

# FARMINGTON CHASE ASSOCIATION

June 23, 2009 ◆ 7:00 pm

## Board of Directors Meeting Agenda

Farmington Chase Clubhouse

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- I. Call to Order  
The meeting was called to order at 7:00 pm
  - II. Roll Call  
Present: Karen Gantt, Charlene Langston, Mary Jane Parlow, Paul Mancarella, Charlie O'Mara, and Luz Wheeler. Bill Nardi of Imagineers was also present.  
Absent: Ross Gottlieb, John Machowski, and Kristin Violette
  - III. Approval of the Minutes from the May 26, 2009 Meeting  
Motioned and seconded: Charlie O'Mara / Mary Jane Parlow. Approved unanimously
  - IV. Audience to Visitors
  - V. #14 – Questioned sunroom additions within the community and expressed concern that it was an important issue that could propose architectural changes. The President explained that there is a sub-committee investigating the possibility of allowing the addition of sunrooms. When the sub-committee presents their recommendation, the community will have the opportunity to hear the research, the recommendation, and voice their opinion.
  - VI. Status of Outstanding Issues (see Attachment 1 - Action Items / Unfinished Business addendum).
  - VII. President's Report – Complex undergoing painting at this time by New Look Painting Company.
  - VIII. Vice Presidents Report – No report.
  - IX. Committee Reports
    - **Architectural Control Committee**  
Unresolved Requests
      1. **#10-A: . Shed/Garage installation** – No new discussion since last report. No response from owner. ACC to table request until homeowner responds to ACC questions.
      2. **#47:** Homeowner had **patio blocks and sand delivered** from Lowe's. To date the ACC has not received any request for exterior change. Imagineers sent letter to owner (5/27/09) with no response from homeowner to date.
      3. **#133: Gravity Pipe/Sump Pump.** No new discussion since last report. Email correspondence ongoing. Homeowner to get info from contractor. ACC to respond to two questions/comments homeowner asked.  
Recommendation for Approval
      1. **#56: Garage Side Door.** ACC met in person to discuss request for the installation of a non-standard 6-panel fiber glass door. 6-panel doors have not been approved by the Board, but have been installed in a few units at FC (in 2006/2007 due to a misconception regarding the unavailability of flush steel doors). ACC recommendation: approve 6-panel style door – and add 6-panel door as an approved style (in addition to the flush steel door) as an option for garage side door replacement. After much discussion a motion was made and seconded to approve the 6-panel side garage door as a standard side garage door choice(in addition to the flush steel door) . Motioned and seconded: Mary Jane Parlow / Karen Gantt. The motion was put to a vote and approved.
      2. **#70: Garage Door Replacement.** Provided that the homeowner sticks with the proposed door, the ACC recommendation: approve request. BOD approved this request.

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It was noted that the ACC posted revised Guidelines for ACC requests on common mailboxes earlier this month. The guidelines were also emailed to FC owners. The committee will meet once a month to review requests on a monthly basis for presentation to the BOD.

It was further agreed that all ACC requests should be submitted in the ACC Request mailbox at the maintenance garage (and not to the personal mailboxes or doors of ACC members).

