

STANWOOD MANOR MEETING MINUTES

DATE: 4/26/10

TIME: 6PM

PLACE: Unit 4

BOARD ATTENDEES: Lesley Herren, David Smethers, Donna Johannes

HOMEOWNERS PRESENT: Riika Magnus, Martha Schaffler

NEXT MEETING: 6/8/10 at 6:30pm at unit #4

OLD BUSINESS	RESPONSIBILITY	STATUS
Roof 2/5/10-Let David know if there are any loose ends. Punch list and final billing. Tax credits on insulation, Information will be provided to homeowner after paying their bill for the work. 4/26/10- David to follow up on the Insulation payments and report outstanding.	David	Open
Maintenance Schedule for Common Elements 2/5/10 – Gutter cleaning, Roof cleaning, exterior lights, chimney inspections etc. 4/26/10- Board to review schedule and respond with additions or comments.	Lesley, Donna	open
Landscape Sprinkler System 2/5/10 – motion passed to obtain quote for system repairs 4/26/10- David to continue with quote to improve existing system.	David	Open
Retyping of the Rules and Regulations 2/5/10 – the rules and regulations are no longer available in word format (only PDF) which makes changing and redistributing difficult. Lesley will have re-entered in time for next meeting review by board 4/26/10- Lesley to send Riika copy. Board to review what's been re-typed, make notes and review at next board meeting.	All	Open
NEW BUSINESS	RESPONSIBILITY	STATUS
Pool Opening 4/26/10-Lesley to survey homeowners to improve pool usage. Pool opens on Memorial day and will close after labor day.	Lesley	Open
Monthly treasurer report 4/26/10-Treasurer (Lesley) to provide a monthly report of expenses for the homeowners to be sent out with Meeting minutes.	Lesley	Open
Monthly Meetings 4/26/10-Board has decided to have Monthly meetings every first Tuesday of the month. Next meeting on 6/8/10	all	Open

COMMENTS FROM HOMEOWNERS	HOMEOWNER
4/26/10- no comments at this time	

Homeowner Reminders

- Any conversion of a unit to a rental property must be submitted to the management company for approval (banking requirements, that only a fixed percentage may be rental properties, affects ability to sell units.)
- Any changes to the exterior must be submitted to the management company for architectural review