

**SOUTH MILL VILLAGE ASSOCIATION  
EXECUTIVE BOARD MINUTES  
JULY 23, 2007**

**ATTENDENCE:**

Jack Burke, Jack Foley, Rich Nicholson, Amy Brodeur, Greg Dobbs,  
Al Penland.

The meeting was called to order at 7 PM.

Motion was made to approve the minutes from the June 25<sup>th</sup> meeting. ( Motion-R. Nicholson/A. Brodeur –Unanimous approval)

**DIRECTORY UPDATE**

The Executive Board agrees that there is a need to get an updated Telephone Directory out ASAP. Motion was made to go forward as follows with the following conditions:

- o Record to reflect with regard to the updated directory:
  - Cost not to exceed \$800.
  - Association to own the completed database/ Work effort is property of South Mill Village-allows easy timely update,
  - Establishment of database will cost less than previously paid,
  - Format –Type set- digitally ready for printing,
  - Finished product will be commercially printed/similar to the existing directory.

(Motion-J. Foley/R. Nicholson- Unanimous Approval with Al Penland abstaining )

**FINANCIAL/ BUDGET UPDATE**

Amy Brodeur provided an update through June 2007. There were 4 issues that were outstanding that Amy Brodeur was trying to work through with the Accounting unit at Imagineers, charges for electrical boxes at some units, a high April water bill, outstanding expenditures/documentation on insurance claims, and outstanding 2006 under billing charges by General Landscape. She was having difficulty getting the requested documentation and overall cooperation from Imagineers. She was to continue working with Bill Nardi and Lee in the Accounting unit.

The above issues needing to be resolved, with 3 months remaining in the 2007 fiscal year, the Association is running a favorable year end variance of \$ 8, 137.65

### **Outstanding Insurance Claims:**

In connection with the discussion on current/ forecast for the 2007 Budget Amy Brodeur brought up the fact that she was still not getting the required cooperation and documentation from the Accounting unit at Imagineers on the pending insurance claims and the financial documentation necessary to support expenditures or forecast future expenditures. The Executive Board discussed that Imagineers is expected to fulfill the obligations of the Management contract and further that Imagineers appears not to be in compliance with the Management contract.

Based on the ensuing discussion, the following motion was made: The Executive Board will prepare a letter immediately asking that within 15 days, Imagineers provide the Board with appropriate written documentation in accordance with Section 9 ( Insurance) of the Management agreement with respect to required written reports on insurance claims. Letter will be sent by fax and US Mail.

( Motion :J. Foley/A. Penland- Unanimous Approval )

### **LANDSCAPING:**

It was noted that the crab grass is a significant problem this year. Al Penland will have a discussion with General Landscaping.

There was yet again discussion of non- developer installed plantings. The discussion was around whose responsibility it is to maintain, if the plantings were not installed by the current owners. The basic board policy with regard to unit owner installed landscaping is that maintenance/upkeep is the unit owners responsibility. The real issue comes up only when current unit owners do not want the previously installed landscaping and wish the landscaping either maintained by the Association or removed.

### **BUILDINGS:**

There was a continuing discussion on the need to replace lighting fixtures for the street lamps as well as some individual unit owners lighting. After some general discussion the Executive Board has directed Greg Dobbs, the Buildings chairperson to investigate options on style and cost and make recommendations for the Executive Board to consider. The issue of the individual unit lighting fixtures was tabled for this meeting.

Greg Dobbs was also asked, that in conjunction with Imagineers, a thorough review of the exterior units be completed to make sure that any bare wood or rotting wood be brought to their attention so that corrective action could be taken.

Greg Dobbs submitted a request dated July 23, 2007 to have a two step iron railing installed at his unit, at his own expense, on one side of the two steps directly leading to the front door. The request included partial documentation as required by the Association's buildings and alterations guidelines and further cites and documents a handicap need supported by the issuance of CT handicap parking permit. Greg Dobbs was given the name of a railing contractor recently used by the Association to re-install

another railing within the complex so that the balance of the required documentation could be completed before the matter is brought to a vote by the Executive Board.

**ADJOURNMENT:** Motion to adjourn at 10 PM. (J. Burke/A. Brodeur- Unanimous approval)