

**Cluster's Homeowners**  
Board of Director's Meeting  
Tuesday, June 11<sup>th</sup>, 2012, 6:00 pm  
**Meeting Minutes**

CALL TO ORDER: 6:05pm

Board Members Present:	GTPM:	Others:
Justin Tatosian	Tina Korpi	Rob Sgroi
Nina Luxmore	Alexis Fritscher	Glen Simon
Alan Carter		Stefan Fodor
Andra Adamson		
<b>1) Determination of a Quorum</b>		
With 4 out of 5 Board Members present, it was determined there was a Quorum.		
<b>2) Approval of May 8<sup>th</sup>, 2012 Minutes</b>		
Nina Luxmore motioned to approve the minutes. The motion was seconded by Andra Adamson. All in favor.		
<b>3) Financial Review</b>		
Financials are done by Ashly Abinante. She emailed them to GTPM to be reviewed with the Board at the meeting. Tina expressed that she did not feel comfortable presenting financials not done by GTPM. Justin had met with Ashly that day and presented financials. He reported Clusters is paid up on water and sewer, but still has some outstanding debts that need to be worked on. The Board has agreements with a few homeowners, one agreement expired in April and one will expire in October. Justin notes that the accounts receivable is a little higher than usual due to Ashly missing the last month of billing. Stefan asked about the budget, Tina quickly responded that Cynthia with GTPM is working on getting a preliminary budget by the Annual Meeting. Stefan asked if we are going to have a budget to actual every month? Nina responds the Clusters Board and GTPM's hope for the future is to change the timing of the Annual Meeting to November. This way when you review financials, you can see them for an entire year. At that time you can approve a budget, making any necessary changes for the following year. Nina agrees to have Ashly do budget to actual every month at Stefan's request. Tina stressed the time you need to be discussing a budget is before the turn of the next year. This will allow GTPM some time to work on your operating budget as well as budgeting for outstanding future projects. Tina agreed to look at outstanding debts with the Board and discuss options.		
<b>4) GTPM</b>		
Tina introduces herself and Alexis to the Board and other homeowners present. Tina expressed that we are working on getting the Clusters set up in our system and that we appreciate all of your patience as this is the busiest time of year for GTPM. She informed the Board that Cynthia and Alexis from GTPM will be in attendance at the Annual Meeting. GTPM will do their best to have a basic draft of a budget to discuss at the Annual Meeting.		

## 5) Old Business

### a) Water Main Project – Cluster #3

Nina reported that the water main project is close to being completed. So far the work done has gone smoothly and successfully. It was estimated to cost between \$40,000- \$50,000 and the total for the project came in under \$43,000. The asphalt was not supposed to go in for 2 more weeks but it went in today (Tuesday June 11<sup>th</sup>). Good News! Hopefully homeowners can drive on it tomorrow.

### b) Roof Assessment

-Currently the vote is at 6 in favor, 4 not in favor. In order for the assessment to pass it is required to have 60% participation at the meeting and 2/3 of those that participate in favor.

- Glen voices concern about the usefulness of gutters and heat tape. Questions the ongoing maintenance this will create, cleaning gutters 2x a year and replacing heat tape every couple years. Justin agrees with Glen's concerns but notices the units that have gutters and heat tape do not have ice dams. Nina expressed that unfortunately a new cold roof is not an option we can afford. The next best thing we can do is shingles, gutter and heat tape. Just shingles will not fix the problem, the gutters at the very least will help keep moisture away from the foundations.

-Tina addresses the pros and cons to the assessment being paid in full (one lump sum) vs. the assessment being paid over a 2-3yr period. The reality of collecting a high dollar special assessment from all homeowners is extremely hard. If all the money is not collected by April 30<sup>th</sup> for the special assessment then the money has to be returned to homeowners. She suggests raising monthly dues to a higher level for a period of time as another option to the special assessment. Any extra money collected can be put in a maintenance reserve account.

-Nina stressed that the Clusters needs money immediately for the roofing project. At least 2 units in each cluster are leaking that will need to be patched, if the roofing assessment does not pass. If the roofing assessment were to pass we would have the money to fix the roofs rather than waiting 2 yrs and spending money on a temporary fix.

-Tina very strongly stresses the importance of planning ahead and having money in a maintenance reserve account for special projects rather than doing a high dollar special assessment.

