

Colonial Forest Owners Association  
Board of Directors Meeting  
July 9, 2018

Call to Order 6:27pm

Approve minutes from June: Val Krzyzaniak motioned, Jess Salazar seconded, all approved.  
Financial Report from June: Val Krzyzaniak motioned, Marie Alba seconded, all approved.

**COMMITTEE REPORTS**

Compliance Committee report/ Board member reports on their buildings - None  
Action Item List updated

**OLD BUSINESS**

1. Bldg 4-1 - move light from one side to the other, as screen door keeps hitting the light – completed June 2018
2. 2-5 dryer vent repair – completed June 2018
3. Extend one car length yellow paint at bldg. 16 – completed June 2018
4. 12-3 duct disconnected from outside vent – completed June 2018.
5. 12-4 needs new end flap from outside – completed June 2018.
6. 27-4 duct disconnected from outside vent – completed June 2018
7. 5-1 repair lower board by front porch – completed June 2018
8. 25-1 – pipe leak into basement – completed June 2018
9. Bldg 26 sprinkler repair – completed June 2018
10. 16-1 remove tree and stump grind – completed June 2018
11. 2 catch basin lids replaced – completed July 2018
12. 1 catch basin replace – completed July 2018
13. Concrete repair around 3 storm drains – completed July 2018
14. Building 26 ant spray around entire building – completed July 2018
15. Bldg. 24 residing – completed July 2018
16. 6-4 pipe leak in bathroom – completed July 2018
17. 15-5 – roof soffit is separating – completed July 2018
18. 5-3 back porch steps repair – completed July 2018
19. Bldg 5 curb repair trip hazard – completed July 2018
20. Bldg 8-3&4 outside lamp lights – completed July 2018
21. Bldg 22 sprinkler repair – completed July 2018
22. Bldg. 24 residing – completed July 2018
23. Bldg 4 mailbox cement installation – completed July 2018
24. Bldg 5 mailbox cement installation – completed July 2018
25. Bldg 6 mailbox cement installation – completed July 2018
26. Bldg 17 mailbox cement installation – completed July 2018
27. Bldg 20 mailbox cement installation – completed July 2018
28. 2-2 dryer vent repair – completed July 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. Scheduled October 2018
  - Bldgs 23 & 24 replace railroad tie steps with concrete – scheduled June/July 2018
  - Bldg 14 replace railroad tie steps with concrete – scheduled July 2018
  - Bldg 25 replace railroad tie steps with concrete – scheduled July 2018
  - 21-1 replace railroad tie steps with concrete – scheduled July 2018
  - Bldg 1-6 replace railroad tie steps with concrete – scheduled July 2018

- Bldg 7-1 replace railroad tie steps with concrete – scheduled July 2018
  - Bldg 26 replace railroad tie steps with concrete – scheduled July 2018
  - 16-2 cement walkway installation – scheduled July 2018
  - 5-5 roof leak – scheduled June/July 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 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
  - 26-4 dryer vent repair – scheduled June 2018
  - 23-4 grass coming through kitchen sink – scheduled June 2018
  - Bldg 2 dryer vent covers under both porches – scheduled June 2018
  - 26-4 locate where dryer vent is located – scheduled June 2018
  - 1-4 – ceiling leak – scheduled SIR Construction July 2018.
  - Spray for carpenter ants (need to get all the buildings) – will schedule soon
  - 24-6 – roof warping – scheduled July 2018
  - 20-3 – Siding on ground has a whole, wood behind it is rotted – scheduled July 2018
  - 20-2 – roof warping – scheduled July 2018
2. Ant discussion after building 26 was sprayed this week and Jon Farrington noticed the ants moving toward other buildings. We will now spray 27, 20 21 and 25 as well.
  3. Change delivery codes to front gate and other security questions – the board is holding off on a decision regarding a camera at the main gate. Jess Salazar motioned, Jon Farrington seconded, all approved that we remove the current easy to remember entry code for delivery drivers and assigning new codes to Fedex, UPS and Amazon. We will also change the back gate code as well. Notification of the new back gate code will be sent to homeowners around August timeframe. For security purposes, the board is asking all homeowners to give their own entry code to hired workers and delivery drivers moving forward, as it will help us track after hour problems better in the future. Ken Pratt will be doing a lighting assessment of the complex in the next month. More to come...
  4. Little Joe's Tree Service bid for tree trimming and removal (dead trees). The hope is to greatly enhance the look of the grounds and hopefully prevent roof damage from low hanging limbs in the future. Kimberly Shelton motioned, Marie Alba seconded, all approved.
  5. Soft wash bid from Pinnacle Exterior Maintenance and Roofing. We will be doing a soft wash on 7 buildings in 2018 and another 8 buildings in 2019. Buildings will be chosen by need, keeping in consideration that those with newer siding and those with siding scheduled to be replaced this year or next will be excluded from the list at this time. Kimberly Shelton motioned, Jess Salazar seconded, all approved.
  6. Broken and missing lenses in outside lamps – Ken Pratt taking care of this.
  7. Dead end and Children at play signs will soon be installed. Dead End signs will be posted by Building 23 and Children at Play signs will be posted at each entrance.
  8. Annual picnic on Tuesday, August 7<sup>th</sup> from 6:00 p.m.– 8:00 p.m. All homeowners are invited. Please bring a dish to share. Chicken, water, plates and utensils will be provided by the association. We hope to get a visit from the FWPD again this year.
  9. Web site status from Val – no update at this time.
  10. Water shut off valve locations – Jess Salazar has offered to lead this project of determining where individual and building water shut off valves are throughout the community (many are in very hidden places). A letter will be sent to Homeowners soon.

**Board member forum:**

**ADJOURN: 8:17pm**

**NEXT MEETING: August 13th, 2018**