

FARMINGTON CHASE ASSOCIATION

July 28, 2009 7:00 pm

Board of Directors Meeting

Farmington Chase Clubhouse

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I. Call to Order

The meeting was called to order at 7:04 pm

II. Roll Call

Present: Karen Gantt, Ross Gottlieb, Charlene Langston, Mary Jane Parlow, Paul Mancarella, Charlie O'Mara, and John Machowski.

Absent: Kristin Violette, Luz Wheeler, and Bill Nardi of Imagineers

III. Approval of the Minutes from the June 23, 2009 Meeting

Motioned and seconded: John Machowski / Charlie O'Mara. Approved unanimously

IV. Audience to Visitors

- Stu Simon, #14 – suggestion: community should be noticed during sunroom subcommittee period of research. The President explained again that a number of residents asked about the possibility of allowing sunrooms. Residents will have an opportunity to hear and respond to the outcome of the research. Residents will be notified in advance – and will be fully informed and have time to respond. The Vice President explained the topic has come to the attention of the BOD before and not agreed to. She also explained that due diligence is being researched, and full disclosure will be made to the community. Mr. Simon suggested a referendum.
- #133, John & Melissa Garvin – with contractor John Van Buren of Affordable Home Systems. Presented documentation of a pending ACC request to install a gravity pipe. John Van Buren reviewed the gravity pipe system, answered questions about installation, and offered an opinion regarding the topography of the property and the nature of water flow. Mr. Van Buren informed the BOD that he would not guarantee this solution, but would guarantee to installation of the product. Mr. Van Buren explained that the discharge pipe would be installed 18 inches under the basement and be exposed at the end of a 10 foot pipe from the end of the basement wall.

V. Status of Outstanding Issues

1. In the absence of Bill Nardi, the BOD was unable to go over the action items and status of outstanding issues. **ACTION: PAUL MANCARELLA TO FOLLOW UP WITH BILL NARDI REGARDING STATUS OF ACTIONS; ESPECIALLY LONG STANDING ISSUES.**

VI. Committee Reports (*note: Q2 2009 committee reports presented*)

1. Architectural Control Committee

Unresolved Requests

- **#10-A:** No new discussion since last report. Shed-Still no word from homeowner. ACC to table until homeowner responds.
- **#47:** Letter was sent (5/27) with no response from homeowner. Homeowner had patio blocks and sand delivered from Lowe's. To date the ACC has not received any request for exterior change. Audrey was asked (5/26) to send a letter to homeowner. Audrey will send letter to Kristin before sending to homeowner.

For Discussion

- **#133:** Gravity Pipe/Sump Pump. Status report prior to this meeting: Diagram from contractor was received. ACC had several questions – and sent an email with questions as well as asking the homeowner and contractor to be present at the next Board meeting. ACC comments: installation of the system is not a decision to make lightly. There are considerations regarding the integrity of the foundation of the entire building, liability - current and future, erosion, etc. are still a concern of the committee. Recommendation: the Board is given a formal presentation of the proposal as well as hearing the ACC concerns.

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Recommendation for Approval

- **#75:** Front Door Replacement. This was approved immediately because of safety concerns. The accepted door varieties were sent to homeowner. Letter needs to be sent by Imagineers to keep on record.
- **#84:** Installation of Privacy Fence. Recommendation: If approval of the fence is granted, it should be at the homeowner's expense provided all guidelines are met. Approval must include specifications for dimensions, including information on top and side boards (2x6) as well as 8" shiplap siding. The BOD tabled discussion on this request until Executive Session.
- **#91** Storm Door approved.

Recommended for Denial

- **#18:** Satellite Cable. Homeowner would like to install satellite dish. ACC has provided guidelines. Homeowner explained that it would be free standing but would be two stories high. ACC wrote email explaining the 6' limitation on free standing poles.
- **#99** – Satellite Dish denied due to non-conforming specifications for height.

2. Audit Committee

- i. The budget for 2010 in draft stages – discussion tabled until Executive Session. Final draft to be presented at the September meeting to the community. The President added that we will need to watch expenses closely through the end of the fiscal year.

3. Farmington Chase Newsletter

- i. The FC Newsletter continues to be published once a month – distributed the end of each month. The newsletter continues to be posted monthly on the FC website.
- ii. Approximately 50% of the owners have subscribed to be included in the FC email community – and receive the newsletter by email rather than paper copy. Paper copies are distributed to those in the community who have not provided an email address. The August FC Newsletter will post an encouraging reminder to owners to provide email addresses in order to receive the newsletter and important community messages in hopes of cutting back on the need for paper copies.
- iii. In the interest of time drafting the newsletter each month – the newsletter has been kept to a one-page limit for several months, and has allowed for space to post community news.

