


# FARMINGTON CHASE ASSOCIATION

April 28, 2009  7:00 pm

## Board of Directors Meeting

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6:30 pm Welcome to the monthly Board of Directors Meeting

I. Call to Order

The meeting was called to order at 6:58 pm

II. Roll Call

Present: Ross Gottlieb, Charlene Langston, John Machowski, Paul Mancarella, Kristin Violette, and Luz Wheeler. Bill Nardi of Imagineers was also present.

Absent: Mary Jane Parlow

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

Motion & seconded: John Machowski / Luz Wheeler. Approved unanimously.

IV. Audience to Visitors - None.

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

VI. President's Report – President, Paul Mancarella, expounded briefly on the status of the operating budget; explaining that the Association is working within the 2009 Budget parameters.

VII. Vice Presidents Report – not present.

VIII. Committee Reports

- Architectural Control Committee

- i. Unit #133 – request to dig hole in basement concrete floor and install line for drainage pipe from basement to outdoors. ACC requested more detail from owner and expressed concerns about drainage into adjoining yards and questions of insurance liability.
- ii. Estate #10A – no further communication has been received from owner regarding further info for ACC members to review.
- iii. Unit #99 – front door replacement (standard compliance) requested and approved by ACC.
- iv. Unit #36 – request for heating/AC exchange unit. ACC recommendation to approve.

**ACTION: IMAGINEERS SEND APPROVAL LETTER TO OWNER**

- Audit Committee

- i. Treasurer, Luz Wheeler, gave a general summary of the state 2009 Budget, adding that all was in order.

- Farmington Chase Newsletter – currently emailing newsletter to approximately 80 residents who now participate in community email communications. Paper copies of newsletters will be distributed to non-email users (only). The Secretary, Charlene Langston, continues to collect email addresses and shares that info with Imagineers. The intent of email communications vs. paper copies – slowly merge into email communications and away from paper copies as much as possible.

- Landscaping Committee - Committee has completed application of weed deterrent. They will purchase another 10 bags of weed deterrent to be used throughout the year, and store until ready to use in the maintenance garage. Luz Wheeler also advised that the Landscaping Committee will take care of the spring pool area gardens this year. Funds for the spring pool gardening will come out of the General Grounds & Tree Work (line item 5600) portion of the Budget as usual.

- Maintenance Committee – Topics reviewed included:

- Play scape - Have Ray secure the play scape and check roof/tree house for integrity. Recent activity (again) inside the large cement cylinders was noticed during Easter weekend. A Board member spoke to the children at that time. Discussion took place about possible removal of the cylinders, and/or painting the cylinders with caterpillar graffiti would enhance the area.

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- Termite Extermination - Four termite inspections during 2009 will take place. The first inspection is scheduled for a 2-day period starting May 24. Preliminary post-winter inspections of the condition of bait traps took place by Braman Extermination on March 31. Broken bait stations were replaced. General spring clean-up was completed, including baiting some of the bait stations. Braman is working with FC to provide quarterly 2010 invoicing for Termite Extermination rather than a hefty one-time payment yearly. Committee will forward quarterly invoicing to Treasurer and Audit Committee.
  - Walk-Around Inspections - 2009. Committee members Charlene Langston, John Machowski, and Bob Langston met with Bill Nardi and Ray Howland on April 17 to review walk-around standards for 2009. Inspections to take place and be completed in the month of May by Bill Nardi and Ray Howland. Inspection sheets to be provided to Committee Chairperson for brief review - and then forwarded to Imagineers / Audrey to communicate issues with owners following receipt of inspection sheets.
  - CL&P Poles - Ross Gottlieb reported that CL&P has refuted responsibility to straighten the leaning CL&P poles in the community. **ACTION: BILL NARD TASKED TO HAVE T.J. SLOWKOWSKI (with John Machowski and/or Bob Langston) to take an inventory of light poles damaged by snow plows.**
  - New Look Painting Company. John Machowski & Bob Langston (volunteer and uncompensated Clerks of the Works for the painting project) and Bill Nardi met with New Look on April 27. New Look anticipates completing the painting in the whole community to be a 2-week project. New Look will power wash, and will paint all wood and metal surfaces (deck flooring, wrought iron fences, and front doors continue to be a home owner responsibility). They will also paint the mail box stations. Spray method used where possible with caution of over spraying and windy conditions. Combination of methods (roll, spray, brush) will be used. Painters were cautioned to be careful of home owner's gardens and plantings. Start date to be announced - communications to residents will be sent by a variety of methods: email/Imagineers notice/notice from New Look.
  - Critical true pruning. Various specific trees in the community have been brought to attention of the Committee and the Management Committee as presenting a danger and liability to the Association - appropriate actions and review is on-going. Projects involving unexpected costs to be reviewed when recommendations are finalized.
  - Maintain and upkeep existing amenities.
    - ~ The Club House repairs are nearly completed. It was noted that the tile flooring and bathroom fixtures in the Club House are old and "tired". Future updating of fixtures and flooring should be considered.
    - ~ Pool and patio area are being prepped and made ready to open, including installation of federally required drain cover.
    - ~ Sign Poles - Ray Howland to reset small community sign poles (straighten poles).
    - ~ Cold patch repairs continued and on-going.
    - ~ Parking lot line painting will be done in the community by Ray Howland.
  - Neighborhood Watch - meeting took place on March 25. Only 3 members attended. No meeting planned at this time - Mary Jane Parlow to schedule a meeting depending on events and need.
  - Social Committee - no report (previously reported a meeting to be scheduled when 3<sup>rd</sup> committee

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member returns from Florida - will develop 2009 suggestions at that time).

