



# Maple Court

## Home Owners' Association

Minutes of the Maple Court Home Owners' Association Inc. Board of Directors Meeting  
June 14, 2009 • 7:00 PM

**Date and Time:** Pursuant to Article VI, Section 1 of the Bylaws of the Maple Court Home Owners Association, Inc., a regular meeting of the board of directors was held on June 14, 2009, at 7:00 PM at 3 Maple Court, Simsbury, CT.

**Officers and Quorum:** The president, Matthew Cook, opened the meeting at 7:09 PM. Michael Girard acting as secretary was present and agreed to take notes and record the meeting. Directors Jean Sablan and Andrea Farrell were also present comprising a quorum. Deb Yurko was absent and not voting.

**Minutes:** The minutes from the previous May meeting were not available at the time of this meeting and still await approval by the board. The board reviewed the agenda and had no additional items for discussion.

### President's Report

Noting to report.

### Treasurer's Report

Andrea reported that all homeowners' dues are current with tomorrow (June 15) being the deadline to have your payment in for this month's assessment without penalty. She also provided an update on the Association's existing budget and expenses to date. We have collected \$9390 in assessments (some owners pre-pay) thus far in the calendar year. The association has also collected an additional \$140 in late fees. The Association budgeted \$2250 for general maintenance and so far has spent \$452.12 on new signs, mulch for near the entrance sign, and painting supplies leaving \$1797.88 available for general maintenance. We have spend \$1065.30 on snow removal representing 39% of the amount budgeted. We have also expended \$1106.50 for garbage and trash removal services for weekly trash pickup and \$188.52 for street lighting. We have paid \$1500 towards the principal and \$94.50 additional in interest charges on the garage roof loan. An additional \$748.94 has been spent for insurance coverage. Overall, thus far the Association is well within budget for the current year after 5 months. We have not yet made a deposit to the reserve fund for this year. The current balance in our reserve fund for future capitol repairs and improvements is \$10,111.98 as of May 31 which includes \$35.87 in interest income earned since February when we moved the account from Webster Bank to ING.

### Old Business

- A. **Garage Painting and Doors.** On June 6 and 7, members of the homeowners association prepped, primed, and painted the West Garage doors and trim. Many thanks to those who contributed to the event's success including Jean Sablan, Mike Girard, Jorge and Ursulla Gillen, Matt Cook, Bob Hertel, Mike Farrell, Bob Yurko and Walt Baker. Thank goodness for the sunny weather!

A motion was made by Matt and seconded by Andrea to assess two homeowner accounts (4 Maple Court and 86 West Street) a fine of \$25.00 per account for not contributing to the community garage painting. The Board discussed the need for all to participate in some way and the need to treat all fairly and in a uniform manner. After a lengthy discussion, the motion passed 3-1 with Mike Girard opposed and Deb Yurko absent and not voting. The \$25 fines have been satisfied for both accounts and nothing

is due.

Only two (Cook and Farrell) of the 7 garage doors received two coats of finish paint. Five doors are in need of a second coat and touch up and to cover some primer which wasn't adequately painted over. We still have one can of finish paint remaining. The following west garage doors are in need of a second coat: #4, #6, #8, #9 and #10. The remaining west garage end homeowners are asked to get together one Saturday morning for an hour to recoat these doors, weather permitting. Matt has the paint and it should be brought to Valley for mechanically stirring up.

During the community painting event, it was noted that three of the garage doors are missing the bottom rubber seal, several now have paint all over the seal, and some seals are cracked or broken. The seals keep out drafts, dust, dirt, water and insects and are used to transition between the concrete and wood door. Matt made a motion that was seconded by Andrea to purchase 8 garage door bottom rubber seals at an approximate cost of \$80 from a home improvement store to replace them. He had previously examined both garage buildings and noted that two of the doors seals were in excellent shape and not in need of replacement. The motion passed 4-0 with Deb Yurko absent and not voting. Matt will purchase the seals and distribute 2 of the seals to homeowners at the east garage which do not have any door seals. He will also distribute the remaining seals to homeowners after the second coat and final painting has been completed. All that is needed to install them is a hammer, scissors and less than 10 minutes of labor per door. The funds will come from the general maintenance line item of the budget.

