bottom of the Route 177 entrance. Following discussion regarding the pros and cons of the request, it was determined that the wisest course of events was to reconsider installing the speed bump when the main road is re-paved (which is expected to happen in the next few years).

V. Status of Outstanding Issues (see Attachment 1 - Action Items / Unfinished Business addendum)

VI. President's Report

- Luz Wheeler, new Treasurer, and Paul Mancarella met earlier in the month to transition and share information on the financial matters of the Association. Luz further commented on the positive state of awareness and active participation of the Association's budget and finances.

VII. Vice Presidents Report - None

VIII. Committee Reports

- **Architectural Control Committee**

- 1) Estate #10A request to install a shed. The ACC has met twice to discuss the details, and have gone back to the owner requesting more information. Unfortunately the information has been vague; therefore the ACC at this time is unable to make a definitive recommendation. [The ACC will continue to work with the homeowner and bring information back to the BOD.](#) The intent is to allow the owner to use his property without undue restrictions, however; there is concern that the proposed shed conform to the aesthetics of the community.
- 2) #79 requested and was approved for installation of a privacy fence in November 2008 – owner has informed the committee that Imagineers did not send approval letter. [Bill Nardi to send letter to owner immediately.](#)
- 3) #22 – installation of satellite dish – to date, neither the ACC, nor Bill Nardi, has received detailed specs as requested via letter from Imagineers dated February 26, 2009. ACC recommends that [Imagineers send homeowner another letter requesting specifications ASAP with notice of fine policy.](#)
- 4) #31 – installed an exterior, non-conforming conduit to house cable wires. It is understood that the new resident hired an electrician, who also installed underground wires and a junction box. Clearly a non-conforming issue that has been rejected in the past, especially since the installation of siding in 2000/2001 – [the owner to be notified by Imagineers to](#)

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return premises to original condition, and that proper procedures should be followed to request cable installation. It was noted that the professional cable companies that service the community are aware of the rule prohibiting exterior wires on the buildings.

- **Audit Committee**

- 1) Regular meetings to resume; tentatively one week before each scheduled BOD meeting. Committee members: Luz Wheeler, Paul Mancarella, Gus Nelson, and Bill Nardi.

- **Farmington Chase Newsletter**

- 1) April Newsletter to be the first roll-out of the introduction of an electronic newsletter (by email and by website). Discussion regarding the possibility of discontinuing paper copies took place – no definitive solution was reached at this time.

- **Landscaping Committee**

- 1) Reported that the winter months have been typically an inactive time for the committee. Weed killer has been purchased for the common gardens to be applied in the spring.

- **Maintenance Committee - Monthly Report**

- 1) Clerk of the Works to oversee the contract adherence of the painting. *Present situation:* no money budgeted for a Clerk of the Works, the committee *Recommends:* while the Superintendent oversees the day to day business of the painting contractors; committee members, [John Machowski](#) and [Bob Langston](#) volunteer to serve as Clerk of the Works for the community-wide painting project. Their status as long-time FC residents, professional background, experience as a member (and former member) of the BOD, and their previous employment as former Superintendents for FC, make them excellent candidates to monitor and report back to the BOD on this project. Upon discussion, the recommendation was approved by the BOD.
- 2) Potentially critical tree pruning
 - a. Purpose: identify critical tree pruning issues that are beyond the ability of Superintendent and Landscaping Company. Within 2009 Budget constraints, the committee recommends that specific areas of concern dictate that attention is needed for: pruning around CL&P poles, pruning dead limbs that are too high up for the Superintendent and/or Landscaping crew to attend to.
- 3) General community signage – upgrade signage as needed. Search cost-effective remedies.
 - a. Review pricing for smaller signs (Speed Limit sign, Stop Sign, etc.).
 - b. Reset poles where needed ([Action for Ray](#)).
 - c. [Ray to clean entrance signs with water only – not to be power-sprayed.](#)
- 4) Maintain and upkeep existing amenities, and develop/consider additional improvements as appropriate. Club House maintenance underway at this time.
- 5) Maintain the 2008 Goals.
- 6) Initial concerns included ideas to be developed during 2009 within budget constraints.
 - a. Speed bump repairs / general asphalt repairs (within limited budget). Continue cold patch repairs.
 - b. Line painting in parking lots (there was paint left in stock from John's time as

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superintendent).

