

Meeting Summary for the Board of Director's meeting October 1, 2011

**These are NOT the official minutes of the Southwind Homeowners Association. Those will be presented to the board and approved at a later date. These are only notes taken by Jane Clark and Joe Palko and should NOT be considered correct or official.**

The meeting was called to order by President Tom Mole at approximately 8:00a.m. (It should be noted that Tom Mole was elected President by vote of the board members via email shortly after the annual Homeowners' meeting on September 10, 2011)

The minutes of the annual Homeowners' meeting September 10, 2011 were reviewed and approved by the Board.

First order of business was the selection of the position of Secretary of the Board. As Curtis Kossman agreed to serve in this position, his selection was moved, seconded and unanimously approved.

Financials for through August 31, 2011 were reviewed by Bob Denove with no specific items or areas of concern noted. The necessary papers for establishing certificates of deposits with varying maturity dates for the reserve fund money were presented and signed.

In conjunction with the financial report, Ed Maholtz discussed repairs for the pool indicating that the solar cover will need to be replaced in the spring with the pool is opened. Also he indicated that the waterfall from the hot tub into the pool was not flowing correctly, most likely because of the effectiveness of the pump. He indicated that he will have all of the pumps (4 in total) rebuilt this winter, and will procure a replacement for each pump (they are 4 different sizes) to have available as spares in case any pump fails to work when needed.

Also in conjunction with the financial report, it was noted that the painting of the phase 1 units was not yet complete and therefore not all of the billings to the homeowners for that work have been collected. Missy has contact all owners but one regarding the payment of their costs and expects to collect the outstanding amounts in a reasonable time. It was noted that there is a need to review the work performed in the painting with homeowner John Chamberlain to determine what stills needs to be addressed to complete this project. Curtis Kossman stated that he believed that Seven Springs as the management company should be using a purchasing agent, developing a contract, and reviewing the work performed rather than relying on a homeowner for the review.

Under old business, the sealing of the driveways in phase 1 was discussed. This was to have been completed in September, but it was discovered that the contractor selected for the process was planning on doing the sealing on the weekend. Since the sealing needs to be done during the week and with limited time available to do the work before winter, John Chamberlain has provided a quote of \$.30/sq ft, estimated by John to be in a range of \$6800-\$7200. The board tabled the approval of John Chamberlain's bid until his specifications could be provided to Curtis Kossman for review. Once the specifications were approved by Curtis, then the board would vote to accept John Chamberlain's proposal. Curtis Kossman noted that there should be a contract with schedules and warranties for this work. He also noted that normal procedure would preclude work being done in the community by homeowners. However the board considered that since there was now a time limit on the work that we need to have done that John Chamberlain's proposal would be the best option, pending Curtis's approval.

The possibility of sealing the roads as well as the driveways was discussed. Curtis Kossman indicated that his company typically seals the asphalt roads every other year. The board decided to re-visit the sealing of the Southwind roads in the spring hoping to extend the life of the asphalt by regular sealing. Curtis Kossman also asked if there existed a final site plan for Southwind that could be used for bidding road and landscape work. It was not known if such plans exist.

Bob Denove made a motion to allow 6 trees to be removed at his expense along Chipmunk Lake in the stretch between 166 and 188 Southwind Drive. Tom Mole seconded the motion. Bob Denove stated that the trees were dead or dying. Jane Clark indicated that she had reviewed that stretch of trees the evening before the meeting and only found 1 dead tree. Bob Denove did not identify which specific trees would be removed, nor did the board physically review which trees were involved. The same issue (to remove trees in the same stretch along Chipmunk Lake) had come before the board in the fall of 2009. At that time the board had responded to the request by requiring the owner requesting the removal to pay for the removal and to get the approval of the units in his building and the two adjacent buildings. Jane Clark made a motion to amend the motion by including the requirement for the approval of at least a majority of the owners in the units between 166 and 188 Southwind Drive before the removal could proceed. Joe Palko seconded the amendment which was defeated by a 3-2 vote. The original motion was approved by a 3-2 vote of the board.

New signs that have been added to the recreation center were discussed. The signs were added recently, but the original board approval for the signs was given in January, 2010. Tom Mole and Bob Denove expressed dislike for the appearance of the multiple signs. Curtis Kossman made a motion to remove 1 of the "Video Surveillance" signs from the front doors, 1 from the fireplace, and 1 from the upstairs hall. Also a sign with the Rec Center "Rules" would be removed from the upper hall. The motion to remove the signs was passed unanimously.

