

FARMINGTON CHASE ASSOCIATION

February 24, 2009 ♦ 7:00 pm

Board of Directors Meeting

Farmington Chase Clubhouse

Page 1 of 5

6:30 pm Welcome to the monthly Board of Directors Meeting, Coffee & Refreshments served

- I. Call to Order
The meeting was called to order at 7:00 pm
- II. Roll Call
Present: Ross Gottlieb, Charlene Langston, John Machowski, Paul Mancarella, Mary Jane Parlow, Bev Rackliffe, Joanne Spence, Kristin Violette, and Luz Wheeler. Bill Nardi of Imagineers was also present.
- III. Approval of the Minutes from the January 27, 2009 Meeting
Motion and seconded: John Machowski / Mary Jane Parlow. Approved Unanimously
- IV. Audience to Visitors
 - None
- V. Status of Outstanding Issues (see Attachment 1 - Action Items / Unfinished Business addendum)
- VI. President's Report
 - Treasurer position – Ross Gottlieb resigned as the 2009 Treasurer.
 - Luz Wheeler was nominated by Kristin Violette, and accepted the position of Treasurer by unanimous vote.
 - Luz advised she would need to vacate her position on the Architectural Control Committee in order to give attention to the Treasurer position.
 - Kristin Violette volunteered to join Bob Langston and Mary Jane Parlow on the ACC.
- VII. Vice Presidents Report
 - No report.
- VIII. Committee Reports
 - Architectural Control Committee
 - i. A discussion took place regarding satellite dishes and FCC Guidelines on the subject. Regarding the installation of a satellite dish by Unit #22, the Board agreed that the (already installed) satellite dish will not be opposed per FCC Guidelines, however, for adherence to ACC policy and FC documentation for the homeowner, the BOD requires that a formal request with specifications be submitted.
 - ii. Although an informal email was received by the homeowner to install the dish, and considered acceptable to two of the ACC members, it was determined that it lacked the required specifications for review/consideration. **Action: Bill Nardi to advise homeowners to provide specifications.**
 - iii. #54 requested to replace garage door was approved by the ACC. Door specifications are standard and in compliance with ACC Guidelines.
 - iv. #10A Estate previous request to install a shed was clarified with a photo and explanation of a 12 ft. x 20 ft. building, to be painted the same color as the house. Request is pending further ACC review and discussion with owner before presenting to BOD for consideration.

FARMINGTON CHASE ASSOCIATION

February 24, 2009 ◆ 7:00 pm

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Farmington Chase Clubhouse

Page 2 of 5

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- v. ACC to meet on Wednesday, February 25th at 6:30 pm.
 - Audit Committee
 - i. Paul Mancarella explained that a summary of the 2009 Budget overall shows that we are “holding our own” at this time.
 - ii. Under consideration at this time is the need to repair the tennis court lighting. Underground wiring will need to be repaired. Over the last few months, underground wiring breaks have been a new and reoccurring problem, and were not calculated into the Budget. Discussion included concern for how frequently the courts are used vs. the possible high cost of repair. Discussion also included consideration that for the \$41,000 cost of the refurbish of the tennis courts several years ago made the courts a major amenity that should be maintained and residents should be encouraged to use rather than prohibit use of the courts. It was determined that bids will be reviewed before a decision is made to repair or hold off repairs for this year and budget into next year’s budget. **Action: Bill Nardi to obtain (3) bids for the repair of the tennis court lights.**
 - iii. Concern was expressed regarding the subject of overall critical underground wiring that may need repair, and how to factor that into the budget now.
 - Farmington Chase Newsletter
 - i. On the subject of the consideration of an announcement of an extra spring cleaning dumpster in the Newsletter, it was determined that the Tag Sale dumpster and the tentative fall clean-up dumpster should service the community adequately.
 - ii. The Secretary contacted CWPM (as directed at the 2/20/09 Management Meeting) regarding a possible one-time dumpster for all hazardous waste (tires, paint cans, propane tanks, batteries, etc.). CWPM advised they can legally haul metal and tires, but not batteries or paint.
 - iii. The Secretary then contacted the Town of Farmington Highway & Grounds Department for a Hazardous Waste schedule and was referred to CT Resources Recovery Authority (CRRA). CRRA has not yet released the 2009 schedule or location for Farmington’s household hazardous waste – they included the Secretary to their mailing notification list to be published in March/April.
 - Landscaping Committee
 - i. No report.
 - Maintenance Committee
 - i. 2009 committee members: Bob Langston, Chip Howley, John Machowski, Bev Rackliffe, Charlene Langston, Chairperson.
 - ii. Next meeting scheduled for March 5th at 6:30 pm.
 - iii. Carpenter Ant Treatment – Update
 - a. The Braman Service Contract was presented for review. It was confirmed that the contract specified there was no charge for return to site for treatment if carpenter ants are found after applications are made.