- c. Inspect / maintain mailbox stations – pull staples, paint mailbox stations, replace as needed (approximately 7 mailboxes in stock in 2008).
 - d. Moss / mildew on roofs. *Recommendation* – install zinc shields for cabana and Club House. Moss/mildew on cabana and Club House roofs is bad – this would be a good area to experiment with the successfulness of zinc shields. ([Committee to price prior to making formal recommendation to BOD](#)).
 - e. [Maintenance Committee to meet with Ray and Bill Nardi prior to 2009 spring walk around](#) to discuss expectations of inspection standards.
- 7) Tennis Court Light Bid(s) – waiting for all responses. [Action item: Bill Nardi](#).
 - 8) Repair of curb damagers / Lawn damages from snow removal – [T.J. Slowkowski / Imagineers to schedule repairs and bear the cost of repairs](#).
- **Neighborhood Watch Committee**
 - 1) Meeting scheduled Wednesday, March 25 at 7:00 pm @ the Club House.
 - **Social Committee**
 - 1) Upon Patty Sylvester's return from Florida, the [committee will schedule a meeting](#) and develop suggestions for 2009; including the concept of the Association doing a cook-out during the annual Tag Sale as a money-maker for the Association.
 - **Sunroom Sub-Committee**
 - 1) The majority of the members of the Committee visited Farmington Woods on March 7th to review the styles of sunrooms in that community. The review resulted in favorable acceptance of one style in particular. The next scheduled meeting is March 25, at 6:30 pm.
 - **Website Committee**
 - 1) Quarterly report provided - The website continues to be a viable source of information for residents and non-residents alike. In addition, to the benefit of sharing and posting community news, the association is spared significant expense of preparing and mailing various documents throughout the year. The committee plans to continue the existing site as well as expand it according to the community's interest.
 - **Welcome Committee**
 - 1) Two welcome visits were made to date during 2009. The residents were receptive to the visits.
 - 2) Note – new tenants have moved into #87 and #55. [Need to get fact sheets from Imagineers \(with names\) for Welcome Committee and Newsletter Welcome](#).
 - **Review of 2009 Pool Rules** – 2009 draft Pool Rules as included in the 3/24/09 BOD package were discussed and accepted.
 - 1) [Pool Attendant search](#) – Greg Conti interested. Marcel Gonzalez not interested. Kara's availability restricted. Audrey Kozma's son to be asked if he has an interest – after which time it may be necessary to place an ad in the paper for a candidate.

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IX. New Business

- **Financial Report** – Paul reported that to date, the budget is stable. Paul added that the Association fee is expected to be raised in 2010 to incorporate the major cost of road repair. [Solicitation of bids to begin in April 2009 – Action: Bill Nardi.](#)
- General discussion, with no firm determination, took place regarding the pros and cons of doing the paving of the main road all at once or in sections. The action plan developed will help determine if the budget reserves can handle the paving, or if individual assessments will need to be imposed.
- It was noted that if the action plan is to stagger the paving throughout several years, the Association needs to be mindful of other potential capital improvements (i.e. – life of roofs of buildings will reach the life expectancy 15-20 year period around 2010-2017).
- **Other Matters**
 - 1) Questions about pest control budget allotment asked and answered. Line Item 5803 - \$16,500 covers the (already paid) termite cost for 2009 of \$9,847. It also covers (with a deficit of \$1,075) the 2009 cost of carpenter ant extermination. The carpenter ant payments are broken up into quarterly payments thought the fiscal calendar year. The termite payment is made in full at the onset of each fiscal year. [Maintenance Committee to speak to Braman regarding the option of effecting quarterly payments in 2010 for termite extermination](#) also.
 - 2) Hemlock spraying from Tim Lynch approved – to be done on main road at a cost of \$1087.00. – Motioned and seconded: Mary Jane Parlow / Joanne Spence. Unanimously approved.
 - 3) Painting Bid Review
 - Four bids for painting the entire community were received and reviewed.
 - i. New Look Painting - \$41,580 for entire community. Painting to start and be completed in 2009. FC to make payment over a 2-year period with no interest.
 - ii. Prime Touch - \$73,960 for entire community.
 - iii. Steve-N-Sons - \$107,300 for entire community.
 - iv. RPK Construction, LLC - \$138,404 for entire community.
 - Following Q&A and discussion, Motion and seconded to accept New Look Painting Inc. Bid Proposal at \$41,580 – painting to be completed in all clusters during 2009. To be paid for over period of 2 years (2009 and 2010) with no interest.
 - 4) Discussions took place regarding parking infractions involving habitual offenders without consistent adherence to the rules. It was duly noted that all members of the community need to obey the policies and rules in order to impose notice and fines on only some in the community.
 - 5) Discussions took place regarding the ineffectualness of the FC fine system. While \$25 fines may be effective for a parking infraction, a \$25 fine after-the-fact for a large un-approved architectural change is ineffective. It was noted that aside from legally changing the bylaws, amendment of the fee fining schedule is an option. The concept of developing a growing list of suggested bylaws amendments was again discussed. [The BOD members were tasked to bring a recommendation to the table at the April BOD meeting. Charlene Langston and](#)

