

**Torwood Homeowner's Association Annual Meeting**  
**January 17, 2007**  
**Heritage School 7:00 PM**  
**Board members present: Chris Chapin, Julie Dils, Robin Rasor, Jeff Wilkins**  
**Special guest: Cheryl Haller**

1. The meeting was called to order by Julie Dils at 7:10 PM
  - **Introductions** of board members were made
  
2. Mary Tornquist read minutes from last year's meeting May 2006
  
3. **Financial Report**
  - Presented by Robin Rasor
    - Financial burdens of the past year were explained:
      - postage/mailings
      - lawn care/snow removal
      - insurance
        - coverage of board members was increased, since the By-laws note that the officers are authorized to carry officers' and directors' liability insurance
    - By-laws require a 2% (\$400) carry-over from one year to the next; we're well over that with a year end balance of \$1,328.21
    - \$3,125 has been budgeted for 2007 capital improvements
    - We hope to reduce the cost of future mailings through the use of email and the Torwood website
    - In 2006 of the 154 lots in the subdivision, 124 lots are occupied, and 122 have paid their dues.
  
4. **Retention Pond schedule**
  - Presented by Julie Dils
    - Schedule for maintenance is posted on the Torwood website
      - Two areas in the subdivision are the "sledding hill" on Pembroke and the bowl area at the end of Pembroke
      - Bob Therman explained that he is keeping up with his responsibilities that must be done before Timberline Building & Design is certified to turn over these duties to the HOA
      - Also discussed was proposal to designate \$10.00 – 12.00 per household for escrow account/general maintenance starting in a couple years.
  
  - Question from the audience about why homeowners couldn't paint their own mailboxes. Board members responded that it was thought that there would be better continuity and quality control if this job would be contracted out.

## 5. **Garage Sale**

- Julie asked for volunteers to serve on this committee

## 6. **Committees** (purpose and description of each - posted on web page)

- Neighborhood (Presented by Cheryl Haller, chair)
  - Not a crime watch - rather, a welcoming, positive organization
  - Committee will work in conjunction with Saline Police
  - Area captains are a key element (4 out of 6 captains have already been designated)
  - We are the only such committee to get started in Saline
- Landscape (Presented by Jeff Wilkins, chair)
  - Committee will study the current situation and determine the specifics of new mowing/snow removal contract
  - Discussion of front landscape project
    - We weren't able to save much money because of lack of volunteers
    - Chris Chapin explained the process of choosing Kevin's Landscaping Company to handle the project: Kevin's agreed to partner with the HOA, delayed the final payment, gave us a one-year warranty and worked with our physical conditions (lack of irrigation, etc.) to determine the best time of year to plant.
- Architectural
  - Newly-created (doesn't work for this committee to be part of landscape)
  - Bob Therman has agreed to be one of the members on this committee

## 7. **Elections**

- We were short of achieving a quorum (22 attend the annual meeting + 9 paper proxies = 31 eligible votes. 36 eligible votes were needed).
  - Terms expiring: Robin Rasor, Mary Tornquist, Jeff Wilkins. Robin and Mary agreed to seek re-election.
  - Tony Caprarese nominated Robin and Mary. Cheryl Haller seconded
  - We need to seek further nominations for third position
  - Vote will take place by mail or email in early February

## 8. **Question/Answer**

- What happened at Planning Commission meeting last week?
  - The Commission voted 7 – 0 in favor of installing connector sidewalk between Castlebury and Pembroke
- Comment: Great job on the webpage!

- It seemed that a lot of money was spent to landscape the front entrance; what happened with the plans to landscape Melrose Court?
- Why are there bricks, mixers, etc. left on empty lots? Beautification needs to be carried out throughout the neighborhood.
  - Good points. Because we never had a line item in the budget dedicated to this, the HOA is basically working from scratch, but we are working toward achieving this goal. Kevin's Landscaping will work with us to draw up a master plan for the entire neighborhood. We also need to develop a good volunteer base. Our neighborhood still contains several construction sites. These lots are cleaned and mowed at least twice a year; this may have to be increased.
  
- Chris Chapin pointed out that there is a feedback form posted on the webpage so folks may constructively direct their comments/suggestions to board members

9. **Webpage Demonstration** (presented by Chris Chapin)

- [www.torwood.org](http://www.torwood.org)
- Features of the webpage were explained
- Chris pointed out that there is a process to follow, when resolving issues or seeking answers
- Forms on the webpage should help the process

The meeting was adjourned at 8:35 PM