

Colonial Forest Owners Association  
Board of Directors Meeting  
May 14, 2018

Board member forum: Val Krzyzaniak, Leona Staats, Jess Salazar, Kimberly Shelton, Marie Alba, Jon Farrington, Ken Pratt and Mark Pierovich from Targa

Call to Order, 6:30pm

Update from Michael Daniels regarding venting from bathroom: He explained to the board that all buildings have proper venting on both the middle and top floors. Piping goes from the vent to the soffits above the gutters. In addition to these bathroom vents, when the roof was replaced, a ridge vent was placed along the length of the roof for every unit.

Approve Minutes – pages 1 & 2, Val motioned, Jess seconded, all approved  
Financial Report – pages 3 – 10, Val motioned, Jess seconded, all approved

COMMITTEE REPORTS

Compliance Committee report/ Board member reports on their buildings  
Grounds report, no report  
Action Item List updated

OLD BUSINESS

1. 14-1 roof leak – completed April 2018
2. 7-5 leak in basement – completed April 2018
3. Bldg 22 had 2 trees removed in front – completed May 2018

NEW BUSINESS

1. Contractor – projects to finish/have been completed:
  - 2-3 porch repair – scheduled June 2018
  - 2-1 large cracks throughout interior of unit. Owner has extra flooring. Michael will salvage what he can and provide bid by 5/21/18.
  - Bldg. 24 residing – in progress May 2018
  - Bldgs 23 & 24 replace railroad tie steps with concrete – scheduled June/July 2018
  - Bldg 14 replace railroad tie steps with concrete – scheduled June/July 2018
  - Bldg 25 replace railroad tie steps with concrete – scheduled June/July 2018
  - 21-1 replace railroad tie steps with concrete – scheduled June/July 2018
  - Bldg 1-6 replace railroad tie steps with concrete – scheduled June/July 2018
  - Bldg 7-1 replace railroad tie steps with concrete – scheduled June/July 2018
  - Bldg 26 replace railroad tie steps with concrete – scheduled June/July 2018
  - 16-2 cement walkway installation – scheduled June/July 2018
  - 5-5 roof leak – scheduled June/July 2018
  - 5-1 repair lower board by front porch – scheduled Dave April 2018
  - 12—1 rusted gas pipe side of unit – scheduled April 2018
  - Bldg 8 outside lamp lights – scheduled June/July 2018
  - 25-1 – pipe leak into basement – ServPro in progress May 2018
  - 1-4 – ceiling leak – scheduled SIR Construction in progress May 2018
  - 15-2 – under porch repair needed – scheduled Dave May 2018
  - Bldg 9 – remove pavers and lay concrete – need bid from Michael
  - Bldg 7 – add a cement walkway – need bid from Michael
  - Bldg 15 – add a cement walkway – need bid from Michael
  - Bldgs 19 & 23 – add a cement walkway – need bid from Michael
  - Bldg 16 – between 2-3 & 4-5 near garages remove pavers and lay concrete – need bid from Michael.
  - Bldg 4-1 - move light from one side to the other, as screen door keeps hitting the light – scheduled June/ July 2018
  - Bldg 15-5 – roof soffit is separating – scheduled June/July 2018
  - Bldg 16 – rework drain pipe to push water away from garages – scheduled June/July 2018

- 22-4 basement leak – scheduled June/July 2018
  - Bldg 16 – Cut away leaf guard gutters – scheduled Dave June 2018
  - Entire community – remove rose bushes scheduled Dave July 2018
  - Extend one car length yellow paint at bldg. 16 – scheduled Dave June 2018
  - 16-1 remove tree and stump grind – scheduled Monty June 2018
2. Building inspections to be done in May. Marie passed out assignments to board members and suggested that they read the rules before inspecting exterior of buildings. Owners in buildings with shared porches that need to be painted are encouraged to get together and work something out. In previous years, some owners have shared in the cost of the paint, and one owner volunteered to paint. Doing this ensures that the color and age of the paint is consistent throughout.

All buildings will be inspected between now and June 6th. The Board will mainly focus on three things: 1) clutter and inappropriate items on decks and porches; 2) safety; and 3) appearance that could affect resale value for you and/or your neighbors. A couple examples of this would be unpainted porches and/or rusty railings. It is important that we all do our part to maintain home values as much as possible. Please pay particular attention to painting porches, cleaning or painting light fixtures, any items on the porch/deck that look tacky, cleaning lattice, fogged windows, etc.

3. Scheduling for maintenance and summer help - part time staff is starting June 1st
4. Issues with rose bushes – one of the grounds staff was pricked with a thorn, it got infected and ended up at the doctor and on antibiotics. The board would like to remove all rose bushes that are not in a resident garden. Jess made a motion, Marie seconded and all board members approved. If you would like to claim an area as a resident garden, please obtain a sign from the grounds office by June 15<sup>th</sup>. A letter will be sent shortly to all homeowners regarding rose bushes.
5. Extend yellow paint on east of Building 16 – assigning to Dave to extend this line a little further to improve sight lines when pulling out between building 15-16.
6. Request for tree removal at 16-1 – roots are bringing up the driveway. Leona motioned, Jess seconded. Board passed. Val asked that we follow similar protocols by putting another tree somewhere on campus so we maintain the same number of trees.
7. Request for greenhouse at 3-1. While the board recognizes that not everyone can accommodate a greenhouse in their area, this greenhouse does fit in the owner's flower garden and is a portable unit. Marie motioned, Jess seconded, all approved.
8. Xfinity requested to hold a site visit, as 50% of the owners in Colonial Forest still have not upgraded their cable boxes, which are free. Check your mailboxes for a notification of an upcoming date and look for posted sandwich boards signs.
9. Web site status – Rick is still waiting for direction from Marie. We are looking for new board members to take over management of the site. Val has volunteered.

ADJOURN:

NEXT MEETING: June 11th, 2018