- **Audit Committee** – No report. Committee hopes to meet on the 2<sup>nd</sup> Tuesday of each month; dependent on receiving the report on time from Imagineers. **ACTION: Imagineers to send report during the first week of each month.**
- **Farmington Chase Newsletter** – Email distribution list still growing and being utilized. Newsletter continues to be published once a month.
- **Landscaping Committee** – No report.
- **Maintenance Committee**
  1. Painting Update – Painters on site; overall the progress has been professional and the painters have been considerate of the community. Clusters 7, and 6 are completed. Working on Cluster 5 and 4 now – almost done and ready to move to Cluster 3.
  2. CL&P Poles – **ACTION:** (from April 28 BOD Meeting): **Bill Nard and T.J. Slowkowski tasked to take an inventory of light poles damaged by snow plows. Task outstanding.**
  3. Zinc Strips – Imagineers tasked with the project to install zinc strips on Club House and Cabana to deal with the mold issue on the roof of both buildings, and to see if this solution will work in selected trouble spots of the community. **ACTION: Imagineers to order / Ray to install.** As of the date of this report. (If the solution works and is cost effective, this topic will need to be added to the 2010 Budget projections). STATUS: ON ORDER.
  4. Maintain and upkeep existing amenities
    - a. Sign Poles – Ray has re-installed existing signs which resulted in the straightening and refreshing sign poles in community for better aesthetics. Next steps – straighten the arrow sign poles on the Route 6 entrance.
  5. Walk-Around Inspections - 2009. All Clusters were inspected between May 8<sup>th</sup> and June 10<sup>th</sup>. Imagineers has not completed the notification letters to owners, nor the task list for the superintendent and for Imagineers generated by the inspections. Dissatisfaction was expressed regarding the incomplete status of the project and failure to live up to the contract promise of completion of the project by May 31<sup>st</sup>. **Task outstanding. ACTION: Imagineers to complete notice letters to owners. Imagineers to provide list of action items generated by inspections.**

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6. Road Paving Bids

Contractor	Entrance from Rte 6 to first speed bump (incl. curbing)	Entire main road	Curbing	Entire main road with curbing total
Martin Laviero Contractor	\$34,018.00	\$123,220.00 (overlay)	\$39,788.00	\$163,008.00
C&C Landscape Construction	\$48,500.00	\$227,000.00 (crush & grind with new surface)		\$227,000.00
Statewide Paving	\$46,000.00	No bid	\$600.00	No bid
Central Sealing Company	\$25,720.00	No bid		No bid

Bid results (above) that were included in the June Board package were reviewed. An additional bid for individual Cluster repaving was provided at the meeting; ranging from \$26,808 to \$56,391 per cluster. It was agreed that an in-depth discussion on the subject of repaving the roads, as well as a drafting the cost into a future proposed budget is necessary. No decision was reached. **ACTION: more discussion to take place.**

- **Neighborhood Watch Committee –**
  - i. There have been some issues in specific clusters of the neighborhood – the NW is dealing with police on a as-needed-basis.
  - ii. A letter from Southwest Village was received; requesting FC notify residents “not to come onto Southwest Village property due to a recent break-in and because the property is private”. **ACTION: Bill Nardi was directed to acknowledge receipt of the letter and explain that Southwest Village should contact police directly for any trespassing issues.**
- **Social Committee –**
  - i. The 2009 Tag Sale was successful. The “tag sale” dumpster this year posed no problems and was sufficient for the community’s use. After advertising invoices are paid, it is expected that there will be money left over to purchase something to contribute to the community.
  - ii. 2009 Community Social Event – the Committee is hopeful about scheduling an event at the end of summer.
- **Sunroom Sub-Committee**
  - 1. General questions from Board members and the audience were addressed.
  - 2. The Committee met on June 17 with Better Living Patio & Sunrooms (Dean Burhoe) Presentation favorably received by the committee as experienced and professional.
  - 3. The July meeting of this committee will include editing the Proposed Design Review Handbook.
- **Website Committee –** No report.
- **Welcome Committee –** No report.