The first item under New Business was to a report of efforts by Curtis Kossman, Tom Mole and Bob Denove to interview potential attorneys to be available as needed by the Association. Initial interviews were held for 3 potential law firms from the Pittsburgh area. Follow-up interviews were held for 2 of the firms. The consensus recommendation was to retain the law firm of Strausberger, McKenna, Gutnick & Gefsky for Association legal counsel. It was so moved, seconded and approved unanimously.

The landscape contracting process for 2012 was considered. Homeowner Jeff Schrock had provided specifications for the various landscape services. It was recommended by Jeff Schrock that all aspects of the community's landscape needs be provided by one contractor, and that the bidding process for the spring of 2012 be done in the fall of 2011 when contractors are more available to bid. The board was in agreement with the one contractor option excepting that Ed Maholtz indicated that the spraying services were not normally available from most landscapers and may need to be bid separately. The board established a schedule for the bidding/contracting process that including having Heidi Corsello create a bid document based on Jeff Schrock's specifications by October 10, 2011, have the document approved by Jeff Schrock and hopefully out to bidders by October 15, 2011. Bids from contractors would be due back by November 1, 2011. Joe Palko moved that we accept this process, Jane Clark seconded it and it was unanimously approved.

The board considered a motion by Tom Mole that homeowners whose units are adjacent to units that are rented be allowed to install privacy fences without the approval of the rented unit's owner. A "rented" unit was defined as one that is publically advertised for rent and is in fact rented at least 12 nights per year. The homeowner applying for permission to build the privacy wall would need to provide proof

that the adjacent unit meets these guidelines for a “rented” unit, and would bear the entire cost of the construction of the privacy wall. The motion was unanimously approved.

A request from the September Homeowners’ meeting that house rules , fines and enforcement be considered by the board was discussed. It was decided that Jane Clark and Joe Palko would jointly develop a strategy for the declaration of the rules regarding parking, trash, pets, noise, peace disturbance, and pool/rec reation center behavior in the community, together with their fines and enforcement. The results of this effort would be reported to board in time to make a declaration to the homeowners by early November (60 days from the September Homeowners’ meeting).

Three year contracts were considered next for services coordinated by or provided by Seven Springs. These included the Trash Contract, the Shuttle Service Contract, and the Security Contract.

The Trash Contract include a nearly 30% reduction in the cost of trash removal because the entire resort and all of the homeowner associations were bid as one contract. Two issues were raised regarding this contract. The first was the need for an extra trash pick-up during Christmas week to deal with the large volume of trash at that time. The second was the practice from last winter of moving the dumpsters in the winter from their locations in Southwind to a central collection location outside of the community for the trash removal service to empty the dumpsters. It was noted that two of Southwind’s dumpsters are located on hills (one of Southwind Drive and the other on Woodside Crescent) that can not be accessed by the trash trucks in snow/ice conditions. Jack Glarrow representing Seven Springs was requested to clarify with the trash vendor that the only dumpsters that would be moved outside of Southwind during the winter would be the two located on the hills, and that those would not be removed unless there were snow/ice on the road. Jack Glarrow would also ask that the extra trash removal during Christmas holiday be added to the contract and that the price indicated in the contract be guaranteed for at least one year. With these changes the board indicated a willingness to approve the 3 year contract for trash removal.

The Security Contract pricing was mostly the same as currently exists for the security services provided through Seven Springs. However, there is clarification needed regarding the ability of the contract’s scope to aid with the enforcement of the house rules/fines being considered. The contract was held pending the analysis being done by Joe Palko and Jane Clark as indicated above. Pending this clarification the board indicated a willingness to approve the 3 year contract for Security Services.

The Shuttle Service contract had a slight increase in costs but provided the same services as are currently being provided. The board authorized President Tom Mole to sign this contract.

The final item was consideration of the issues raised by homeowners at the September Homeowners meeting that have not already been addressed. It was decided that a spreadsheet would be circulated with these items to allow board members the opportunity to comment on the items . Those that merit action before the regularly scheduled December board meeting can be discussed by conference call board meeting.

With no further business, the meeting was adjourned.