

STANWOOD MANOR MEETING MINUTES

DATE: 10/22/13

TIME: 6:00 PM

PLACE: Roundtable

BOARD ATTENDEES: June Conway, David Smethers, Donna Johannes, Lesley Herren and Riika Magnus

Old Business

WHOM

A motion to approve the minutes from the 9/17/13 seconded (approved)	Board
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New Business

Board

The Board voted to make amendments to the Rules and Regulations:

- Page 5, **Exteriors** – now includes chimney cap / spark arresting requirement
- Pages 6 and 7, **Leasing of Units** – what is required to obtain approval to lease a unit and rules governing the tenancy of a leased unit.

Reminder about:

- Page 8, **Architectural Standards** – reminder of the guidelines for each unit should the owner want to replace a door, window or entry lighting

Homeowners can view the updated Rules and Regulations on the website. (See the bottom margin for the internet address.)

Fireplace / Chimney cleaning: Lesley will draft a letter re: Chimney / fireplace inspections, cleaning details (cost, dates), and date for chimney cap replacement

Trees:

David will get advice / quote from Bud's Tree Service re: pruning or removal of trees causing nuisance

David

Hot water heaters: Riika will label hot water heaters as she is able in buildings A, C, D and E with her label maker so in case there is a hot water heater leaking, we will know who to contact.

Riika

New owners: Lesley will draft a letter that can go out to any new owner with details pertinent to living at Stanwood Manor: garbage days, door codes, etc.

Lesley

NEXT MEETING : TBA

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
- The Association website can be found at www.stanwoodmanor.info
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