

**SOUTH MILL VILLAGE ASSOCIATION, INC**  
**EXECUTIVE BOARD MINUTES**  
**JANUARY 25, 2010**

**ATTENDANCE:** Jack Burke, Jack Foley, Al Penland, Amy Brodeur, Rich Nicholson, and Chuck Hannah from APM.

The Meeting was called to order at 7 PM.

**MINUTES:**

The Minutes from the November 16, 2009 Meeting were read and accepted. (J. Burke/A. Penland ).

The minutes from the Organizational meeting held on December 2, 2009 for the purpose of electing officers for the 2010 year were approved. (J. Burke/A. Brodeur). The officers are President, Jack Burke, Vice President, Jack Foley, Treasurer, Amy Brodeur, Secretary, Rich Nicholson, and Officer at Large, Al Penland.

The February and March Meetings will be held at APM.

**AUDIT REPORT:**

The annual audit report was completed in December by our outside firm of auditors. The audit found that all financial practices were in compliance with accepted accounting standards. There was a minor change to Line item #2 which on an unaudited basis indicated a favorable year end budget variance of \$3,242, while on an audited basis it was \$6,264. The surplus was transferred to the reserve account.

**LANDSCAPING**

SMVA never received an invoice from the town for repair work completed following damage done by an AT&T truck while serving the property over two years ago. The amount reimbursed by AT&T was transferred to the reserve account.

Al Penland will meet with Jeff Pell regarding the detailed reduction in costs for services including the mowing of lawns on a reduced basis as possible given weather and growth patterns. The purpose of the meeting will be to detail exactly the dollar amount of those reductions.

**WIND DAMAGE:**

Recent high winds have knocked down some of the privacy screens in some of the cul-de-sacs. Notification of a potential claim has been sent to the insurance carrier and APM has been asked to complete a survey on the scope of damage reported by unit owners.

**PAINTING:**

The Board has received an estimate from Prime Touch. Motion was made to paint scheduled units 115-137 for 2010 at a cost of \$22,470. The cost for this work is included in a five-year plan submitted by Prime at the request of the Executive Board. Some of the Executive Board had questions related to how some of the costs for the five-year plan were calculated. APM was asked to follow up with Prime Touch to clarify. (J. Burke/A.Penland).

In addition, as a separate estimate, Prime Touch submitted a cost of repair for preparation of the units to be painted this year (115-137). Some of them require extensive repair/replacement of rotted wood. The estimated was the sole one received and the Executive Board asked APM to have their construction division complete an analysis of the Prime bid to ensure that it is competitive.

**PAVING CONTRACT:**

The Executive Board had asked APM to obtain bids for repaving the entire complex, including driveways. The bids were to have contained detail and differentiate cost for resurfacing only as well as a total reclamation process. The bids were to be broken down by cul-de-sec. There is only 1 cul-de-sec, being considered for re-pavement in 2010, that is (115-137) Only 1 bid has been received, that being from US Pavement Services for the entire complex (including driveways). The bid was not in sufficient detail for the Executive Board to make a proper assessment. APM was asked to clarify with the companies submitting bids. APM was asked to seek clarification and to reissue bid requests.

**REVISIONS TO SMV RULES AND REGULATIONS:**

The rules for the Association were rewritten and distributed to the unit owners for review and comment on October 27, 2009. There were no comments received back from unit owners which would cause the Executive Board to consider further revisions, Therefore a motion was made to adopt the Rules and Regulations as distributed on October 27th, 2009. (R. Nicholson/A. Penland)

**RULES VIOLATIONS REPORTING AND ENFORCEMENT PROCESS:**

The final draft is in the process of being written and will be reviewed by counsel and APM before the guidelines are published to unit owners.

**CHIMNEY REPAIRS:**

A proposal from Goodrich Mason Contractors in the amount of \$52,100.00 for repair of 22 chimneys was reviewed. This proposal is to be distinguished from repairs to chimneys needing immediate attention which were recently completed. This proposal identifies chimneys which should receive attention over the next several years but not requiring immediate repair. Following discussion, APM was asked if it would be possible to phase the project over several years.

#### **WATER SITUATION WITH PHASE 4:**

Phase 4 has been paying their current monthly obligation to SMVA, Inc under a working pro-rata formula previously agreed upon. The details for reimbursement of the amounts due from 2002 are under discussion, and Phase 4 has asked for a clarification on certain methodologies in order to accurately determine the amount owed. We are working closely with Phase 4 and expect to be able to reach an agreeable solution.

#### **ADJOURNMENT:**

A motion to adjourn was made by Jack Burke, with a second by Amy Brodeur. The meeting adjourned at 10:05PM.