

CHAPEL GROVE HOMEOWNERS' ASSOCIATION

Minutes of the Board Meeting

February 27, 2008

The Board of Directors of Chapel Grove Homeowner's Association met at Waugh Chapel Elementary School on Wednesday, February 27, 2008. Present were:

Nancy Gossard – President
Luella Bressler – Vice President
Jim Frank – Treasurer
Mike Miller – Secretary
Byron Malogrides – Member-at-Large
Doug Zander – Member-at-Large
Josh Mahoney – Landscape Committee Chair
Kerrie Wilson – ProCom
Gail Kramer – Recording Secretary
Joe Ruddle – Anchor Aquatics
Lee Jenkin – Anchor Aquatics
Ken Brown – 1551 Star Stella Drive
Sharon Cinotti – 776 Seneca Drive
Jason Gilman – 1712 Macoun Court
James Hsieh – 1541 Star Stella Drive
Susan Lizzi – 1505 Criterion Drive
Marian Moore – 1526 Star Stella Drive
Joann Simmons – 799 Seneca Drive
Valerie Songee – 767 Seneca Drive
Tamie Vojtesak – 1557 Star Stella Drive

Absent: Scott Wallace – Member-at-Large

CALL TO ORDER

Nancy called the meeting to order at 7:00 p.m.

ANCHOR AQUATICS PRESENTATION

Nancy announced the Board signed a contract with Anchor Aquatics for pool management services and introduced Joe Ruddle and Lee Jenkin to the homeowners. Mr. Ruddle, the owner of the company provided the following information:

- Started the company in 1969. Currently manages 65 – 70 pools. Provided background history of pool management experience.
- Finding lifeguards is his company's biggest problem. Homeowners were encouraged to call Kate at Anchor Aquatics if they have an issue with a lifeguard.
- Anchor occasionally builds pools and has done 15 – 20 pool rehabs.
- Coping, tile jobs, etc., are usually done directly by Anchor, but if not, are supervised by them.
- Lee Jenkin is the general manager.
- Regular staff of 13 - 15 year round employees
- Very knowledgeable, good service people.
- Chapel Grove will not get billed for any chemicals. They are furnished as part of the contract. Except for winterizing the pool.

- Most of the employees are local, but his company has also had to tap into the foreign market as well and has been very successful with that. All lifeguards have to pass a competency test and an English test.

Lee Jenkin provided the following comments:

- Started working for Anchor Aquatics when he was 16 so he has a good understanding of what it takes to run a pool.
- He would like a pool committee member to be the main contact with Anchor. Signage will be posted at the pool with Anchor's contact information so homeowners can contact them if necessary. The company's goal is to respond quickly to complaints and fix them so everyone can move on.
- He will be on site two – three times a week. There are six or seven supervisors visiting the various pools. The key to a successful season will be supervision and communication.
- There will be a learning curve to start off with but Anchor is open to ideas, feedback, etc.
- Chapel Grove's pool manager will be Anna Dellroca. A second guard has also already been hired and assigned to Chapel Grove.
- The first aid kit has been restocked.
- Submitted a proposal for a chlorinator.
- Adjustments were made to the pool cover to try to tighten it up because it was sagging.

Nancy opened the floor to homeowners for questions and the following discussion occurred:

1. Byron said hairline cracks were noted two years ago and questioned whether Anchor has noticed any problems associated with the cracks. Mr. Jenkin explained the pool is still covered and that hairline cracks may not be structural and are not uncommon. Anchor will have to look for water loss. Byron said he wants to make sure the water level is watched.

Mr. Ruddle explained pool plastering and waterproofing procedures and noted it is not uncommon to get shrinkage cracks. He noted Anchor wants to be good caretakers of the swimming pool as well as providing good management. Lee said part of the contract is to check the pool monthly in the winter months.

2. Doug stated there was a lack of attention to detail by the lifeguards last year and questioned what Anchor's staff expectations are. Mr. Jenkin said there is an employee manual and a facility binder with guidelines staff is expected to follow but noted it ultimately comes down to supervision and the interviewing process and hiring quality individuals and training them to do the job. He noted if there any lifeguard makes repeated offenses changes will be made. He also suggested homeowners introduce themselves to the lifeguards.
3. A homeowner stated there were two big issues last year; there was only one lifeguard present at the pool and they did away with adult swims many times. Lee said there will be two guards as per the contract at the pool at all times. Homeowners were advised to call the company when they have concerns. There is no "swim at your own risk". The pool has to be supervised any time there is anyone in the pool. Guards can't leave the deck. Another homeowner stated the guards didn't want to enforce the rules and wanted to be friends with the teenagers, but they need to be an authority figure. Mr. Ruddle said it's a good point and an area where communication will be important.
4. Josh Mahoney asked if the pool will have adequate staffing at the end of the season when college students return to school. Mr. Jenkin said if the contract calls for two guards there will be two guards

there but noted the schedule changes once school begins and calls for one guard to be on duty because loads lighten.

