

MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL

Date: September 19, 2013
Place: Parker Station 3rd floor conference room due to the Parker Senior Center being closed for their parking lot work.
Attendees: President – Dave McKnab – Not Present
Vice President – Larry Poffenberger – Present
Treasurer – Jim Whitis – Present
Secretary – Sue Leonard -- Present
Member at Large – Britain Weise – Present
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 Larry Poffenberger

2. Approval of Minutes

The minutes from the August 2013 Board Meetings were approved as presented.

3. Financial

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

4. Homeowner Communication

- A. One homeowner thanked “the HOA Board members for their hard work on behalf of the Community”.
- B. One homeowner stated that she sees many dogs unleashed. Laura Williams, the property manager, told her that she must document that the dogs are unleashed and who owns them with photos. Then the HOA will contact the dog owners.
- C. One homeowner stated that he had a drainage problem in his yard in addition to not having gutters on his roof. Laura Williams stated that she was aware of the problem and that the HOA is in the process of correcting those problems.

5. Old Business

A. Paint 2012 Project

- 1. Town & Country Village HOA consists of 83 residential and 7 non-residential structures. Currently, 82 residential structures consisting of 498 units had carpentry work performed in advance of painting. This is approximately **99.4%** completion. Weather delays so far this year have resulted in 12.5 carpentry workdays lost. Minor carpentry “go-back” work is scheduled to address aesthetic issues.
- 2. CertaPro Painting crews have painted approximately **95.6%** of the HOA’s residences in addition to 6 non-residential structures. Weather delays caused a 31 paint workday loss so far this year. CertaPro Painting recognizes entryway door painting is needed on recently completed buildings. Workers will post affected units so homeowners can be informed and allow affected doors to be open during painting. Door painting typically is done on Fridays & Saturdays, weather permitting. Work notification postings will be provided to inform HOA residents when both carpentry and painting activities are scheduled to be performed on all affected residences. Replaced gutters, downspouts & tip outs painting will be performed during the final painting phase. It is during this phase all additional paint issues will be addressed. Replaced gutter, downspout and touchup painting are scheduled to proceed after the last building scheduled for painting is completed.

B. Roof 2012 Project

1. Roofing operations are ongoing. Delays attributable to weather, rooftop conditions and logistic holds have caused a 58 roof workday loss so far this year. To date, 75 residential structures had roof replacement or repairs. This is approximately **92.8%** completion of Town & Country Village HOA's residential structures with the exception of gutter/downspout work. Once completed, replaced gutters and downspouts will require painting to match original colors. Country style units with garages are having additional roof vents installed on the garage roofs. Roof and paintwork postings will be provided to all homeowners & residents explaining when work is scheduled and will include parking limitations, if any, due to needed construction access. **It is important to note Town of Parker Building Department permits are required to remain affixed when attached to units by ordinance. The information reflected on these permits is on public record. Permits are only to be removed after Town of Parker Building Department final inspections have been completed.**
2. Mentioned previously during past HOA board meetings, all contractors involved with carpentry, painting & roofing are using industry approved safety measures and exercising precautions during all work actions. We ask all homeowners and residents to help these contractors prevent damage to your exterior personal property by removing items such as but not limited to: patio lounge chairs, tables, planters or any item that could be damaged in the event of accidental falling construction materials or work operations. **Access** to your units' exterior surfaces is needed by these contractors to perform their work and include: entryway doors, backyards, porches and sheds. Please remove all items to include: BBQ's, trash containers, planters or other obstacles away from these exterior surfaces. CertaPro Painting, Western Venture, Tennant Roofing and the Town & Country Village HOA will not be responsible for damage to any personal or private property not properly secured and/or covered during the time of work performance. **Please ensure your backyard is clear of hazards such as debris and dog excrement if present. Dog excrement is unsanitary and expecting workers to perform tasks in such conditions is unlawful, unsafe and unwarranted. Penalties such as fines may be imposed. The HOA is also concerned about unsupervised children playing around construction areas and asks all parents to supervise and limit their children's exposure in those areas for the sake of safety.**
3. Again, Town & Country Village HOA board members, Laura Williams - HOA Property Manager, Ed Dlugokecki – HOA Agent & Project Supervisor and all contractors realize the temporary inconveniences these projects may cause and wish to thank all homeowners and residents for their cooperation, help and understanding. These necessary actions will not only improve our community appearance but also our property values.

C. Pool Work

1. The HOA pool was closed on September 3rd as the HOA pool season officially ended. The pool, pool equipment and plumbing were drained and winterized. This included the pool restroom facilities.

D. Fence Work

1. Town & Country Village HOA contracted a company to perform fence staining for both Fence Phase 1 & 2 areas of the community. Fences are being repaired in advance of

staining. To date, all fences belonging within the Phase 1 area were cleaned and stained on the outside fence face or fence sides facing common areas. Fences within Phase 2 area are currently being repaired, pressure washed and stained.

E. Landscaping Project -- ON HOLD

F. Entry Signage – ON HOLD

6. New Business

Western Ventures made a presentation to the Board for approval of home improvements concerning adding french doors off the kitchen of the Jasmine and Kingston models. After the discussion, the Board voted to approve the French door modifications with the caveat that a check list of procedures must be followed which the HOA will provide to insure that all Parker Building codes, Architectural Control Committee guidelines, inspection and permit requirements are followed.

7. Open Forum

None

Meeting adjourned at 7:30 PM. The next Board meeting will be on October 17, 2013 at 7 PM at the Parker Senior Center.