

**CHAPMAN FARM HOMEOWNER'S ASSOCIATION**

Minutes of the Meeting of the Board of Directors

March 27, 2007

The Board of Directors of the Chapman Farm Homeowner's Association met on March 27, 2007 at the Chapman Farm Clubhouse. The meeting was called to order at 7:07 p.m.. The Board members present were as follows:

Timothy Johnson	President
Mike Consalvi	Vice President
Rick Gloekler	Secretary
Scott Davis	ProCom

The minutes of the February 27, 2006 meeting and Executive Session were reviewed and approved.

**HOMEOWNER CONCERNS**

1. There were no homeowners present other than Board members.

**THE PRESIDENT'S REPORT** was presented by Tim Johnson.

1. Some of the items to be discussed tonight are the entrance signs, the cleaning service contract and Spring Inspections.

**THE TREASURER'S REPORT** was presented by Tim Johnson.

- \* The General Trial Balance was reviewed and is in accordance with the budget for the fiscal year.
- \* The cash on hand in checking for February 2007 is \$100,067.82
- \* The cash on hand in savings is \$194,383.85
- \* The total income for the month was \$66,945.58
- \* The total expenses for the month were \$10,484.25
- \* Leaving a gain for the month of \$56,461.33
- \* The gain for the year to date is \$52,922.01

**THE GROUNDS REPORT**

1. Tim and Scott to walk the common areas behind Chapman Court and Pete's Court to see if a french drain is needed.

**THE EDUCATION COMMITTEE REPORT**

1. Three representatives are needed to attend the School Board nomination meeting. A blanket e-mail to be sent to homeowners asking for volunteers. Tim will serve as one of the volunteers.

**THE MANAGEMENT REPORT** was provided by Scott Davis.

1. No transfers of ownership as of 2/28/07.
2. Correspondence
  - a. Copies of all incoming/outgoing correspondence provided for Board review.
  - b. Violation letters sent with correction deadlines and have been scheduled for reinspection.

- c. Violation letter was sent some time ago to 1601 Twiggs Ct. re: needed fence repairs. ProCom is asking that the Board inspect the fence and direct ProCom as to whether a Cease and Desist letter needs to be sent, along with what the exact violation is.
  - d. A response letter was received from 2701 Elton Court re: the violation letter she received stating that her fence is in violation with the covenants, specifically the wire mesh attached to it.
  - e. E-mail received regarding resale requests in conjunction with violation letters being sent.
3. Projects / Proposals
- a. J&R Business Care who performs cleaning at the clubhouse is raising their fees \$3 per cleaning. Additionally, they will start charging the Association when tape or decorations are applied to the walls, trash is not removed from the building, leaves decorations outside, did not remove all the items the same day/night of the rental - causing J&R to come back a second time to clean. New contract enclosed for Board review and signature.
  - b. Gable Signs has agreed to reduce the total price of the sign repairs to \$1,805.43. Mike was able to negotiate this better price.
  - c. The tennis court resurfacing and restriping will occur when weather permits.
  - d. At the February meeting the Board questioned whether or not they had approved the exterior painting. ProCom explained that this is for the front porch wood and door and door frame which are in need of a fresh coat of paint. As Scott pointed out, homeowners are expected to maintain their units so the association must maintain the clubhouse.
  - e. Mid Atlantic has completed repair of fence crossbeam as well as other areas.
  - f. C S Lawn has completed all tree and bush plantings which were approved and partially completed last fall.
4. Miscellaneous
- a. A map of the community is enclosed for the Board's convenience.
  - b. ProCom contacted State Farm regarding the possible installation of monkey bars at the tot lot. This would not increase the association's liability because similar equipment is already in place.
5. Financial
- a. Collection report provided by attorney for Board review.
  - b. New collection policy is being written by attorney. When signed by the Board it will be included in the governing documents.
  - c. April 2007 assessment has been applied to homeowner accounts and invoices were mailed to all homeowners on Friday February 23, 2007. This is why delinquency list as of February 28, 2007 is so long.
6. Meeting Schedule
- April 24, 2007
  - May 29, 2007
  - June 26, 2007
  - July 31, 2007
  - August 28, 2007
  - September 25, 2007
  - October 30, 2007
  - November 27, 2007
  - December mtg TBD

**OLD BUSINESS**

1. Tim requested playground equipment catalogs so photos of possible monkey bars can be scanned and put on the website for homeowner review and comment.
2. Rick moved to purchase four new benches for around the playground and four new picnic tables. The vendor to be determined. Mike seconded the motion. The motion carried.
3. The information from the cleaning company was discussed. A specific checklist to be compiled for both the cleaners to use and the renters to use to ensure there are no violations. Additionally, the Rental Agreement has been updated. Tim moved to approve this new contract. Rick seconded the motion. The motion carried.
4. Performing Spring Inspections was discussed. ProCom will perform these inspections for an additional \$5109 fee. The Board discussed waiting until next year to perform the inspections again and getting on an every other year schedule. If violations are noted, ProCom will send a violation letter at the direction of the Board. Rick moved to perform Spring Inspections every other year starting in 2008. Tim seconded the motion. The motion carried.
5. Attorney Alexandrides requested the amount for when accounts will be sent over for collection. This amount is \$189 as determined by the Board voting via e-mail.

**NEW BUSINESS**

1. Rick asked ProCom about inspecting units when a resale package is requested. Scott explained that such an inspection is performed whenever a resale package is requested. Any architectural or maintenance deficiencies are listed on the resale disclosure in order to make the new homeowner aware. The Board directed ProCom to also send a violation letter to the seller after this inspection is complete.
2. The Mosquito Control Program has been scheduled. The exemption form will be posted on the website.
3. WCA is proposing a Tennis Club and would like to use the Chapman Farm tennis courts for some of the matches. The Board will consider this request.
4. It was noted that 2606 Savoy has had a dumpster in front of their home for approximately three months. The Board directed ProCom to send a letter requiring its removal.
5. Due to a scheduling conflict, the April Board meeting will be held at 6 p.m. rather than 7 p.m.

The meeting was adjourned at 7:43 p.m. so the Board could go into Executive Session.

The next meeting is Tuesday April 24, 2007 at 6:00 p.m.

Submitted by: Kelly Fagan  
Kelly Fagan  
Recording Secretary

Approved by: Timothy Johnson 4-24-07  
Timothy Johnson Date  
President