

# CHAMBERTIN TOWNHOUSE HOMEOWNERS ASSOCIATION

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Annual Meeting of the Homeowners

Meeting Minutes – December 11, 2013

The annual meeting of the Chambertin Townhouse Homeowners Association was held on Wednesday, December 11, 2013 at 4 p.m. in the Avon Public Library. The meeting was called to order by Joel Kosowski, president, at 4:10 p.m.

1. Roll Call/Proof of Notice of Meeting. The meeting Notice was sent in accordance with the Bylaws on November 19, 2013. Roll call was taken. With 7 of 11 units eligible to vote present either in person or by proxy, a quorum was established for the purpose of conducting business.

Unit	Owner	Present	Proxy	Absent
05	Michelle and Christopher McKenna			<input checked="" type="checkbox"/>
06	Gegertha and Nelson Mozia	<input checked="" type="checkbox"/>		
07	Kevin Walsh			<input checked="" type="checkbox"/>
08	David P. Sargent, Jr.	<input checked="" type="checkbox"/>		
09	Susanne Chu			Ineligible
10	John and Joel Kosowski	<input checked="" type="checkbox"/>		
11	William I. Fleischer	<input checked="" type="checkbox"/>		
12	Gary Bossow			<input checked="" type="checkbox"/>
13	Laura and Steve Christofferson			<input checked="" type="checkbox"/>
14	John W. Graham		Cindy Moore	
15	Maureen and Patrick Fitzgerald	<input checked="" type="checkbox"/>		
16	Erin and Joel Green		Joel Kosowski	

2. Approval of Minutes. Upon motion duly made and seconded, the minutes of the December 12, 2012 meeting were unanimously approved.
3. Financial Review.
  - a. The November 30, 2013 financials were distributed and will be sent to all owners with these minutes. Overall operating expenses are tracking under budget.
  - b. 2014 Budget Ratification. The 2014 budget was reviewed as compared to the 2013 budget, noting that the operating portion of the assessment will decrease by about 7% and the reserve portion increase about 45%. The overall quarterly assessment increase is \$90 per quarter with the increase going to fund reserves.
  - c. Reserve Study/Capital Projects. The capital improvement schedule has been updated to reflect 2013 expenditures. Management projects that 2013 will end with approximately

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\$80,000 in reserves. There are approximately \$135,500 in reserve expenditures anticipated in 2014, including painting the two remaining buildings and installing new decks/railings on the third building. The year should end with about \$24,000 in reserves. Joel K. asked that the entrance sign replacement be moved up from 2015 to 2014. Management will make that adjustment which appears to be able to be accommodated. It was noted that the overlay of the parking lot will need to be done in a few years, but that the repairs and sealing done in 2013 deferred the overlay a few years.

2014 will be the third year of the special assessment at \$5,000. The assessment is anticipated to go down to \$4,000 per unit in 2015 and \$3,000 in 2016. At that point, there should be approximately \$98,000 in reserves with all the buildings freshly painted, the Mansard roofs redone with asphalt shingles, and new decks. Management is recommending an updated reserve study at that point to determine the appropriate level for reserve assessments going forward with the intent to avoid future special assessments.

It was noted that it is extremely important that all owners pay their quarterly dues and special assessment on time in order to meet the financial obligations of the association. Late fees will be assessed in accordance with the Collection Policy and will be collected accordingly.

#### 4. Unfinished Business.

- a. Deck Replacement. The decks on two buildings have been replaced with composite decking and new metal railings. The third building will be done in 2014.
- b. Painting. The remaining two buildings will be painted to match the new building in 2014.

#### 5. New Business.

- a. Draft Rules and Regulations. Management and the Board have drafted rules and regulations to clarify existing rules governing the HOA. They will meet after the holidays to finalize the document which will then be posted on the website for owner comment. After that period the rules will be adopted. Owners were advised that these are not new rules, just clarifying in plain language rules such as tenants not allowed to have pets and parking restrictions.

Many owners complained of neighboring residents using designated parking spaces that are not assigned to them for their extra vehicles. Each unit has 3 parking spaces only,

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including garage and carports. Guest spaces are for short term visitors; not extra parking for owners or tenants. Owners have the right to have a vehicle parked in their space towed or booted. Owners may also notify management who will issue citations and, as appropriate fines, in accordance with the association's Enforcement Policy.

The importance of owners providing a copy of the lease for their unit, listing all tenants, was discussed. In an emergency, officials need to know how many people are living in the building. This was a problem during the fire in 2011 as owners had not provided this information to management. This will be enforced moving forward and all owners are asked to provide this information immediately to management.

6. Election of Directors.

- a. Two seats, currently held by Ann Madison and Cindy Moore, are expiring. Ann Madison was not in attendance and had not indicated whether or not she wished to stand for re-election. Cindy Moore indicated she would stand for re-election. Dave Sargent said he would accept a nomination as well. Upon motion duly made by Joel Kosowski, and seconded, Cindy Moore and Dave Sargent were nominated and elected by a unanimous vote.

Respectfully submitted,

MOUNTAIN CARETAKER, INC.

By: \_\_\_\_\_  
Eileen Jacobs