

**CLOS CHEVALLE HOMEOWNERS ASSOCIATION
CCHOA BOARD MINUTES
Wednesday, November 8, 2017
8:30-11:00 a.m.**

Present: Lew White, Jim Gurke, Jim Batdorf, Tom Buell, Pamela Ahl

Call to Order: President Lew White called the meeting to order at 8:40 a.m.

Minutes: The September 21 and October 4 minutes were Board approved.

Lew began the meeting with the continued Board discussion devoted to the task of finding a Landscape Maintenance Management Contractor for services within the common areas of Clos CheValle starting in the Spring of 2018.

- November 3 was the deadline for Landscape Contractors to submit their cost estimates based the Scope of Work outline and site map provided, as well as the walk through of the Clos CheValle property with Jim Batdorf and Pamela Ahl.
- 3 proposals were received. Bids came from Jose's Lawn Care in Brewster, Hernandez Landscape and Tony's Landscaping both in Manson. The Board is reviewing each proposal. Lew and Pam will continue the selection process by interviewing each potential contractor to identify who has the experience, personnel and equipment to perform the work. Lew and Pam will report back to the Board with their observations.
- Tom Buell is working on a spreadsheet so that the Board can compare the bid results with the 2013-2016 landscape and maintenance costs and 2017 YTD costs.
- The Board anticipates selecting a landscape contractor by the end of November. Once that selection has been made, contract negotiations will be discussed and once both the Board and the Contractor agree to the terms, a 1 year contract will be signed by both parties.

Treasurer's Report: Tom Buell

- Tom presented the Income/Expense and Financial Transaction for the month of September 2017.
- Tom will prepare a draft of the 2018 Budget to be discussed at the next Board meeting.

Facilities Committee Report: Jim Batdorf

- Jim will supervise the work involved with the catch basins that need to be pumped.
- Scott from Moe Asphalt and Jim B will do a walk through of the trail system so that a bid can be presented to the Board and included in the 2018 Budget which Tom is working on now.
- Irish Iron Gate Repair was paid \$800.95 on October 8. Rocky Pond is responsible for half the cost. Jim will follow up with Rocky Pond regarding their half of the bill.
- To install the root barrier next spring, Jesus gave an estimate of \$4000. in labor and \$3000. in materials.
- Jim will be receiving a bill from Jesus, for labor involved in digging a ditch and rock work, in the lower part of Clos CheValle near Lot 59. The ditch was dug from the driveway retention area to the catch basin.

Architectural Design Committee Report: Jim Gurke

- Jim gave his report on the past month's activity involving the ADC. Board members were issued an updated copy of the monthly report.
- The Board discussed the \$1000. damage deposit which was going to be required by owners with homes starting construction. A decision was made to forgo the \$1000. deposit and instead do an owner walk through of the entire construction site with Jim G. The owner would then sign off on the acknowledgement of ADC expectations during the construction and landscaping process. Any damages that might occur during construction and/or landscaping would be paid by the owner.

November 21 Board Meeting Agenda

- **2018 Budget**
- **Selection of landscape management company for 2018**

The meeting was adjourned at 11:00 a.m. by Lew White.

Next scheduled Board meeting: 3:00 p.m., Tuesday, November 21, Lew White's home.

Board minutes prepared by Pamela Ahl, CCHOA Secretary

