

**Wellington Commons Homeowners Association
Minutes of December 2007 Meeting
Lee District Government Center
December 18, 2007**

Minutes prepared by Steve Bogart and Dana Madsen

Board Organizational Meeting, 7:28pm

WCHOA Board of Directors Members Present: John Tomko, Dana Madsen, Dick Schimkus

Election of officers:

President: John Tomko
Vice President: Asfawossen Tsegay
Treasurer: Dana Madsen
Secretary: Steve Bogart
Member at Large: Dick Schimkus

Homeowners' Meeting, 7:32pm:

WCHOA Board of Directors Members Present:

President: John Tomko
Vice President: Asfawossen Tsegay
Treasurer: Dana Madsen
Secretary: Steve Bogart
Member at Large: Dick Schimkus

ProCAM liaison present: Olivia Dixon-Powers

Call to Order:

The meeting was called to order at 7:32 p.m.

Approval of Minutes:

- Minutes of the 6-Nov-2007 meeting were approved as amended, with one minor change to the management report section.

Management Report:

- Ms. Dixon-Powers elaborated on the slip & fall incident from February 2007; nothing new has happened for several months.
- Handbook - Ms. Dixon-Powers is waiting for a revision of the parking section. Mr. Tomko recommended tabling the handbook issue pending review of resolutions concerning how the articles of incorporation and bylaws are presented in the handbook. Mr. Tomko wants to organize the handbook differently, separating enforcement actions from general guidance and making the book less enforcement-oriented. He will ask the ARC to contribute to this effort. Mr. Tomko is also seeking to close any gaps or areas not clear in the handbook in order to avoid potential lawsuits.
- Mr. Tomko has sent a draft parking resolution to WCHOA's attorney.
- Mr. Tomko believes that there may be a contract issue with homeowners contacting ProCAM directly. This removes the Board from having visibility into interactions between ProCAM and homeowners. Ms. Dixon-Powers amplified that ProCAM does refer homeowners to the Board on non-routine issues.
- The Board's email address will be posted to the kiosks, and Mr. Bogart will configure up the mgmt@wellingtoncommons.com email address to also CC: the Board.

Committee Reports:

Architectural Review Committee: Mr. Ken Polk represented the ARC. The committee did not meet this month, since no applications were received.

Mr. Polk asked how the ARC will be involved in updating WCHOA's handbook. Mr. Tomko replied that he is seeking a first draft by mid-February, to allow the updated handbook to be used as a guide for the spring walk.

Mr. Polk also sought clarification on the proposed change to the role of ARC/ACC -- will they have approval authority, or are they providing advice to the Board, which does approvals? Mr. Tomko replied that ARC/ACC per the original charter has an advisory role.

Grounds: Phyllis Schimkus reported no major Grounds news happened in December.

Land Use: Pat Stoffel will attend a meeting of the Kingstowne community on 19 Dec concerning plans for high-rise buildings in the Kingstowne shopping center.

Landscaping: The question of which landscaping company to use in 2008 was tabled until January; the Board requested from ProCAM a copy of the Statement of Work given to the companies, as there was an extremely wide range of prices in the submitted contracts.

Old Business:

Budget: On a motion from Mr. Tsegay, the Board unanimously approved the 2008 budget draft provided by Ms. Dixon-Powers on 7-Nov-2007.

Audit: The annual audit has been commissioned for the 2007 budget, to begin in January. The Board does not yet have the audit for the 2006 budget. The firm is apparently behind.

New Business:

Committee Charters: On a motion from Mr. Madsen, the Board unanimously approved the resolutions laying out charters for the following committees:

- Nominating
- Architectural Control
- Ad Hoc
- Liaison

Reserve Fund Expenditures – Two near-term issues raised by Mr. Tomko are:

- full asphalt replacement in 2008
- a bathymetric study for the pond.

Regarding the asphalt, the opportune time window will be the summer of 2008. The Board needs to put out a Request for Proposals.

Mr. Madsen moved that an ad hoc committee be established to consider whether to do asphalt in 2008 or 2009 and to identify the next two or three capital expenditures. Mr. Tsegay seconded, and the motion passed.

Contract Renewals – Mr. Tomko suggested that the Board needs to review the community's contracts and Statements of Work in light of the continuing financial tightness. In particular he suggests the community should consider three-year contracts.

ARC Hearing followup – Homeowner Margaret Nigon (6138 Talavera) approached the Board regarding her ARC citation and hearing. The Board requested further details from Ms. Nigon in writing and will follow up with ProCAM and the ARC to determine a course of action.

Adjournment:

The Board entered executive session at approximately 9:10 p.m.

The meeting was adjourned at approximately 9:30 p.m.