

Torwood Homeowner's Association
Board Meeting
November 21st, 2013
7:05pm

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

1. Detention Pond Project:

Project has been completed. Engineering firm being paid in full. The contractor's 5% final payment is to be withheld until verification of the return of vegetation as per our contract.

2. General Business:

- Letter has been sent to a homeowner that consistently violates the by-law prohibiting garbage cans from being left at the curbside. Cans have remained at curbside for multiple weeks on several occasions.
- In late October, Heather spoke to a resident who has been renting out his home as a vacation rental. The resident has agreed to stop renting it out, but stated that he will finish out his existing contracts. Heather was informed that the homeowner's lawyer has information about his rights to rent out the property. The board discussed the potential of executing the process to modify the by-laws to better clarify expectations on this subject.

3. Dues Collection:

As of the time of the meeting 33 homeowners have paid their 2014 dues.

4. Holiday Lights:

The Ancinec Family volunteered to purchase and donate new Christmas lights for the Association. They will purchase them prior to the weekend, when a volunteer group will be put together to hang decorations and lights in the entrance of the neighborhood.

5. Project Planning:

Long term financial planning will be the focus of our next monthly meeting. There are a large number of projects on the agenda going forward. A clear understanding of predicted costs and priority will be established. For the mailbox project, Heather will check in with John Zemba for an update on the status of cost analysis information.

6. Landscaping Contract:

Request for proposals were sent to over 8 local landscaping business with a deadline for submission of November 15th. Two companies have submitted proposals to the board. Jennifer Gifford put together a summary of the two proposals for comparison. Both contracts were carefully reviewed during the meeting. There are a couple of questions that need to be answered prior to a decision being made.

- Proposal Number 1 – There is clearly a mathematical error in the proposal as the monthly numbers and the total contract do not add up. The vendor will need to clarify which number is accurate prior to us moving forward. There is also some confusion in regards to the snow removal portion of the contract which will need to be clarified.
- Proposal Number 2 – There are some seasonal charges that are listed that do not match with the details on the request for proposal. These need to be clarified so the quotations can be compared with comparable scope.

Questions to be cleared up with answers being communicated to the board via e-mail for a decision to be finalized prior to our next meeting.

7. Website Updates:

There are several updates that need to be made to the website. Members of the board will review the website, and send recommended changes to Matt Gifford. Board agreed to try to update the business referral section with current information.