- Sunroom Sub-Committee – met on April 22 - continuing to develop a list of specifications and guidelines. Next meeting in May. Anticipate sharing recommendations with the BOD in June.
- Website Committee – no report.
- Welcome Committee – Committee members contacted 2 tenants and one new owner by note. Will contact by telephone soon if no response is received. It was noted that the Secretary will provide the Committee with Imagineers Fact Sheet to add in the packet as a back-up to obtaining contact information and other critical information of residents. **ACTION: IMAGINEERS TO TAKE A MORE PRO-ACTIVE APPROACH TO FOLLOWING UP ON NEW RESIDENTS (reach out by email or regular mail to non-resident owners when new tenants move in).**

### IX. New Business

- Financial Report
  - i. The President repeated that the Association finances are in good shape and on-target with 2009 Budget parameters at this time.
  - ii. Investments - Status of Smith Barney and Webster Bank money market account discussions took place. Questions included: Who oversees the accounts? Does the BOD have copies of the agreements? Have we lost money with Smith Barney because of their current state? Who was watching the downturn of the economy in regards to the Association accounts? How and when did the Association determine what banks to utilize? Are monthly / quarterly / year-end performance reports provided to BOD members and reviewed? What do Smith Barney and Webster do for us? **ACTION: ROSS & ILYSE GOTTLIEB TO REVIEW MONEY MARKET ACCOUNT STATUS / REPORT BACK TO BOD.**

It was explained that the Webster money market account was a previous agreement developed in conjunction with siding assessment collections – which are deposited in the account and paid from the account. **ACTION: BILL NARDI TO PROVIDE BOD WITH DOCUMENTATION FROM WEBSTER & SMITH BARNEY and PROVIDE PERFORMANCE REPORTS and 12/31/08 YEAR END STATEMENTS.**

- iii. Violation Reports - general concerns and questions were discussed regarding the need for clear documentation and follow-up results regarding violations and fines imposed. **ACTION: BILL NARDI TO PROVIDE BOD WITH MORE CONCISE FOLLOW-UP ON VIOLATIONS/FINES.**
- Other Matters - Areas of the community that need repair and/or attention:
  - i. Grassy island near garage needs fill (maybe use river rock)
  - ii. Water fountain - look into repairing it and re-installing fixture
  - iii. 4 x 4 sticking out of the ground on main road near Cluster 6 needs removed
  - iv. Interest was expressed regarding review of the Tomasetti, Kulas & Company contract. **BILL NARDI TO PROVIDE BOD WITH AGREEMENT AND/OR SERVICES PROVIDED BY TOMASETTI, KULAS & COMPANY**

### X. Adjournment

Meeting adjourned at 8:20 pm

Respectfully submitted by *Charlene Langston, Secretary*

**FARMINGTON CHASE ASSOCIATION**  
**April 28, 2009** ◆ **7:00 pm**  
**Board of Directors Meeting**

**Attachment 1**      **Action Items / Unfinished Business as of April 28, 2009**

Task #	Date Initiated	Task	Action for	Date Due	Follow Up	Category	Status <i>(updated 4/28/2009)</i>
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 ONE TIME REPORT REQUESTED	Report	<b>Outstanding</b>
051	2/24/2009	Obtain (3) bids for the repair of the tennis court lights.	Bill Nardi	3/15/2009		Bid/Proposal	2 bids received - question asked - why taking so long?
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	Imagineers sent letter
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	Curbs marked for repair - work underway
059	3/24/2009	Identify new tenants - #87 and #55. <b>Need to refine this process and streamline communications between Imagineers and FC.</b> #87 – tenant – Hector Pulidos #55 tenant – Anne Doize	Audrey Kozma	3/27/2009	Need to get fact sheets from Imagineers (with names) for Welcome Committee and Newsletter Welcome.	Reports	Imagineers to streamline project
060	3/24/2009	Pool Attendant search	Bill Nardi	5/15/2009		Pool Attendant	Underway
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	Need for June meeting for Budget planning
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	Braman has agreed - and is to provide draft for 2010 invoicing for the benefit of the Audit Committee
067	4/28/2009	#36-send letter of approval for Heating & AC Exchange Unit	Bill Nardi				
068	4/28/2009	Imagineers to take inventory of CL&P Poles damaged by snow removal	Bill Nardi				
069	4/28/2009	Imagineers to take a more proactive approach to following up on new residents (reach out to owners by email and/or letter rather than wait for owners to notify of tenants)	Bill Nardi / Audrey				
070	4/28/2009	Imagineers to provided BOD (Ross & Ilyse Gottlieb to do initial research) with money market account details from Smith Barney and Webster	Bill Nardi				
071	4/28/2009	Imagineers to provide BOD (Ross & Ilyse Gottlieb to do initial research) with agreement with Tomasetti, Kulas & Co.	Bill Nardi				
072	4/28/2009	Imagineers to provide BOD with more detailed report on follow-up for violations/fines.	Bill Nardi				