-Rob suggests the idea of an ISD and asks Tina if that is something the Cluster's could do? Tina explained that an ISD is a huge undertaking, considering the work, time and expenses. Rob asked if the ISD is worth doing in order to get low cost loans? Tina explained other HOA's have not necessarily received low cost loans and she did not feel the Cluster's are large enough to benefit from that option.

-Nina voices another idea to take roofs out of the CC&R's, homeowners could then replace their own roof within specific guidelines. Tina is not sure if legally this can be done, she will ask Frank for advice on this.

-Board discusses options if the Special Assessment does not pass. Specifically increasing dues, how much and for how long? The Board's hope is to do some of the roofing project this summer with the insurance money and the \$91,000 in the bank.

-Nina motions if the assessment does not pass, she would like to see another assessment go up for vote to increase the HOA dues \$250 per month for 3 years. Justin seconds the motion. All in favor.

### c) CC&R Consolidation

-Nina reported that Mark Sullivan was hired in the past to consolidate the current CC&R's, unfortunately there are still some issues, bad definitions. Justin discussed the idea of rewriting new

CC&R's vs. combining all the old CC&R's. Nina reported that Cynthia recommended Frank Hess, an attorney that works with GTPM often on CC&R's.

-Nina mentioned some changes she would like to see made in the new CC&R's such as the late fee percentage increase, and the limit on increase in dues with a vote by the membership. Also exterior surfaces being such a broad term, the Board would like to see these more clearly defined. Frank Hess will take a look at the questions/ concerns the Board has with the current CC&R's and give his advice on the best plan going forward, whether we should rewrite the CC&R's entirely or update each set. Alexis reported that she emailed Frank regarding the cost for him to rewrite the CC&R's and is waiting to hear back from him.

-Once this project is complete the Board has advised GTPM to put the CC&R's, Rules and Regulations, By Laws on the GTPM website for all homeowners to access.

-Nina confirmed that all Stefan's suggestions regarding CC&R's were sent to Frank Hess.

d) Units #45 & #46 – Decks

Stefan tabled this topic until he finds the time to do something about it.

e) Unit #46– Landscaping

Stefan submitted a proposal to the Board for review at the meeting. He spoke with neighbor Andi in Unit #45, who is most closely affected by what he proposes to do. Andi was not a huge fan of the white rock, therefore Stefan told her if she found the similar kind of rock with the same water carrying capacity he would look into it, as long as it wasn't 2x as expensive. Stefan agreed to take the area of grass above grade (the area that is touching and rotting her boards) down to a reasonable grade. The area around the tree is reverse grade, meaning water that comes off the main lawn goes down into his foundation that was just excavated last year. Stefan has fixed the problem below the ground and is anxious to fix the issues above ground. He wants to do this in order to draw the surface water away from his foundation.

-Nina expresses concern regarding the landscaping part of the plan. Specifically the mulch because it is common area it will be the HOA's responsibility to take care of after it is done. Stefan agrees to do whatever the HOA decides regarding mulch vs. sod, what is most important to him is adjusting the grade to create a swale in order to keep water away from the foundation.

-The issue was tabled until further discussion with Andi, owner of Unit #45 regarding the rocks. Nina will talk with Andi and get back to Stefan when he can start the project.

## 6) New Business

a) Community Garden

Matt Deehan expressed interest in some of the common area becoming a community garden. Nina asked for a drawing of what he was proposing and agreed to discuss with the Board. He did not submit any drawings but was thinking one garden at either end of the main area. The Board's concerns are the cost to build boxes in order to protect the garden from the landscapers, as well as the cost to maintain the garden. This item is tabled for discussion till the Annual Meeting if there is time to see if there is any interest among other homeowners.

b) Cluster #1 Curb Stop

The curb stop is sinking from a leak. The Board agrees to get a bid from Aric. The money invested in this project will not be lost as it is part of a project that needs to be done in the future. Justin will contact Sam Jewison for advice on the curb stop.

c) Josie Horn

Stefan proposed to Peter Moyer that Josie Horn owned this strip of land at some point, and the current heirs to this property have agreed to sign a quick claim deed (knowing that was what their mother or grandmother initially intended). Stefan thought he was getting somewhere until a month ago when Peter told him to go ahead with a Quiet Title Action. Stefan is opposed to this. The urgency to get this taken care of is so the town does not get the land that the Cluster's wants. Tina agreed to speak with Peter regarding this issue to see if we can get any further.

7) Adjournment @ 7:20pm.