

WINFIELD PLACE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 20, 2018 4:00 P.M.

Members present: Wayne Nelson, Mike O'Connor, Tom Maher, Gerard Winkle, Dolores Birach, Ray Krukowski and Richard Lindner. Representing Scottsdale Property Connection, LLC: LouAnn Wipperfurth, and Stefanie Scanlon

1. CALL TO ORDER- President, Wayne Nelson called the meeting to order at 4 p.m.
2. APPROVE MINUTES – Wayne Nelson made a motion to approve the minutes from the January 23, 2018. Motion approved.
3. DELINQUENCY REPORT – LouAnn – There are no delinquencies to report.
4. LANDSCAPE REPORT - Ray Krukowski- Long Term Tree Plan

The intent of the Board of Directors is to come up with a long term plan to maintain the quality and beauty of the trees to the overall landscape of the Winfield Place Condominiums.

The Board approved hiring a Landscaper/Arborist as a consultant to help come up with a comprehensive plan for tree management. Ed Grabowski (Mr. Green Genes) was selected. Ed was responsible for:

- ) Mapping locations for each tree and identifying tree types
- ) Getting quotes for annual tree maintenance, cleaning, and removal
- ) Reviewing quotes from the Tree Doctors, Branch Management, and Terra Pro
- ) Recommending a course of actions
- ) Recommending tree replacement if removal is required

Based on Ed Grabowski's recommendation the Board approved the bid from Terra Pro. This bid was approved based on:

- ) Total Cost
- ) Ability to provide timely servicing to coincide with tree growing season
- ) Recommendations to provide deep root fertilization and watering by using a method to do this efficiently and cost effective on an annual basis

Actions to be taken this year:

- ) April - Terra Pro/Ed Grabowski to flag locations for perforated pipes this week
- ) April - Begin installation of perforated pipes this week
- ) April:
  - o Trimming and cleaning as needed to maintain healthy trees
  - o Removal of limbs which may cause damage to buildings
  - o Removal of two trees (one diseased, one dying for lack of water)
  - o Replacement trees for those removed

5. MANAGEMENT REPORT - Stefanie Scanlon
  - a) Seal Coating Driveways: - The north, west and clubhouse driveways will be seal coated and the east driveway speed bumps will be reduced in size on May 7 – 9, 2018. If you leave a vehicle on property please make sure the office has keys to your vehicle.

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- b) Remodeling: - Please be aware and abide by construction hours which are: Summer Hours- April 1 – October 31- Start at 6 a.m. Work to be done by 7 p.m. (Sat. only 7 a.m.- 7 p.m.) Winter Hours- November 1 – March 31- Start at 7 a.m. Work to be done by 5 p.m. (Sat. only 8 a.m.-5 p.m.) NO SUNDAYS \*\*\* Please make sure all your vendors understand there is no dumping of construction debris, appliances, cabinets, mirrors, etc. in any of our dumpsters. They must be taken off the property to be properly disposed of.
  - c) Short Term Leases: Reminder Winfield Place CC&R's requires a one month (30 -31day lease).
  - d) Please notify the office if you see any person on the roof, remodeling of a unit or excessive trash in dumpsters, etc.
  - e) Winfield Place board would like to thank Sue & John Cook for organizing and leading the Friday night Happy Hour for the last 10 years. The board would also like to thank Judy Little for offering the water exercise class which had a good turnout over the last few weeks.
6. TREASURER'S REPORT – Mike O'Connor-

This is the report ending February 28, 2018. Balance Sheet - \$486,000. Cash in checking account is \$267,000. Capitol Reserves is \$219,000.

64% of homeowners (157 out of 248 owners) paid their annual dues. Total prepaid dues paid were \$433,000. Operating income for the first 2 months is \$493,000, which is \$13,000 more than budgeted due to more prepaid dues than previous years.

Operating expenses were \$76,400. We budgeted \$89,700, which is \$13,000 more than operating expenses. Operating profit is \$26,000 over budget; \$416,000 versus \$390,000 budgeted.

Capital Reserve account as of December 31,2017 the ending balance was \$9,500. In January, 2018, we transferred \$149,600 from prepaid dues to fund the reserve account. We also transferred \$27,000 from the asphalt assessment account and \$32,500 from our Operating account to the Capital Reserve account. Our current balance in Capital Reserves is \$219,000. Capital improvement projects for 2018 are the seal coating north, west and clubhouse and repairs to the three speed bumps in the east parking lot for a total of \$11,000.

