

**WELLINGTON COMMONS ARC (Make-Up) MEETING
23 February 2010**

*****MINUTES*****

ATTENDEES:

- Ken Polk, Chairman
- Laura Marsh
- Florence Daniels
- Peter Caporale
- Dana Madsen, Chairman, Wellington Commons BOD

-Meeting Called to Order 7:35 pm

APPLICATION REVIEW:

- No applications were received

DISCUSSIONS:

KEY AREAS OF ARC FOCUS FROM BOD CHAIRMAN:

- Handbook Update
- Handling of Applications
- Continual Enforcement
- Central Supervision of Annual Inspection.

Additional Chair Comment:

- BOD is looking at re-establishing a separate Grounds Committee – charter is required.
- Handbook: The Handbook update will be collaboration between ARC and the Board:
*ARC will revise sections 1 and 2. NOTE: Dana will revise Parking and Enforcement Section. Target timeframe for initial update is May 2010.

ARC CONCERNS CONVEYED TO BOD CHAIRMAN:

- Florence: The status of hearing and fines.
- Laura: Management should develop two tracking processes: One Initial Inspection Chart and an On-Going violations chart. Can ARC be provided a monthly status update?
- Ken: Management is only focusing on ground and first floor area infractions during inspections. There is no focus on items above the second floor

BOD CHAIR RESPONSE: Management will continue to maintain its own violations tracking process. Management will do most of the Annual Inspection leg work legwork and tracking. Where there is doubt, possible infractions should be reported. Management (Ken) is in the community once a week.

ARC ACTIONS:

- By Mid March: Exterior Changes – develop flyer for BOD to review.
- By March: Provide BOD with advice on what Management should look for during 2010 Spring Walk. BOD will discuss. Contact Matt for list that is already established.
- Develop potential vendors list to help owners identify vendors for home repairs and improvements.

-Obtain authorization letter from BOD to go door-to-door to obtain email addresses of all neighbors. Peter volunteered to take on project

ARC NEW BUSINESS:

-Resale Packages: BOD Chairman will take this item to the Board. Management must inspect the property prior to sending out packet. The packet must list all current violations. The packet must also be complete to include minutes etc. The Handbook must be identified.

-Gas Conversion Flyer: Gas is available behind every unit. Conversion is easy.

-BOD ARC Liaison: BOD appointee Matt Hocking will attend ARC meeting whenever he can,

Meeting Adjourned 8:57 pm

Next ARC Meeting is scheduled for 16 March 2010

//ORIGINAL SIGNED//

Kenneth Polk

Chairman, Wellington Commons ARC