

Torwood Homeowner's Association  
Board Meeting  
December 17th, 2013  
7:05pm

Present: Heather Singh, Matt Gifford, Gary Ancinec  
Absent: Chris Pottebaum, Steve Ingram

**1. Landscape Contract:**

A&K Landscaping has been selected as our new contractor for maintenance. Final agreements are being finalized and the contract/proposal is being signed. Snow removal during 1" or greater will be removed as a part of our monthly contract price. For snow events less than 1" where removal is needed the board will need to contact the contractor for removal and cost will be \$90 - \$100 depending on the requirement as per the specific event. Invoices will be submitted each month for service. Standard Monthly standard costs will be \$958.33.

**2. Dues Collection:**

As of December 17<sup>th</sup> 50 homeowners have paid their dues. All homeowners have received a verification of payment being received. Heather has a group of receipts to be submitted to Steve for reimbursement of expenses for the past several weeks. Steve also will be reimbursed for purchase of the trail building tools. Financials were reviewed and all expenses are known expenses.

**3. Mailbox Project:**

John Zemba is trying to source materials to determine final pricing. John cannot find a source for full composite posts. Direction will be given to source wooden posts with a sleeve at the bottom to protect from weed-wacking.

**4. Common Space Maintenance by Homeowners:**

Gary Ancenic is going to draft a letter to be sent to all homeowners that are currently mowing and maintaining common spaces to verify they are still willing to continue.

**5. Violation Notice:**

A notice of 2<sup>nd</sup> violation has been sent to a homeowner for an inoperable vehicle in their driveway. A notice was sent prior to the violation requesting status of the vehicle. The board received no response and therefore have issued the violation.

**6. Tree on Aberdeen Court:**

A tree was struck by the refuse collection company. The company notified the city of the incident and a police report has been filed. The city has been contacted and will address it at some point in the future.

**7. Long Term Planning:**

Long term planning discussion has been tabled until our next meeting due to lack of a full board present at the meeting.