

Torwood Homeowner's Association  
Board of Director's Meeting  
Tuesday, July 25, 2006  
7:00 PM

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

Members absent: None

Guest: Cheryl Haller, Neighborhood Watch Committee **Chair**

I. Neighborhood Watch update:

- a. Cheryl Haller gave a report. Others on the committee are: Tony Caprarese, Ken Garbinski, Tom Tew, Leslie Wilkins
- b. The committee hasn't met yet, but Cheryl has conducted research on various models of Neighborhood Watch programs that are available.
- c. Benefits of instituting such a program in our neighborhood are: encourage residents to be "good neighbors", could be a good marketing tool for sales, give residents a way to constructively voice and address safety concerns
- d. Cheryl had suggestions for the committee to consider: year-round lighting of trees in entrance, sign placement in common areas indicating "private" property.
- e. The Neighborhood Watch committee will meet in August and prepare a plan to present to the board

II. Landscape Committee report:

- a. No committee members were present,
- b. BOD members have heard that the landscape committee plans to move the front entrance rocks to Aberdeen Court. Aside from that, we don't know of a definite plan. **Mary Tornquist will follow up** to get the following from the landscape committee: plan of action, timeline of work to be done, budget of expected costs (by October 1<sup>st</sup>), contract AK Landscape Company about a new contract (the current contract has almost expired).

III. Sidewalk installation:

- a. Robin Rasor and Chris Chapin attended the recent Saline Planning Commission meeting.
- b. The Planning Commission acknowledged the filing of Paul and Linda Borger's letter concerning the proposed sidewalk in our subdivision.
- c. Chris reported that the City sees no deviation from the original plans, filed by the developer. Julie Dils reported that resident Joe Parker visited her to discuss the sidewalk issue. He desires board support to get rid of the sidewalk and stated that he had a petition with 80 signatures from neighborhood residents who are against the sidewalk installation.
- d. Have two other proposed sidewalks for Torwood already been removed from the plans? **Chris will talk to Mr. Therman** to find out.
- e. Most recent news about the sidewalk: Mr. Therman will start sidewalk installation at the end of August and will finish in September.

IV. Bridge between Stonecliff Park and Mill Pond Park:

- a. The BOD officially will not make a comment or take action concerning this issue. However, members are encouraged to become involved as individuals/citizens of the City of Saline.

V. Mailboxes:

- a. The BOD decided that the Landscape Committee should take ownership of this project.
  - b. The following was decided, concerning some details: we should hire someone a licensed and bonded painter to do the work - for insurance and liability reasons.
  - c. **Mary Tornquist will contact the Landscape Committee** about determining a schedule for the project as well as details about the work to be done and who will be hired to do this.
- VI. Financial status update:
- a. Robin prepared a current report.
  - b. Chris recommended that in the future, the lawn care expenses be reported by quarter, so we can see exactly how the money is spent.
  - c. Developing next year's budget, complete with line items for the various committees is a priority.
- VII. Procedures:
- a. Discussion about how to handle complaints and concerns:
    - 1. receive the complaint or notice
    - 2. board member will verify
    - 3. above board member will send email to other board members
    - 4. notice will be filed
    - 5. letter will be sent to the offender within 5 days of the notice
    - 6. offender will be given 5 business days to respond/comply
    - 7. if no response, board will meet to determine the next steps
    - 8. a log will be kept of the process
  - b. We need to be sure we document all interactions and keep letters on file.
  - c. Robin will email format letters to secretary (**Mary**), **who will be in charge of notifying homeowners of infractions**, including one involving the storing of an RV on the homeowner's property.
- VIII. Communications options:
- a. We need an alternative to mailing newsletters to all of the homeowners. This practice is cost-prohibitive and time-consuming.
  - b. Possibility: plan to email future newsletters and give homeowners the option to have theirs mailed.
- VIIIX. Future meetings
- a. Discussion about annual meeting. We decided to tentatively set it for January 17, 2007. The next annual meeting will be September 2007 (with the intent of all subsequent meetings taking place in September).
  - b. **Next meeting** scheduled: August 22, 2006. 7:00 PM at Mac's.

Respectfully submitted,

Mary Tornquist, Secretary