Looking ahead into 2019, assuming we add another \$150,000 from dues into the Reserve account, we will have \$357,000 on hand. We will do four roofs about a year now on buildings 2, 7, 8, and 11, which will cost about \$200,000. That would leave about \$157,000 at the end of 2019.

In 2020, we will add about \$140,000 (estimated) to the reserve account which would give us about \$300,000 to do our final four buildings; Buildings, 1,4, 7, and 14 at \$170,000. We would then have \$125,000 left in the reserve account at the end of 2020.

Future projects may be total replacement of our main electrical panel at \$30,000 and painting. After that all major projects will be done for a while.

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I would like to thank Richard Lindner and Ray Krukowski for all their hard work and effort in our community.

7. OLD BUSINESS

a) Flood insurance Refund - LouAnn – Winfield Place is no longer required to carry flood insurance as of January 26, 2018. On March 9, 2018 we received a refund check for \$5,900 for unused premium for Feb – April 30, 2018. Winfield Place board appreciates the efforts of all of the owners that signed their release letters to make this refund possible.

b) Bathroom by East Pool - Richard Lindner

- ) Request from last meeting to install a restroom at small pool.
- ) A study committee was formed.
- ) The committee met at the pool on 3 occasions with 3 different contractors.
- ) After review, one contractor responded that he couldn't perform requirements.
- ) After review, the 2nd contractor responded that he took on a big job and "bowed out".
- ) After review the 3rd contractor submitted a quote for our review.
- ) Reviewing the quote, we find an itemized list that includes: General Conditions \$8,257 – Constructions Costs \$25,255 – Overhead/Profit/Management \$5,026 Taxes \$1991 – Grand Total \$40,530.

The Board has reviewed the quote and determined that the project does NOT justify this expenditure at this time. We will keep the project on hold and revisit at another time. The quote is available for review by the residents to see the office for more info.

c) Traffic Mirrors by west driveway - Ray Krukowski

The Board followed up on the comments from the previous meeting regarding installing a traffic mirror by the bay between buildings 1 & 3.

- ) After walking through each of the bays it was noted the one with the biggest issue concerning traffic was only the bay as noted.
- ) Possible use of a convex mirror to show traffic coming in from Chaparral Road or out from the bay between buildings 1 & 3 was reviewed.
- ) Several locations for installation of mirror were investigated; only one location seemed to work the best for visibility in all directions needed.
- ) There was concern regarding ongoing maintenance of mirror due to movement and damage was noted.
- ) It was noted there have been no accidents ever due to this situation.
- ) Board determined and agreed to the use of warning signs posted on the trash enclosure walls was the best solution at this time.

Trash Enclosure Overflow:

It was identified there have been, on occasions, issues with the trash containers overflowing with garbage and/or recycle items.

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- J It was noted to remind owners and contractors to not use these containers for debris from remodeling work.
- J Current site containers are the largest available for our use and pickup.
- J Additional pickups would add costs not budgeted for.
- J Board determined and agreed to use the full-time maintenance person to walk around daily to check on the trash/recycle containers and move to other less full containers as necessary. This will not cause any additional cost and will effectively monitor the situation.

8. NEW BUSINESS –

Winfield Place Rules and Regulations - Richard Lindner

At the January 23, 2018 board meeting the board adapted the Rules and Regulations document and sent the document to our lawyer for review. Our lawyer made several recommendations to update our Rules and Regulation. They are as follows:

- J **Removed** - Children must be accompanied by an adult in the Common Areas. Supervising adults are responsible for the conduct and safety of minor children using Common Areas.
- J Clubhouse - Children 14 and under must be accompanied by resident (**changed to adult**) in the clubhouse.
- J If damage is incurred as a result of negligence, or deliberate acts on the part of the unit owner (**added their family members, guests or occupants, lessees, invitees, or pets**) the responsibility for such damage shall be the responsibility of the unit owner.
- J **Removed** only one car per licensed driver permitted.
- J The word pets was changed to **animals**.
- J Changed age from 7 to **5** and removed the height restriction for the hot tub.
- J Changed shorts to **street clothes** not allowed in the pool.
- J We are adding “No Smoking in the Enclosed Pool Area”.
- J We are combining the Rules and Regulations and the Owner’s Handbook into one document.
- J This document will include Fine Enforcement for certain rule violations.

