



Maple Court

Home Owners' Association

Minutes of the Maple Court Home Owners' Association Inc. Board Meeting November 9, 2008 • 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 November 9, 2009, at 7:00 PM at 3 Maple Court, Simsbury, CT.

Officers and Quorum: The president elect, Matthew Cook, opened the meeting at 7:05 PM. The secretary elect, Deb Yurko, was present to record the meeting. Directors Michael Girard, Andrea Farrell, and Jean Sablan were also present comprising a quorum.

Minutes: This is the first meeting of this newly elected MCHOA Board, but it was moved, seconded and passed, that as a legal document of record, going forth, the meeting minutes would follow a more formal format and be subject to approval at the following board meeting. Unapproved minutes will be circulated to all homeowners prior to final editing and approval by the board in an effort to keep communication lines open.

President's Report - Election of Officers & Board Orientation: Matt reviewed an outline of the agenda for the meeting. He asked that each member, introduce him or herself, detailing basic information including the length of time living in the neighborhood, work experience, spouses and others living in their home, etc. so that we can get to know each other better. Each Board introduced him/herself individually.

Matt moved to officially elect the officers of the Board of Directors in accordance with Article VIII Section 2 of the Bylaws of the MCHOA, Inc. The motion was seconded by Mike Girard, and unanimously passed. The officers of the MCHOA are: Matthew Cook, President, Mike Girard, Vice-President, Andrea Farrell, Treasurer, Deb Yurko, Secretary, and Jean Sablan, Member-at-Large. Congratulations!

The President then distributed and reviewed a very useful document entitled, "The Board Member Tool Kit: A Guide for Community Association Volunteer Leaders" developed by the Community Association Institute. The document was distributed to all members of the board. The document outlined the general purpose of association governing documents: the Declaration of Covenants, Conditions and Restrictions, Articles of Incorporation, Bylaws, and Rules and Regulations. Highlights included, that our Association is incorporated, and as such, its Board members are responsible for running a business, with the main purpose maximizing our investments, namely our homes and that our primary customers are our members or homeowners. By following its governing documents, all association members will be treated in a fair and equitable manner. Matt, who had done some extensive research on the history of the Maple Court Home Owners' Association, referred to our particular documents, as well as outlined the specific duties of each Board Member set forth in the Bylaws with the Board Member Tool Kit serving as a reference guide. It was also noted that all the Association's governing documents are now online at www.maplecourt.org.

Matt mentioned that one duty required in the Bylaws of the Board is to review the Association's insurance policies annually. He wants the Board to review all insurance policies to ensure that we have adequate

coverage, as well as the coverage specified by our governing documents. For example, do we have fidelity bond coverage to protect the association against theft of funds by a Board member with access to accounts? He mentioned that that he would call our Insurance Broker to obtain a list of existing coverage so that they could be compared to the Bylaws to make sure they were at an adequate level as described in the governing document. Quotes would be sought to increase coverage as needed based on our existing policies provide and what is required by the Bylaws. He would report back what is found for discussion at the next Board meeting.

Matt also brought a future topic to be examined before the Board which is exploring the possibility of conducting a reserve study that would look at assets, forecast expenditures, and prioritize repairs and maintenance of the common property. Matt will request quotes but further discussion was tabled for future meetings until we have quotes available.

Another requirement of State law and the Board is to furnish certificates during real estate transactions showing the name of the current homeowner, whether their dues are current, as well as other required items in state law such as copies of the governing documents, budget, etc. In addition, state law requires that the Association notify Town Hall annually in January and whenever there is a change stating who the "resale certificate" can be obtained from. Matt mentioned that he will be going to town hall this week to look at some certificates and speak to the town clerk about the procedures. He will report back on what he finds at the next meeting and develop a format for the certificate for Board approval.

Treasurer's Report: There was no further report from the Treasurer since the recent, very detailed Annual Meeting Financial Report on November 2.

Old Business

Fall Clean-up: It was moved, seconded and unanimously passed that we would not get a leaf dumpster this year as had been discussed at previous board meetings and at the annual meeting. All homeowners would be responsible for their own disposal of leaves. The leaves on common ground have for the most part been taken care of by a few of the association members.

Andrea noted that the town pick up of leaves on West St. is November 19th. Homeowners who wish to place brown bagged leaves in front of the Farrell's or the Yurko's on West St are welcomed to do so on or before that date.

The Board also moved, seconded and unanimously passed that there will be no formal fall cleanup this year since any date set so late in the season would most likely preclude many homeowners from participating and it would be difficult to obtain three quotes quickly and have a landscaper come in to perform the work. Homeowners are encouraged to assist with leaf and general cleanup of the roads and common areas near them individually although currently the grounds are in very good order with much thanks to Mike, Matt, the two Bob's, and others in the neighborhood. Thank you!

Plans for future Spring and Fall cleanups will be discussed at future meetings.

Snow Plow Contract: The MCHOA has selected Warner Landscaping for this year's snow plowing at a previous Board Meeting in October. A contract was sent for their signature along with a request for proof of insurance. Staking of individual and Association properties will be clarified with the contractor. Once the

contract returns, the Board directed Matt to sign it on behalf of the Association.

East End Garage Windows: The east end garage windows have been replaced. Matt moved, Mike seconded and unanimously passed that a letter would be provided to the bank, in order that the President, Matt Cook and the Treasurer, Andrea Farrell, have access to the line of credit loan so that the new garage windows are paid for when MCHOA receives the final bill. All board members signed the letter to the bank. Matt and Andrea and perhaps Jim Haggerty, current signatory, will go to the bank to change the signatories on the loan as soon as possible.

Garage Painting: It was moved, seconded and unanimously passed to have the President contact the painting contractor to cancel the west garage painting this Fall, due to the oncoming cold weather, longer than expected time frame to start the project, and diminishing available funds in this year's budget. The project will be moved to the Spring. Matt will call the painter to cancel and also let Martha Hertel, past president, know of the board's decision since she had worked so diligently to line up the painter and the contract.

New Business

Road Repair: Mike Girard will obtain some cold patch material in order to fix the potholes at the corner of 7 Maple Court towards the west end cul-de-sac. This will be a temporary stop gap measure. Road work in that area is needed but is most likely extremely expensive.

Sign: Debbie volunteered to try and touch up the Maple Court sign at the main entrance to paint over some of the graffiti. Mike volunteered to help get the sign down from the post.

Future Board Meetings: Future Board Meetings have been scheduled for the next three months. Meetings will be held at Matt's house, on Sundays, at 7:00 P.M. The next three meetings are scheduled for:

December 7, 2008

January 4, 2009

February 15, 2009

All association members or designees are welcome, but please let Matt (president@maplecourt.org or 217-1411) or another board member know in advance, so that we can ensure there is adequate seating for all who wish to attend.

Adjournment

There being no further business before the board, a motion was made, seconded and passed unanimously to adjourn the meeting at 9:15 P.M.

The next MCHOA Board is scheduled for **December 7, 2008**, at the home of Matt Cook, **3 Maple Court**, at **7:00 P.M.**

Respectfully submitted,

Deb Yurko
Secretary

Approved by Board of Directors December 7, 2008.