5. Byron asked who controls the front desk. Mr. Jenkin explained entrance control is secondary and there is nothing in the contract that provides for a gate check person. There was a brief discussion concerning identification systems.
6. A homeowner asked if Anchor has examples of rules other pools follow. Mr. Ruddle said he could get the committee examples of pool rules.
7. There was extensive discussion concerning various ways to make sure delinquent homeowners are not gaining access to the pool. The pool committee will address the issue with Anchor.
8. A homeowner made a suggestion to the Board that the pool rules go out with the application and to require homeowners sign a statement they have received and will abide by the rules. Various age identification systems were addressed.

APPROVAL OF MINUTES

Jim moved to approve the January 23, 2008 Board meeting minutes as written. Byron seconded the motion. There was no additional discussion and the motion was unanimously approved.

OFFICER'S REPORTS

PRESIDENT'S REPORT

Nancy reported after six years on site Winchester Homes is down to its last five or six lots. A homeowner reported they also sold the parking lot. Prices are on the low side of what they were a year ago, but the project is wrapping up. The product has been changed so people can afford to buy the remaining lots.

TREASURER'S REPORT

Jim Frank reported there is \$97,751 in checking, \$183,154 in operating reserve/rainy day fund and \$170,974 in the reserve repair/replacements. The association is in good shape for upcoming projects.

PROCOM REPORT

Kerrie provided the following management report:

1. Transfers of Ownership
 - a. 695 Reliance, Tracey and Robert Warren - \$610,000
 - b. 1308 Rome Court, Ryan and Christine Gazelle - \$772,000
 - c. 1549 Star Stella, Rebecca and Joseph Chiarmida - \$750,000
 - d. 1551 Star Stella, Kenneth and Meghan Brown - \$665,900
 - e. 1571 Star Stella, Jeffrey and Ann Kutsch - \$605,000
 - f. 1575 Star Stella, Ryan and Kerri Dunham - \$669,155
2. Projects Completed/Underway

- a. Seasonal Changes contract.

3. General Matters

- a. Seasonal Changes – newsletter and contract to be signed with new mulch specifications
- b. Fair Housing information. Nancy signed acknowledging receipt of the information.
- c. Strauss & Associates. The final 2006 audit was received, which is the same as the draft.

COMMITTEE REPORTS

LANDSCAPE – Josh Mahoney provided the following report:

- The entrance redesign will start the first week of April.
- Homestead Gardens and Seasonal Changes were asked to submit a landscape design proposal for the open field at Miracrest. Josh presented and explained the Homestead Gardens design to the homeowners. Doug moved to accept the Homestead Gardens proposal at a cost of \$15,000 and move forward with the design. Jim seconded the motion. There was no additional discussion and the motion was unanimously approved.
- Josh said the next project the committee is looking at is sprucing up the tot lots.
- Doug moved to approve the Seasonal Changes contract. Mike seconded the motion. There was no additional discussion and the motion was unanimously approved.
- There was a brief discussion concerning the proper way to mulch trees. Kerrie reported Bartlett reviewed and helped modify the verbiage in the Seasonal Changes contract addressing mulch and it has been accepted by the Board. Josh asked Kerrie if Bartlett would be willing to come out and inspect Seasonal Change’s work. Kerrie said she will speak to her contact at Bartlett. In response to a homeowner’s question as to whether the trees should be mulched, Doug said it is up to each individual homeowner but cautioned against “volcano mulching” the trees.
- A homeowner asked about diseased trees. Doug said he asked Seasonal Changes to identify spots with missing trees. Kerrie was tasked with following up with Tom to have the trees mapped. Doug said the committee will then decide whether to replace them, or sod the area.
- A homeowner asked about Verizon work in the community. Kerrie said Verizon’s damage control phone number was posted on the association’s website. Discussion ensued.
- Doug, Kerrie and Josh will discuss Knab’s Tree Service information.

SAFETY – Byron provided the following report:

- He is not sure when homeowners are going to take speeding seriously. There were two monitoring sessions within five days and 20 homeowners were stopped. Five or six of those were repeat offenders. Officer Henry will be visible again in March.

A homeowner reported he recently purchased a home in Chapel Grove and was pulled over by Officer Henry and was only going 29 mph but was ticketed on a registration violation. He was given a warning on the speeding issue. Byron said Officer Henry won’t stop drivers unless they are going 30 mph. Byron said the officer is conducting business as he would on any other street

in the county. The homeowner stated if the association is paying him to monitor speeding then that's all he should be ticketing for. Doug said the point is the homeowner was speeding.

- The roundabout is probably a dead deal because a school bus could not navigate around it. The county has to come back with formal recommendations and then alternatives, i.e. stop signs can be addressed. A homeowner suggested marking off a crosswalk. Byron is not sure if the white lines that were painted have been helpful in slowing down traffic. Byron said another traffic survey will be conducted in the spring and any further recommendations from the county will be relayed to homeowners. A homeowner suggested sending a letter to homeowners reminding them to slow down. Discussion ensued.

ADJOURNMENT

Doug moved to adjourn the meeting at 8:17 p.m. Jim seconded the motion. There was no additional discussion and the motion was unanimously approved.

Approved by: _____ Date: _____
President

Submitted via e-mail to Kerrie Wilson at ProCom on via e-mail to ProCom

Gail Kramer
Recording Secretary
gailkramer@comcast.net