

MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL

Date: November 21, 2013
Place: Parker Senior Center
Attendees: President – Dave McKnab – Not Present
Vice President – Larry Poffenberger – Present
Treasurer – Jim Whitis – Present (via phone)
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 2013 Board Meetings were approved as presented.

3. Financial

Larry reported that the current financial reports were available on the counter.

4. Homeowner Communication

5. Old Business

A. Paint 2012 Project

1. Town & Country Village HOA consists of 83 residential and 7 non-residential structures. Currently, 83 residential structures consisting of 501 units had carpentry work performed in advance of painting work. This represents **100%** completion. Minor carpentry “go-back” work is scheduled to address some aesthetic issues.
2. CertaPro Painting crews have painted approximately **98%** of the HOA’s residences in addition to 6 non-residential structures. Weather delays caused a 43 paint workday loss so far this year. CertaPro Painting recognizes entryway door, accents, trim and detail painting are 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 painting activities are scheduled to be performed on all affected residences. The final painting phase has started. Painting of replaced gutters, downspouts & tip outs during roofing operations are being performed during this painting phase. Also during this phase all additional paint issues will be addressed.

B. Roof 2012 Project

1. Roofing operations are ongoing. Delays attributable to weather, rooftop conditions and logistic holds have caused a 90 roof workday loss so far this year. To date, 77 residential structures had roof replacement, repairs or are almost completed. This is approximately **94.6%** completion of Town & Country Village HOA’s residential structures with the exception of some gutter/downspout work. Once completed, repaired or 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 affected 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 & Projects 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. Concrete Work

1. The HOA is in the process of scheduling prioritized concrete repairs within the community. Affected residents will receive posted notices informing them of the anticipated work and contractor requirements to allow work performance. Access to repair areas is required and need to be clear of all obstructions to minimize work hindrances.

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. To date, all fences belonging within the Phase 1 and Phase 2 areas were repaired, cleaned and stained on the outside fence face or fence sides facing common areas. This included the community's North boundary fence. Estimates are being prepared to complete Fence Phases 3 and 4 areas. Project start and completion is scheduled for next year.

E. Landscaping Project -- ON HOLD

F. Entry Signage – ON HOLD

6. New Business

Reminder regarding Holiday Light Judging – December 22, 2013 at 6pm.

7. Open Forum

None

Meeting adjourned at 7:30 PM. The next Board meeting will be on January 16, 2014 at 7 PM at the Parker Senior Center.