

**MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL**

*Date:* November 15, 2012  
*Place:* Parker Senior Center  
*Attendees:* President – Dave McKnab –Not Present  
Vice President – Larry Poffenberger – Present  
Treasurer – Jim Whitis – Present  
Secretary – Sue Leonard – Not 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 October 2012 Board Meeting were approved as presented.

**3. Financial**

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

**4. Homeowner Communication**

No homeowners present.

**5. Old Business**

**A. Paint 2012 Project**

1. Town & Country Village HOA consists of 83 residential and 7 non-residential structures. Currently, 44 residential structures consisting of 296 units and 2 non-residential structures have been painted. Preparation and painting of an additional 2 residential structures consisting of 12 units will be completed soon. Once painted, the Paint 2012 Project will be approximately **59.0%** completed. Weather events and the need for additional hail damage assessments affected both carpentry repairs & painting operations causing project delays and work stoppages lasting approximately 37 workdays.
2. Town & Country Village HOA recently had an insurance assessment for paint hail damage to 20 structures that were freshly painted prior to the June 6<sup>th</sup> hail event and is waiting to receive claim status information from American Family Insurance (AMFAM) for a supplemental paint claim. It is possible these 20 structures may require an additional coat of paint on south & east facing exposures in addition to hail damage paint repairs being performed on horizontal trim board surfaces so the paint & workmanship warranties will remain unaffected. Another paint & siding hail damage examination to address previously undiscovered hail damage during the original insurance assessment is being processed. Additional work notification postings will be provided to inform HOA residents when work will be performed on all affected residences.

**B. Roof 2012 Project**

1. Roofing operations have begun. Although originally scheduled to follow the painting schedule, roofing began on those structures that were painted after the June 6, 2012 hail event. To date, the following structures had roof replacement: BF10808, SW10806, SL19820, FW10792, BF10820, FW10752, FW10760, FW10740, FW10772, FW10740,

FW10741, FW10728, FW10716, BF10916, SL19834, SL19852, BF10902 & BF10840 are completed with the exception of some gutter/downspout work. This is approximately **21.7%** completion of all Town & Country Village HOA residential structures. Roof work 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. The information reflected on these permits is on public record.**

2. As mentioned previously at the last HOA board meeting, 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 painting operations. Access to your units' exterior surfaces is needed by these contractors to perform their work and include: entryway doors, backyards and sheds exterior surfaces. In this period, there were two instances where limited contractor access to perform work have caused work delays. 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 during the time of work performance. **Please ensure your backyard is clear of hazards such as debris and dog excrement if present. 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, Ed Dlugokecki and all contractors realize the temporary inconveniences these projects may cause and wishes to thank all homeowners and residents for their cooperation, help and understanding.

#### **B. Landscaping Project**

There is no current update for this project.

#### **C. Rental Procedures**

We are still waiting on a response from Myra regarding our questions. Laura will push for an answer before January meeting.

### **6. New Business**

#### **A. New Policy – Record Inspection & Copying**

The Board was given a copy of the new policy and asked to review prior to the next meeting.

#### **B. Renew Office Lease**

Present Board members signed the new office lease and those not present will sign when they are available.

### **7. Open Forum**

None.

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