4. Landscaping Committee

- i. Weed killer and the fertilizer were purchased for 2009 – to be applied to the gardens between August and September. Committee will continue to do maintenance as needed - gardens are established and easy to maintain.

5. Maintenance Committee

- i. 2009 Walk-Around Inspections. Summary:
 - Imagineers completed inspections (May 8 – June 10). Inspections completed 2 weeks late of target date.
 - Letters sent to homeowners too late – sent after painting in community was done. Imagineers failed to send inspection notice letters to 23 owners.
 - Lack of follow up – Imagineers did not create list of Association tasks for Ray to start working on. Did not create list of tasks that are the responsibility of Imagineers. Imagineers had technical issues with their computer system (lost the file).
 - Alternative Action Plan: In the absence of information created by Imagineers, on July 15 the Maintenance Committee provided Ray Howland with a copy of all inspection sheets. Areas of repair that are the responsibility of the Association were highlighted

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on each inspection sheet for Ray to attend to. Ray will make repairs at a reasonable pace in conjunction with his other responsibilities while he is still on full-time hours.

ACTIONS:

- **NOTICE TO ANOTHER 23 HOMEOWNERS STILL NEEDS TO BE SENT BY IMAGINEERS.**
 - **SIX VIOLATION LETTERS SENT TO HOMEOWNERS THAT SHOULD NOT HAVE BEEN SENT – IMAGINEERS DIRECTED TO CORRECT WITH EACH HOMEOWNER.**
 - ii. **CL&P Poles – ACTION: FROM APRIL 28 BOD MEETING: BILL NARDI AND T.J. SLOWKOWSKI TO TAKE AN INVENTORY OF LIGHT POLES DAMAGED BY SNOW PLOWS. TASK OUTSTANDING.**
 - iii. **New Look Painting Company.** Painting of all Clusters completed. **ACTION: BOD TO DEVELOP PAINTING CYCLE PLAN FOR THE COMMUNITY FOR THE FUTURE YEARS.**
 - iv. **Zinc Strips:** Mold and lichen deterrent spray applied to Club House and Cabana. Zinc strips installed on Club House and Cabana. **NEXT STEPS: MONITOR THE EFFECTIVENESS OF THE PROCESS TO DETERMINE IF THIS SOLUTION IS AN EFFECTIVE AND AFFORDABLE SOLUTION FOR THE TROUBLE SPOTS IN THE COMMUNITY.**
 - v. **Maintain and upkeep existing amenities:** Ray Howland provided with maintenance project list on an on-going basis. Maintenance issues are discussed weekly at the Management Committee meetings, and daily by phone when necessary. Maintenance projects are currently on track.
6. **Neighborhood Watch Committee**
- i. NW has been in contact with Farmington PD concerning disturbances at a specific unit and the effect on neighbors. Officer Walzak is working with FC until a new NW officer is appointed. All residents are encouraged to call the PD if irregular situations are noticed. The next meeting of the committee will be held in the fall.
7. **Social Committee**
- i. No report
8. **Sunroom Sub-Committee**
- i. Bob Langston continues communications with Dean Burhoe of Better Living Patio & Sunrooms of Central CT. located in Unionville. Dean mailed literature to be shared with the committee, and has been in touch via email. He is also willing to meet with the committee again or answer any further questions.
 - ii. NEXT MEETING DATE TBD: Anticipated date: August 2009. The next meeting will include editing the Proposed Design Review Handbook.
9. **Website Committee**
- i. No report
10. **Welcome Committee**
- ii. Welcome packets distributed to Units 65, 143, and 148. Cheryl Jankura and Mary Jane Parlow volunteered to join the Welcome Committee.

VII. **New Business**

- 1. Financial Report
- 2. Other Matters

VIII. **Adjournment**

The meeting was adjourned at 9:10 pm

Respectfully submitted, Charlene Langston, Secretary

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Action Items / Outstanding Tasks

Task #	Date Initiated	Task	Action for	Date Due	Follow Up	Category	7/28/2009 Status Updates applied 8/19/09
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
073	6/23/2009	Imagineers to send financial report during the first week of each month	Mario P./Bill Nardi			Reports	8/19/09 Update: In process
074	4/28/2009	Bill Nardi and TJ Slowkowski to take inventory of CL&P poles damaged by snow plows.	TJ / Bill Nardi			Repairs	OUTSTANDING SINCE 4/28/09
075	5/26/2009	Monitor zinc strips on Club House and Pool Cabana (is this a viable and affordable solution for units with problems?)	Bill Nardi / Ray Howland	6/23/2009		Maintenance	In process (as of 8/19/09 - too early to determine effectiveness)
076	5/1/2009	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	8/19/09 Update: Inspections and letters to owners completed. Re-inspections to begin late August / early Sept.
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	PLAN DISCUSSED 7/28 - BEING DEVELOPED
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	STATUS UNKNOWN
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	STATUS UNKNOWN