Also during the painting event, Jean pointed out to Matt and Mike that her garage door is missing the lock bars on the inside of the door and her garage door is not capable of ever being locked without them. A motion was made by Matt and seconded by Mike to contact Douglas Garage Door to come out and repair the door. During the discussion it was noted that the Association cannot pay for the lock itself (Jean doesn't have a key) but Jean asked that Douglas perform all the necessary repairs so that it is operating and can lock. The Association will bill Jean for the lockbox repair, but MCHOA be responsible for the lock bar replacement costs. Matt also noted that he believed that something was still wrong with the Haggerty's door and if they are already coming out for Jean's it would make sense to have both taken care of at the same time under the same service charge. Matt will speak with Jim to determine what is wrong with his door. The motion passed 4-0 with Deb Yurko absent and not voting.

- B. **Treasurer Vacancy.** Andrea Farrell is resigning from the board effective July 31<sup>st</sup> as she plans to go back to school in the fall. The board is continuing to seek a volunteer and nomination for a new treasurer to serve the remainder of her term which is up in November. So far no one has come forward to replace her. If you are interested in the position or would like to nominate someone for the position, please email [president@maplecourt.org](mailto:president@maplecourt.org) or speak with Matt. We hope to have a new treasurer in place before she leaves us!
- C. **Community Tag Sale.** Mike Girard stated that there was nothing to report at this time.

### New Business

- A. **Debris on Common Property.** Matt mentioned that he had received several informal verbal complaints and comments from multiple homeowners regarding the debris on the common area that was the result of removal of the railroad tie wall and a lilac bush on the Girard property. Mike apologized and said he would remove the brush from the left side of the West Garage. The board asked that he remove it within the next two weeks.

- B. **Reserve Fund Deposit.** A motion was made by Matt and seconded by Mike for the Treasurer to transfer \$1590.00 from our checking account to our reserve fund (i.e. savings account at ING) for future capitol repairs and replacement expenses. The amount represents slightly less than 10% of our annual budget plus the \$90 collected thus far in late fees which are required to go into the fund by the governing documents. The motion passed 4-0. The board will review our reserve fund contribution again later in the year to see if we may be able to contribute further. Reserve funds meet legal, fiduciary, and professional requirements. Secondary Mortgage Market Lenders from on Association's which do not set aside 10% of their annual budget for future capitol repairs. Also, adequate reserve funds minimize the need for special assessments or borrowing and are required in the governance documents.
- C. **Maintenance.** The board is considering skipping a year of cleaning out the sewer lines. In the past the Association cleaned out the lines every year but alternated which line was cleaned out. In more recent years it has cleaned out all lines annually at the suggestion of the contractor. The anticipated expense to clean out the lines is approximately \$1500. The board is seeking input from the community on whether we should skip the cleaning for this current year or have the lines cleaned as budgeted. Please send your comments and feedback to the [board@maplecourt.org](mailto:board@maplecourt.org) before the next meeting.

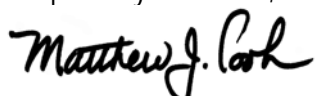
In addition, we are in need of sidewalk repairs mainly along the road and property lines with #3, #4, and #5 Maple Court and #82 West Street. The snow plows and salt have done a number on the 75+ year old concrete. The board will be seeking quotes to determine the cost of the patching and needed repairs as it presents a liability to the association if someone were to trip and fall and it is unsightly. As concrete work is a capitol expense, we may be able to use a portion of the reserve fund to pay for these expenses. Matt will seek quotes.

- D. **Trailers and Declaration.** Several months ago, the board agreed to examine the issue of the term trailer in the Declaration at the urging of the Yurko's who wish to bring their trailer to the property from time to time. The cost to review the declaration with our attorneys is anticipated to be between \$500 and \$1000. The board discussed two options: pay our attorney to review it and if necessary clarify it or 2) clarify the declaration through a board resolution. Most felt the attorney expense was costly and not budgeted so it was suggested that we explore option 2. As Deb Yurko was absent from the meeting, further discussion was tabled until the next meeting to explore this issue further.
- E. **Rules and Regulations.** At the next MCHOA Board meeting scheduled for July, the board will be reviewing the existing 2005 MCHOA Rules and Regulations. The association has a number of rules and regulations that we ask you to observe so we can all maintain our property values and quality of life. The board will be distributing the rules and regulations in the upcoming weeks and asks that homeowners provide comments and feedback about the existing rules and their reasonableness. Comments and suggestions for improving them may be sent to the [president@maplecourt.org](mailto:president@maplecourt.org) by July 10th to allow the comments to be compiled before the next board meeting.

### Adjournment

There being no further business before the board, a motion was made by Matt, seconded by Mike and passed unanimously by those present to adjourn the meeting at 8:28 P.M. The next MCHOA Board is scheduled for 7:00 PM on July 19, 2009 at 3 Maple Court. All are welcome.

Respectfully submitted,



Matthew J Cook, President