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X. New Business

- Financial Report – item in question: 08/09 budget hit of entire \$41,000 for painting vs. spreading out the payment schedule as contractually agreed upon in years 2009 through 2010. **ACTION: Bill Nardi directed to review with Imagineers Accounting.**  
The President explained that preliminary review of the YTD budget showed; due to unexpected expenses (i.e.: underground electrical wire repairs), the Association finances are expected to end in a deficit of \$10,000-\$12,000 (assuming the \$41,000 hit to the budget is re-calculated and spread over a payment plan of 2 years).
- Other Matters
  1. Club House Rental Guidelines – After discussion of a recent rules infraction while a resident rented the Club House (use of the pool by guests of a party), and review of the Guidelines for use/reservation of the Club House (which does not include the pool), it was determined that the deposit will be returned minus a fine of \$25 for the rule violation. **ACTION: Imagineers to return deposit and impose fine.**
  2. Board of Director’s Communications – It was noted that the recent requirement for committee reports has contributed to better communications. However, there remains a question about decisions made by a single board member without discussion or communications with the rest of the Board. It was agreed that occasionally urgent issues may need immediate attention; however, non essential issues should be discussed by the board members.  
→It was further agreed that the 2 new NO PARKING signs on the Club House front brick walls will be removed. One sign will be made into a portable sign and installed in front of the Club House when rented.
  3. Bill Nardi on vacation – July 24 through August 8. **ACTION: Bill Nardi to advise availability in July – followed by notice from the Secretary to BOD members (for the possible rescheduling of the July BOD meeting).**
  4. Budget Planning – Review of line items / maintenance items to be included in the 2010 Budget. **ACTION: The Secretary to email BOD members the list of proposed line items/maintenance items from last year.**  
**ACTION: BOD members to review the list and comment on suggested topics to be included in the draft 2010 Budget.**

XI. Adjournment

The meeting was adjourned at 8:28 pm

Respectfully Submitted, Charlene Langston, Secretary

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**Action Items / Unfinished Business – June 23, 2009**

Task #	Date Initiated	Task	Action for	Date Due	Follow Up	Category	6/23/09 Status
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			Report	Outstanding
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	Outstanding
046	1/27/2009	Bill Nardi/Imagineers to provide Vehicle Lists to NW Captain, MJ Parlow	Bill Nardi	1/30/2009		Report	Outstanding since 1/27/09
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	Ongoing (report provided at 6/23/09 meeting)
073	6/23/2009	Imagineers to send financial report during the first week of each month	Mario P./Bill Nardi			Reports	
074	4/28/2009	Bill Nardi and TJ Slowkowski to take inventory of CL&P poles damaged by snow plows.	TJ / Bill Nardi			Repairs	
075	5/26/2009	Imagineers / Ray Howland to order zinc strips and mold-be-gone solution --- and install on Club House and Pool Cabana roof tops	Bill Nardi / Ray Howland	6/23/2009		Maintenance	
076	5/1/2009	OUTSTANDING/INCOMPLETE: Imagineers to complete notice letters to owners from walk-around inspections. Imagineers to provide a complete list of action items for the Association and for Imagineers (generated by the inspections)	Bill Nardi / Audrey Kozma	5/31/2009		Yearly Inspections	
077	6/23/2009	Road Paving Bids - BOD meet for in-depth discussion to develop road paving plan of action	BOD	8/1/2009		Budget Planning	
078	6/23/2009	SW Village letter (asking that FC notice residents to stay off SW Village property). Bill Nardi directed to acknowledge receipt of letter and explain that SW Village should contact police directly for any trespassing issues.	Bill Nardi	6/24/2009		Communications	
079	6/23/2009	Budget item on 08/09 financial report - Bill Nardi to review with Imagineers Accounting. Goal: spread \$41,000 payments to New Look Painting over a period of 2 years (vs. full hit of \$41,000 on the June 2009 Report)	Bill Nardi	7/1/2009		Financials	
080	6/23/2009	Bill Nardi to provide scheduling availability for possible re-schedule of July 2009 BOD meeting.	Bill Nardi	6/24/2009		Scheduling	
081	6/23/2009	Charlene Langston to notice BOD members of proposed alternate July meeting dates	Charlene/BOD	7/1/2009		Scheduling	
082	6/23/2009	Charlene Langston to provide BOD members (via email) list of proposed line items/maintenance items to be included in the 2010 Budget	Charlene	7/1/2009		Reports/Budgeting	
083	6/23/2009	All BOD members to review list of proposed line items/maintenance items to be included in the 2010 Budget planning -- BOD members should respond to all BOD members with comments	BOD Members	7/1/2009		Budget Planning	