

Torwood Homeowner's Association  
Board of Director's Meeting  
Tuesday, August 22, 2006  
7:00 PM

Members present: Chris Chapin, Julie Dils, Robin Rasor, Mary Tornquist, Jeff Wilkins

Members absent: None

Guest: Milt Ezzard, Landscaping Committee Chair

- I. Landscaping Committee update:
  - a. Contract with AK is good through March 2007
  - b. Milt spoke to owner about various options concerning frequency of mowing and fertilization. Adam is very willing to work with us.
  - c. Committee will take a tour of the neighborhood to check the common areas and assess what needs to be done (wetlands shouldn't have pest., fertiliz. applied).
  - d. Front entrance remains to be done. Milt will compose a letter to again ask for volunteers for Sept. 17 work day. If enough people don't volunteer, we'll have to hire someone else to do the work.
  - e. Committee members will recommend which mailboxes need to be painted – will have to be done next year, as there isn't enough money this year.
  - f. Next year's goals: nail down contract with landscaper (common areas), determine whether plantings need to be done adjacent to new sidewalk, assess whether \$25 per household is enough to cover needs.
  
- II. Financial Update:
  - a. Chris and Robin devised and implemented a computer accounting program to facilitate bookkeeping.
  - b. Discussion about opening a savings account to accumulate money for future retention pond maintenance.
  - c. Membership dues may need to be set at \$175.00.
  - d. Seven homeowners are behind on dues payments.
  - e. Robin contacted a collection agency for information. There was discussion about using this agency for our purposes.
  
- III. Torwood Homeowner's Association Insurance Coverage Summary
  - a. Our current annual premium is \$483 – this does not include liability coverage for the directors/officers.
  - b. Discussion about adding coverage for the officers for an additional \$700 - \$800 per year.
  
- IV. Late Payment of Dues
  - a. We need to clearly articulate the policy on collecting outstanding dues and explain this to the homeowners.
  - b. Procedure:
    - explain necessity of collecting dues – our expenses are going up, so we need the income
    - send letter, notifying homeowner of non-payment
    - must be paid within 30 days or penalty is imposed
    - if not paid within 90 days, collection agency is notified and additional fees are imposed
  
- V. Newsletter Items:
  - a. Late payment policy
  - b. Annual meeting
  - c. Landscaping update

- d. Dues notice for coming year
  - e. Sidewalk
- VI. Violations
- a. Phone call to party in question, followed by letter
- VII. New Business:
- a. Suggestion to create Torwood Greenthumb Award
  - b. Discussion about outgoing emails – board will review before anything is sent
  - c. Sidewalk status – Chris will talk to B. Therman
  - d. Retention pond schedule – Julie will go to City to find out if information contained in the bylaws is accurate and also check to see whether B. Therman is up-to-date with the schedule so far
  - e. Lighting bill for front entrance is outstanding because of issues that haven't yet been addressed by the electrician.
  - f. Next meeting; Mon. September 18, 2006.

Respectfully submitted,

Mary Tornquist