

APPROVED

CROMWELL PARK AT SALEM BOARD OF DIRECTORS MEETING

DATE: September 20, 2018 at 6:30

Board Members

Present: Charles Brisbin (Chuck), Nicole Keros, Brett Poyner

Absent: Gary Scott, Beth White

Also present: Melanie Davis, Community First Management: Property Manager

Meeting Brought to Order at 6:32

Owners Forum

Master Insurance Policy is now available on the website.

Repairs to the clubhouse are pending. Painting, light bulbs, and thermostat will be fixed in September. There are options to replace or repair the doors; this will be discussed with the Board of Directors.

Resident shared concerns that the website is not being maintained. Minutes from past meeting have not been updated. Management company will ensure the website is updated in a timely manner.

Resident shared concern about the exterior of the Clubhouse. The management company will look into quotes for power washing.

Resident shared concern about the condition of the front masonry. A company was secured, but lost bonding and insurance so the management company is soliciting for new bids. Power washing quotes will be solicited as well.

Residents stated that the gates are not opening according to school hours or opening appropriately. The management company will reset the hours and put a work order in for gate maintenance.

Residents are not receiving communication from the property manager when emails are being sent. Residents may contact info@communityfirstmanagement.com and it will be received. The management company has experienced some difficulties with their email server. Residents are encouraged to email both the property manager and the general mailbox for all concerns. If no response is received, please call Community First Management and leave a message with the receptionist.

Residents are asking for a general email to contact the board. The purpose would be to ensure board is aware of neighborhood concerns when the management company is

notified. The suggestion will be taken into consideration by the Board of Directors.

Resident asked about water shut off valves. Residents were updated that Dragas does not have the shut off valve location within its site plan. The management company has solicited bids for having the shut offs located. Unfortunately, the cost is astronomical and the valves cannot be guaranteed to be found. The city may be able to provide a survey of the property and the management company is still diligently working to find out additional information to help us locate the valves.

Residents have asked for a section of the website to include companies that residents have used for projects and have had satisfactory results. This will be added, but residents may use ANY vendor/company of their choice. Residents should know that these vendors/companies are not specifically recommended or endorsed by the management company or board of directors. Residents hire vendors/companies at their own risk and discretion.

Resident inquired about tree trimming. Trimming is included in the landscape contract to Trees are pruned seasonally. Additionally, resident has inquired about replacement bushes. These items are part of the landscaping budget but do not occur weekly. Any resident with landscaping concerns should contact the management company directly.

Resident shared that his unit has been taxed inappropriately. Owners are encouraged to check their tax assessments for accuracy with the city. The management company and Board of Directors has no control over city taxes or city assessments.

Residents inquired about staining of fences outside of the iron fencing. Residents are responsible for staining of all outside fence surfaces regardless of accessibility. There is a deadline for September 30th. The management company will be sending reminder notices to units that have not been stained. All residents are reminded that the correct stain MUST be used when treating fences. The stain formula can be found on the website.

Resident inquired about adding a playground to the neighborhood. The concern has been addressed in detail in the past. Due to expenses and insurance liabilities, this has not been added to the neighborhood.

Resident inquired about bulbs and lighting throughout the neighborhood. The management company is still looking for options. Dominion will be contacted to replace burnt out bulbs.

Approval of July 2018 minutes

- motion to accept by Brett and seconded by Chuck- approved

Treasurer Report

Reserve Balance - \$445,583.47 including operating reserves

Preliminary Budget proposal meeting will be forthcoming.

Architectural and Covenants Committee

No report

Landscape Committee

Aeration and seeding is scheduled for October 1st. Two weeks of cutting will be limited to allow for germination of new seeds.

Three leaf removals have been scheduled: the week before Thanksgiving, the week of Christmas, and in January when observations show most leaves have fallen.

The property will be walked in the late winter/spring to determine additional needs of landscaping including tree removal, bush removal/replacement, etc.

Pond Committee

No report.

Pool Committee

We are currently looking for a representative to serve as the pool committee chairperson.

Pool will be closed at the end of September.

Social Committee

The ice cream social was successful and had a great turn out.

Clubs have been assembled. If you are interested, please email Adrienne McCoy and she'll send you an email about the events and opportunities. There will also be sign ups at the monthly association meetings for upcoming events.

Saturday, September 20th there is a community only yard sale.

The social committee has asked for a line item in the new budget to be considered.

Manager's Report

Fences will be checked on October 1st for completion of staining. Notices and/or assessments will be sent for unstained fences.

Unfinished Business

Bids were solicited by electrical companies, but since the lights are owned by Dominion, no one will add a light of any kind to the street. A service request has been sent to Dominion again for information about adding an additional light and bulb replacement.

New Business

No new business.

No Executive Session

Meeting adjourned at 7:52