FARMINGTON CHASE ASSOCIATION

February 24, 2009 ◆ 7:00 pm

Board of Directors Meeting

Farmington Chase Clubhouse

Page 3 of 5

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- b. Some questions were asked regarding the environmental safety of the applications, and the ability to reach ground level deck/foundation areas.
 - c. It was noted that the topic of carpenter ant extermination was introduced to the Board, by request of the community, in February 2008, and unanimously approved by the Board of Directors in October 2008.
 - d. Charlene Langston to contact Braman for answers to specific questions and report back to BOD members via email.
 - e. John Machowski and Bob Langston to meet on site with Dave Graham of Braman to review various types of deck styles to understand how applications are done.
 - f. The BOD members to review email shortly so that there will be no delay in signing the service contract as the applications begin in April.
 - g. Announcement to be made in the newsletter that the Board of Directors is in the process of reviewing the practicality of carpenter ant extermination.
- Neighborhood Watch Committee
 - i. Meeting to be scheduled early in March. Agenda items to include the update of the NW review of the Vehicle List.
 - Social Committee
 - i. Mary Jane Parlow recommended the idea of possible rental of the Club House for an indoor winter tag sale. Pros & Cons of that concept were discussed. No decision was reached at this time.
 - ii. Joanne Spence requested that the BOD consider that the set-up of coffee & refreshments before BOD meetings be shared by BOD members. Pros & Cons of that idea were discussed. It was determined that Joanne would email the “responsibilities” of that task. No final decision was reached at this time.
 - Sunroom Sub-Committee
 - i. Meeting to be scheduled soon. Bob Langston explained that Farmington Woods specifications have been reviewed by the committee. He has gathered more specifications from various vendors for the committee to review at the next meeting.
 - Website Committee
 - i. The January BOD photo and other minor updates were added.
 - Welcome Committee
 - i. No report.
- IX. New Business
- Financial Report
 - i. Need to be mindful of extra spending so that budget will be held to.

FARMINGTON CHASE ASSOCIATION

February 24, 2009 ♦ 7:00 pm

Board of Directors Meeting

Farmington Chase Clubhouse

Page 4 of 5

- Other Matters
 - i. The scope of the superintendent's job responsibilities and compensation was discussed. It was agreed that the compensation fit the scope of the job responsibilities.
 - ii. Concern was expressed about owners that do not pick up after pets.
 - iii. Questions were raised regarding post-winter repair to broken curbs and damaged lawns. It was agreed that all curbs were in repair before the 2008/2009 winter season. **Action: Bill Nardi confirmed that Imagineers will be responsible for repairs after the winter season.**
 - iv. It was recommendation that FC Pool Rules for 2009 be continued as written in 2007 and 2008 (with applicable date changes). The Secretary to make applicable changes and include in next BOD package.
 - v. Agenda item for March BOD meeting – pool attendant hours to be discussed.
 - vi. **Action: Bill Nardi to check with former pool attendants Greg Conti, Marcel Rodriquez and Kara to see if they are interested in working again in 2009.**

X. Adjournment

XI. Executive Session

The meeting adjourned at 8:06 pm

Respectfully submitted, *Charlene Langston, Secretary*

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Action Items – February 24, 2009

Task #	Date Initiated	Task	Action for	Date Due	Follow Up	Category	Status (updated 2/24/2009)
017	3/25/2008	Painting bids - obtain now in order to accurately forecast project into future budget(s) Note: scope of job includes painting in the entire community of garage doors & trim, garage side entry doors & trim, shed doors & trim, front privacy fences, rear pri	Bill Nardi	3/1/2009	2009 - SEEK NEW AND MULTIPLE BIDS - CLUSTERS 1, 2, 3 & 4 - YEAR ONE CLUSTERS 5, 6 & 7 - YEAR TWO	Bid/Proposal	2/6/09 - two bids were being reviewed at Imagineers, and a third bid is being sought. BID PAGE INCL IN BOD PKG - 4 SENT OUT
036	6/17/2008	Obtain pricing for removal of vegetation from tops of CL&P light poles.	BOD	ON HOLD	ON HOLD - Walgren proposal (Aug. 2008) came in at \$4,200 / BOD agreed to hold off to 2009. 2009 "WAIT & SEE" HOW IMAGINEERS PRUNING HELPS	Budget	
042	6/22/2008	Provide report to show money collected from violations / identify where the money is being put in the FC Financial Report	Bill Nardi	2/6/2009	2009 - REPORT ON COLLECTION OF FINES NEEDED	Report	
043	6/22/2008	Provide report to show money collected by Maintenance Charge Backs / identify where the money is being put in the FC Financial Report	Bill Nardi	2/6/2009	2009 - REPORT ON COLLECTION OF FINES NEEDED	Report	ONE TIME REPORT REQUESTED
048	1/27/2009	FC Committees to provide BOD with Quarterly Reports (and/or monthly reports) each Jan-Apr-Jul-Oct	Committees	March '09	COMMITTEES TO PROVIDE QUARTERLY WRITTEN REPORTS	Reports	Reports due from: ACC, Audit, Landscaping, Social, & NW Committees
050	2/6/2009	"Email Tree" – Imagineers to gather email addresses of residents and create a distribution list for the entire community. Email will be a source of communications to the community	Bill Nardi			Email	ONGOING
051	2/24/2009	Obtain (3) bids for the repair of the tennis court lights.	Bill Nardi	3/15/2009		Bid/Proposal	
052	2/24/2009	Imagineers responsible for curb and lawn repairs from snow removal damage after the winter season.	Imagineers Landscaping			Repairs	
053	2/24/2009	Check with former pool attendants Greg Conti, Marcel Rodriguez and Kara to see if they are interested in working again in 2009	Bill Nardi	3/15/2009		Employee Hire	