

Torwood HOA Meeting Minutes

Meeting Date 8/31/15

Time: 6:40 pm Start Time

Attendance: Heather Singh, Steve Ingram, Clayton Kendrick, Matt Gifford

- Mailbox Project Report – 6 Mailboxes replaced and 1 single post assembly replaced. 2 Additional Assemblies in the budget for replacement, to be completed by end of October. Will review available funds at next meeting and determine if additional posts should be completed in 2015. Board has been made aware of a non-regulation box that was installed by a homeowner. Board unanimously agreed to purchase an additional box and replace this as soon as possible.
- Project Application – Steve Ingram to submit draft to the rest of the board via e-mail for approval. Additional verbiage including some commonly asked questions and guidance about drainage easements to be included.
- Website Changes – Board has contacted some outside sources to determine cost of having a professional web designer re-work the Torwood.org website. Contractor has given verbal quote on approximate cost to rework site on a per page basis at \$250. Hosting of site has been verbally quoted at a comparable cost to current rates. Formal quote to be procured and distributed to the board via e-mail for review and further discussion on value add.
- Tree Removal – Three proposals have been acquired for the removal of the maple tree that is dead on the Northern access point to the wooded common space, and two hung trees on the edge of the woods near the Southern access point that are a safety concern. Urban Forrester was the lowest bid. Board unanimously agreed to contract Urban Forrester for this scope of work to be completed.
- Property Line Survey – Project has been under consideration for several months utilizing a single quote as an assumed cost. Board decided to actively pursue additional quotes and to review those quotes via e-mail in the upcoming weeks with the intent of making a decision on the project prior to the next meeting.
- Liability Insurance – Annual Insurance payment is due in September. Multiple quotes were obtained to insure current supplier is cost effective. Results of investigation into alternatives found that Jones (current supplier) is the most cost effective provider. Board unanimously agreed to stay with Jones and to submit the annual payment.
- Sidewalk and Curb Repair – The sidewalk near the North detention pond that was damaged during the maintenance has degraded to the point where repairs should be made. In addition, there is damage to the curb at the front entrance. In order to minimize cost to association for these repairs and provide home owners that need to have concrete work done, an opportunity to save money, suggestion was made to contact some concrete companies to see what kind of a discount might be realized if they were able to do multiple jobs in the neighborhood. Survey of the community to be completed to get a rough estimate of how many homes might be included prior to contacting the concrete companies. Quotes for repairs to sidewalk and curb to be included in communication with contractors.

- Front Landscaping – Jen Gifford will be purchasing some landscaping elements for the front entrance and planting them with a volunteer effort. Previously approved expenditure. Estimated to be around \$500 or less.
- Landscaping Contractors – Board to conduct walk through with landscaping contractors to get quotes for some landscaping projects that are being considered including:
 - The hill behind lots 108 and 109 – The shrubs and wildflowers that were planted here did not achieve the results that were anticipated. The hill is not consistent with the aesthetics of the rest of the community.
 - Replace Maple Tree on Northern Access Point
 - Landscaping elements to mark property lines on the common space that goes between Castlebury and Pembroke across from Aberdeen Court
 - Boulders to mark the Northern Access Point to be consistent with the Southern Access Point
 - Replacement of the five dead trees in the front lawn area, and/or relocating some existing trees that may be more densely planted than necessary.
- Annual Newsletter – Annual newsletter is in the process of being constructed
- Annual Meeting – Scheduled for October 28th at 7:00 pm at the Saline Library
- Neighborhood Watch –
- Trailer being stored outside garage on Stoneglen Court – Letter to be sent to homeowner
- Holiday Lights – Jen Gifford has volunteered to take care of the holiday lights in the front entrance this year.
- Hydrant Markers – Heather to put out the hydrant markers again this year
- Dead Tree Survey – Clayton to do a survey of trees that are dead in between the sidewalks and the road.