

Wiltshire at Oxford Homeowner's Association Board Meeting Minutes

Date:	10/11/04
Attendees:	Mark Murray (President), Andrew Bennett (Treasurer, acting-Secretary), Theresa Campbell (CCR), Brian Carozza (Advisory Committee), Anita Sumner (Arc Chair), Rob Brinton (Arc Committee)
Location:	Home of Andrew Bennett
Time:	6:00 pm
Minutes type:	Draft 2

Call to Order / Approval of Minutes

- Meeting was called to order at approximately 6:30 pm.
- Minutes from previous meeting (9/19/2004) approved (Angela prior to meeting via e-mail).

Treasurer's Report

- *Budget work* – Prior to meeting start, Andrew, Mark, and Theresa met to go over CCR preliminary budget figures. **Board to fine-tune budget proposal in time for public mailing in November.**
- *2004 October CCR invoices* – Received invoices for management fee (\$1,281.28) and expenses (\$120.98). **Andrew to authorize payment.**
- *Annual audit* – Theresa notes that Board is to officially approve the audit results. **Board to send approval back via e-mail.**
- *2004 Reserves* – Theresa notes that we need to direct CCR at some point soon to pay out the budgeted reserve items from the general account to the appropriate reserve account. **Andrew to direct CCR to commit the budgeted reserve amounts.**
- *Allison fees* – Home was purchased and lein amount was paid, but there continues to be an outstanding balance that was not added to the lien in an attempt to save homeowner the necessary legal fees. Title company/Listing Agent did not request or receive form 5307 from CCR that would have disclosed remainder of outstanding balance. Buyer has now put home back up for sale. **Theresa to contact agent (Mackey) to ensure proper procedure is followed and full amount disclosed to potential buyers so that it can be collected.**
- *Lot 60 (Hoang) fees* – Theresa notes that letter was sent. Also, check sent prior to final letter by homeowners for portion of amount outstanding was returned for non-sufficient funds.
- *Lot 107 (Summers) settlement fee* – Theresa sent letter explaining our need to receive the \$150.00 Capital Improvement fee in a timely manner (10/20/2004) to avoid late charges.

Old business

- *Wetlands berm* – No reply to letter sent to county received.
- *Inflatable pools* – **Board requests that the Arc Committee propose draft Rules and**

Regulations changes to reflect that such pools are Covenant violations and that pools must be drained and taken down each night.

- *Trashcans* – Anita and Rob noted that the Board misunderstood the Arc Committee's recommendation and clarified that the Committee believes that trashcans should be storable on the side of the house if screened by evergreen plants or behind the house without need for such screening. It was noted that at least 15 homeowners had been observed violating the current trash storage rules. It was also discussed that prior to sending out letters for violating current rules that the Board should send a reminder of the current policy since it had been so long since any action had been taken. **Board requests Arc committee to propose draft language for the Rules and Regulations reflecting this recommendation.**

New business

Wetlands violation at lots 13 and 14 – A formal complaint was received about violations of section D4f of the Covenant, relating to wetlands protection. The complaint alleges that homeowners on lots 13 and 14 mow the lawn and have removed small trees that lie within the wetland protected area. Mark attempted prior to the meeting to investigate, but more work is necessary. The matter is tabled pending further investigation. **Board to inspect lots 13 and 14 for violations.**

- *Lot 102 (Renehen) Shed* – Arc committee recommends approval of this submission. **Board directs CCR to issue standard approval letter.**
- *Lot 148 (Griffin) Fencing, Shed* – Arc committee recommends approval of this submission. **Board directs CCR to issue standard approval letter.**
- *Lot 19 (Caulder) deck* – Arc committee recommends approval of this submission. **Board directs CCR to issue standard approval letter.**
- *Amending shed standard letter* – To ensure better understanding about allowed door styles, **the Board directs CCR to amend their standard shed letter to include language prohibiting garage-style doors.**
- *Newsletter* – Because the Board has a mandatory mailing coming up, it was decided that this would be a good time to include a newsletter updating the community on some issues. Issues discussed included snow removal reminder, the current trashcan policy, the new common area plantings, and the lawsuit status. **Board to prepare newsletter for inclusion with 2005 Budget mailing.**
- *Rob Brinton resigns from Arc Committee* – Because he and his family are moving, Rob Brinton submitted his resignation as a member of the Arc Committee. On behalf of the entire Community, the Board thanks Rob for his contributions on the Committee and wishes him and his family well in their new home.

Meeting end

- Meeting adjourned 8:03 pm.
- Next meeting date TBD separately via e-mail.