

**Torwood Homeowners Association
Annual Meeting Minutes
May 4, 2006**

Board Members Present: Julie Dils, Robin Rasor, Mary Tornquist, Jeff Wilkins

Members Absent: Paul Borger

Guest: Milt Ezzard

Number of Families attending: 24 households represented

The meeting was called to order by Julie Dils, President at 7:15PM

- I. Introductions: Ms. Dils introduced the members of the Board that were present. She also thanked former, and first, members of the Board, Milan Radovich and former Secretary Yessant Habetz
- II. Financials: Robin Rasor, Secretary, presented the Financials in Treasurer Paul Borger's absence. There was discussion about the actual requirements of scheduled maintenance on the retention ponds and storm drainage system. Ms. Dils noted that this information, including a schedule of maintenance, can be found in the third amendment of the Master Deed, pages 8-9. Because it may be 3-5 years before the HOA takes over responsibility for this maintenance it is difficult to estimate the annual costs at this time. However, it is clear that the \$100/year annual dues will not be enough in the future as currently that fee just barely covers the annual landscaping/snow removal budget of \$12,000. It is likely that the annual fee will be at least \$150 per year with \$25 of this set aside as a special assessment such that the HOA can continue to build up reserves for the eventual maintenance.
- III. Recent Accomplishments: Ms. Dils presented a list of accomplishments for the prior year including the front lighting and holiday lights, review and mediation of drainage issues between East Castlebury and Aberdeen Ct., signpost at the front and establishment of a fund for the eventual HOA maintenance of the drainage ponds. Also, thanks to Chris Chapin, a CD of the Bylaws is now available from the HOA. Ms. Dils also thanked Paul Borger for his years of service on and dedication to the Board.
- IV. Landscaping Update: Milt Ezzard of the Landscaping Committee reminded the group that the objective of the Committee is the beautification of the neighborhood in addition to providing input and approval of all landscape plans and decks and house painting. Last year the committee had budgeted \$2500 for miscellaneous projects including landscaping of the front entrance. However, because of the dry weather and the delay in completing the electrical system in the front entrance, it was determined to wait until 2006. This year's objectives include: landscaping the front entrance, completing landscaping of the Melrose Court area and completing a review of the maintenance of the common areas to determine if less mowing and chemicals might be used not only for the

environmental benefit, but also to reduce costs to the HOA. Currently the Committee has one master gardener and is looking for additional volunteers. The current mowing/snow removal contract expires this year. The Committee will obtain other estimates and provide a recommendation to the Board.

There was a question about how many landscaping approvals were submitted to the HOA vs. those actually being done. For the most part, many homeowners are unaware of the review process and the HOA needs to continue education on this requirement. It is very rare that any issues come up during these approvals.

There was some discussion about whether the HOA notifies homeowners when their landscaping/lawns are not properly maintained. While this has not been a significant issue, there have been a few cases where the HOA has notified the homeowner. In addition, the HOA was reminded that the Developer needs to continue to maintain the unsold lots per city ordinance.

V. Mailboxes: Ms. Dils led a discussion about the potential for the HOA to pay for painting of the older mailboxes in Phase I and II. Article VI, Section I (h) indicates that the mailboxes shall be installed by the Developer to insure "consistency and uniformity" with the development. Damage to the actual mailbox or post should be the responsibility of the homeowner, but to ensure consistency, the HOA proposed paying for painting and minimal maintenance. One estimate was for \$30/single mailbox and \$45/double.

One homeowner suggested that they all be done at once to insure that all are of similar quality. A number of homeowners thought that \$30/box was too high. A number were willing to do their own mailbox if the HOA provided a directive in terms of the color paint. The HOA will obtain additional estimates and take this discussion into consideration as well as the current budget and make a determination about the mailboxes this summer.

VI. Sidewalk Update: Jeff Wilkens provided a summary of what has been done to-date as it relates to the sidewalk between Castlebury and Pembroke. The HOA consulted with its own counsel and with Jeff Fordice, the City Engineer. (*spelling?*). The certified site plan for Torwood has the sidewalk in the plan. The city will not issue a certificate of completion for the last house in the development until all the aspects of the original site plan are completed - including this sidewalk. It was concluded that the Developer did not have the right to offer to not build the sidewalk. Therefore, the HOA has sent a letter to the Developer, with copies to the four homeowners with property bordering the sidewalk area, requesting that the sidewalk be completed as soon as possible. There is significant erosion in the area which is becoming both an eyesore and a safety issue.

There was discussion about whether stairs would be required due to the grade. It was concluded that the sidewalk (and its grading) would have to be approved by the city

engineer. Until the sidewalk is completed, the HOA cannot estimate the costs for additional maintenance and insurance.

VIII. Bridge Update: Ms. Dils provided an update on the bridge between Torwood and the Mill Pond area by reminding the group that the next city meeting is May 16th, 7PM at Saline City Hall. This bridge has been under discussion for almost 15 years and has become part of the master plan for the parks service. Currently the city is gathering input from the community in terms of benefits and concerns. Ultimately, this will not be subject to any form of vote, but will be determined by the city.

IX. Garage Sale: The HOA is proposing the annual garage sale be held June 2 and 3. The HOA is looking for a volunteer to coordinate the garage sale. That person would be responsible for the following: getting a permit, signs, and placing an ad in the appropriate papers. Homeowners wishing to participate in the sale would be required to pay an appropriate fee to pay for the above-referenced ads and permits. There was some question about whether it would be better to have the sale after school was out. Ultimately, this will be the decision of the coordinator.

X. Neighborhood Watch: Mary Tornquist, Vice President, provided an update on the nascent Neighborhood Watch program. A committee had been formed but has stalled. Tom Tew noted that the group has made some progress including dividing the subdivision into blocks and contacting Saline police for support information. No other subdivision or area in the city currently operates a fully functional neighborhood watch program – clearly it is hard to get off the ground.

XI. Directory: Ms. Dils had a copy of the updated Directory and requested all in attendance to review and make corrections as necessary. It is hoped to have this completed and sent out early June.

XII. BOD Election: Unfortunately, the attendance was not enough to represent a quorum so elections could not be held. Due to this, elections will have to be held through written votes at a cost of \$60 to the HOA. Currently, two positions are open: Paul Borger and Julie Dils. Mr. Borger wishes to not be re-elected. The attendees nominated the following individuals:

Julie Dils
Michael Godek
Chris Chapin

The HOA will confirm with these individuals their interested in serving and send a paper election to the homeowners.

There was some discussion about whether the Annual Meeting might get better attendance if held at a different time of the year. The Board will consider alternative times.

XIII. Q/A: There was a question as to who was responsible for broken/cracked sidewalks. At this time, it appears that the homeowner is responsible, but the Board will check into this.

There is some interest in a newsletter – perhaps once or twice a year.

The meeting was adjourned at 8:10PM.