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[Kristin Violette to keep a log of recommended bylaw changes.](#) Under consideration is the idea of making bylaw changes when a significant amount of change is developed, making the cost of hiring an attorney and filing changes more effective. [Bill Nardi action task: to research how to change rules and time schedules for doing so.](#)

- 6) Dumpster issues – following discussion and direction at the last BOD meeting, BOD members were again reminded that it is an insurance liability for anyone to pull items out of the dumpster (commonly know as “dumpster diving”). Direction was again given that no member of the BOD or community should “dumpster dive” – but instead should wait on Ray Howland’s return to work to take care of the situation. The liability of an insurance claim should someone get hurt is greater than the worry about an item in the dumpster.
- **Adjournment**
 - **Executive Session**

The meeting adjourned at 8:40 pm

Respectfully submitted, *Charlene Langston, Secretary*

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Attachment 1

Action Items / Unfinished Business as of March 24, 2009

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Task #	Date Initiated	Task	Action for	Date Due	Follow Up	Category	Status (updated 3/24/2009)
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		cancel this item - refer to 038	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		8/26/08 - Imagineers to provide	Report	ONE TIME REPORT REQUESTED
046	1/27/2009	Bill Nardi/Imagineers to provide Vehicle Lists to NW Captain, MJ Parlow	Bill Nardi	1/30/2009		Report	
048	1/27/2009	FC Committees to provide BOD with Quarterly Reports (and/or monthly reports) each Jan-Apr-Jul-Oct	Committees		1/27/09 - Reports due from: ACC, Audit, Landscaping, Social, & NW Committees	Reports	
050	2/6/2009	"Email Tree" – Imagineers to gather email addresses of residents and create a distribution list for the entire community. Email will be a source of communications to the community	Bill Nardi			Email	
051	2/24/2009	Obtain (3) bids for the repair of the tennis court lights.	Bill Nardi	3/15/2009		Bid/Proposal	
054	1/27/2009	FC Committees to provide BOD with Quarterly Reports (and/or monthly reports). Qtrly Re due Jan-Apr-Jul-Oct	BOD			Reports	
054	3/24/2009	#79 requested and was approved for installation of a privacy fence in November 2008 – owner has informed the committee that Imagineers did not send approval letter.	Bill Nardi	3/31/2009	Bill Nardi to send letter to owner immediately.	ACC Letter	
055	3/24/2009	#22 – installation of satellite dish – to date, neither the ACC, nor Bill Nardi, has received detailed specs as requested via letter from Imagineers dated February 26, 2009.	Bill Nardi	3/31/2009	Imagineers send homeowner another letter requesting specifications ASAP with notice of fine policy.	ACC Letter	
056	3/24/2009	#31 – installed an exterior, non-conforming conduit to house cable wires.	Bill Nardi	3/31/2009	Owner to be notified by Imagineers to return premises to original condition; proper procedures should be followed to request cable installation.	ACC Letter	
057	3/24/2009	Clerk of the Works to oversee the contract adherence of the painting.	B. Langston/J. Machowski		John Machowski and Bob Langston volunteer to serve as Clerk of the Work for the community-wide painting project.	Vendor Monitoring	
058	3/24/2009	Repair of curb damagers / Lawn damages from snow removal – T.J. Slowkowski / Imagineers to schedule repairs and bear the cost of repairs.	Imagineers			Repairs	
059	3/24/2009	Identify new tenants - #87 and #55.	Audrey Kozma	3/27/2009	Need to get fact sheets from Imagineers (with names) for Welcome Committee and Newsletter Welcome.	Reports	
060	3/24/2009	Pool Attendant search	Bill Nardi	5/15/2009		Pool Attendant	
061	3/24/2009	Seek bids for road repair (bid breakdown by 1) main road and 2) cluster by cluster	Bill Nardi	7/19/2009	Have all bids ready to review by June 2009 meeting to question, vote on, and incorporate into 2010 budget as needed	Bids	
062	3/24/2009	Speak to Braman regarding the option of effecting quarterly payments in 2010 for termite extermination	Charlene Langston	4/28/2009	Inquired by email on 3/25/09 - waiting for Braman response.	Financial	
063	3/24/2009	Amendments and Bylaw changes	each BOD member	4/28/2009	Each BOD member tasked with bringing a recommendation to the table at April BOD meeting	Bylaws	
064	3/24/2009	Develop a growing list of suggested bylaws amendments (ongoing project)	Charlene/Kristin		Charlene Langston and Kristin Violette to keep a log of recommended bylaw changes.	Bylaws	
065	3/24/2009	Amendments and Bylaw changes	Bill Nardi	4/28/2009	Bill Nardi action task: to research how to change rules and time schedules for doing so.	Bylaws	