New Violation and Fine Policy. Richard Lindner

Violations of the rules and regulations set forth in Section I Rules and Regulations parts “U - Complex Roofs”, “V - Architectural Change Requests” and “W - Leasing of Condos” above may result in the assessment of monetary penalties. The enforcement procedure for resolving those violations is as follows:

- A. Violation of rules governing access and/or causing damage to roofs:
  - o No Courtesy Notice provided
  - o First Violation Notice – minimum \$100 fine plus cost of repairing or restoring damage
  - o Second Violation Notice – minimum \$200 fine plus cost of repairing or restoring damage

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- Third Violation Notice – minimum \$300 fine plus cost of repairing or restoring damage
- B. Violation of rules governing properly completing an architectural change request form and following all rules regarding changes and installations:
  - First Violation - Courtesy Notice provided and proper forms must be filled out and agreement made that the rules will be followed
  - Second Violation Notice – minimum \$100 fine plus work must stop until inspection has been completed, forms are properly filled out, and there is adherence to the rules.
  - Third Violation Notice – minimum \$200 fine plus work must stop until inspection has been completed, forms are properly filled out, and there is adherence to the rules.
  - Fourth Violation Notice – minimum \$300 fine plus work must stop work must stop until inspection has been completed, forms are properly filled out, and there is adherence to the rules.
- C. Violation of rules governing leasing of condos:
  - No Courtesy Notice provided
  - First Violation Notice – minimum \$250 fine plus agreement from the condo owner that the Winfield Place rental policy will be followed as written.
  - Second Violation Notice – minimum \$300 fine plus the Winfield Place Attorney will be advised to begin legal proceeding to correct the non-conformance.

Violations of complex rule other than those shown above, will be enforced through verbal instructions and/or courtesy notices to ensure that the violators are aware of the proper published rules and regulations and their responsibility to follow them.

- A. Owner will be notified of the apparent violation in person, by telephone, or in the form of a written notice of warning. Owner will be given the opportunity and a reasonable amount of time to correct the reported violation.
- B. If the violation is not resolved or corrected, the owner may be sent a “Notice of Hearing”. The Board of Directors will hold a hearing regarding the violation and determine the assessment of monetary penalties. This is the owner’s opportunity to be heard by the Board, and you are encouraged to attend the hearing.

A motion was made and passed to approve the new violations, fine schedule and the attorney recommended changes to the Rules and Regulations.

a) Revised Architectural Change Request Form - Richard Lindner

- ) The form was created about 2 years ago to monitor updates/changes made to units.
- ) This is to ensure that safety requirements are met and that the structural and environment of the complex are maintained.

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- ) Examples are roof work (air conditioning and cable dishes) and these require special forms – with the new roofs and the associated costs it is very important to follow these rules.
- ) Moving and installing water heaters and adding washers and dryers have special rules.
- ) A new and hopefully more complete and easier to use form has been created.
- ) The form includes Homeowner info – check boxes for scope of work – information on construction hours and proper disposal of construction materials.
- ) Some items will require follow-up inspection.
- ) This information is all included on the form and definitions sheet and will be available at the office.

A motion was made and passed to approve the revised architectural change requested form.

Master insurance Mike O'Connor. –

Winfield Place Master policy is up for renewal on April 17, 2018. We received two quotes: Philadelphia Insurance quote was \$38,249 and Travelers our current carrier quoted \$46,423.00. Philadelphia Insurance quote is \$3,456.00 more than last year. For policy year April 2016 – 2017, we paid \$46,364 with Philadelphia. Policy year 2017 -2017 with Travelers was \$34,793. A motion was made and passed to switch our insurance carrier back to Philadelphia for the calendar year of April 17, 2018 – April 16, 2019.

No smoking at the pool- A motion was made and passed to make the area inside the pool fence a non-smoking area.

9. ADJOURNMENT – Wayne Nelson called for an adjournment at 4:51 p.m.

10. HOMEOWNERS FORUM –

Linda Lindner- 151A, Dee Lauinger- 161B, Marge & Ron Denofreo – 213B, Shirley Burkard – 234A, Louise Clozza & Bruce Ball- 257A, Van Butler- 210A, Linda & Gary Shmyr- 117B, Betty & Edson Joyce – 261B, Bev Winkle- 131B, Judy Byram- 134B, Irene Kadry- 123B, Patti Goyen & Patti Anderson- 242B, Barbara & Briam Parton- 155B, Sue Parmelee- 108A, Karen Pratt- 127B, Judy & Check Little- 157A, Iris Feinstein- 103A, Sue & John Cook- 234A, Jane Muse- 231B, Terry & Roy Meihofer- 158A, and Don Schroeder- 136A.