

MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL

Date: June 16, 2011
Place: Parker Senior Center
Attendees: President – Dave McKnab -- Present
Vice President – Larry Poffenberger – Not Present
Treasurer – Jim Whitis – Not Present
Secretary – Sue Leonard-- Present
Member at Large -- Vacant
Property Manager – Laura Williams – Present

Minutes of Town and Country Village Homeowners Association, Inc.

1. Call to Order

Meeting called to order at 7:00 PM by Dave McKnab.

2. Approval of Minutes

The minutes from the May Board Meeting were approved as presented.

3. Financial

Dave reported that the current financial reports were available at the front table.

4. Homeowner Communication

None

5. Old Business

A. Roof/Insurance Status and Pending Asphalt Repairs

Ed Dlugokecki, HOA Agent, submitted reports on the status of the pending asphalt repairs, pending roof repairs and HOA pool inspection.

1. Pending Asphalt Repairs

An asphalt contractor vetting process was established and Request For Proposal's (RFP's) packets were sent to prospective contractors to complete and return to the Town and Country Village HOA along with repair bids by June 22nd. Once the packets are returned, the next phase of the contracting vetting process will begin. This phase includes contractor information review, discussion, contractor negotiation and finally, contractor selection by Town and Country Village HOA Board members. The work scope magnitude for repairs needed will more than likely require phased project execution to minimize and negate negative impact on all community residents. **We ask all HOA residents for their cooperation, understanding and to be cognizant of the impending asphalt repair project. Please be aware that parking areas, both assigned and guest parking slots in addition to throughways will be affected.** The Town and Country Village HOA Board of Directors, Laura Williams, HOA Property Manager and I recognize the effects of this project and how important it is for daily coordination with the selected asphalt contractor to perform this project in a way to minimize resident access and parking concerns. The selected asphalt contractor is required to provide certified traffic control personnel and use industry-approved methods to direct traffic for both pedestrians and vehicles while performing this project within our community.

2. Pending Roof Repairs

Roof repairs and replacement contractor bids were reviewed, evaluated and accepted by the Town and Country HOA Board of Directors. Recently, these roof repairs to include complete shingle replacement on two community structures were performed. This work was observed and inspected by Ed Dlugokecki and Town of Parker Building Dept. All work was performed to specification. Observations and inspections of contractor daily clean-up procedures were

also performed. Once again, the HOA Board members, Laura Williams and I want to thank all Town and Country Village residents for their cooperation, courtesy and understanding to have this project completed before the “monsoon season” begins.

3. HOA Pool Inspection

Coordination with the contractor who performed the pool-resurfacing project to address warranty issues is on going. The contractor performing the work has indicated repairs can be made without draining the pool thus presenting a water savings to the HOA community.

B. Reserve Study Proposal

Laura Williams, property manager, plans to meet with Steve Bradley on July 6th to discuss the Reserve Study Proposal work.

C. Budget Prep

1. The HOA Board met on June 9th and discussed the budget for September 2011-August 2012.
2. Laura will get the proposed budget printed and mailed to the homeowners on June 20th, which is 30 days before the Annual Meeting on July 21th.

6. New Business

A. Laura’s Days Off

Laura will take a week of vacation starting on Monday, June 27th through Monday, July 4th.

B. Annual Community Garage Sale

1. The Annual Community Garage Sale will be the weekend of June 24th through the 26th.
2. Garage Sale Signs will be placed by the HOA at the entrances to the HOA property.

C. Landscaping Trial Study

Laura will be talking to the landscape designers next week about the trial study.

D. Review of the asphalt bids

1. The HOA Board will meet on the 27th of June at Dave McKnab’s house to review the bids.
2. The asphalt contractors will be notified by the 29th of June of the Board’s decision.

7. Open Forum

None

Meeting adjourned at 7:30 PM. The next Board meeting will be the Annual Board meeting on July 21, 2011 at 7 PM at the Parker Senior Center.