Board Members Present: John Brawand, Alice Forsythe, Erika Huston (by proxy), Marian Pierce, Katie Steinhauer and Rebecca Stuebe

Board Members Absent: Erika Huston, Francine Martin and Jason Uland

Others Present: Andrea Klopfenstein, Bridgetown Community Management

BOARD MEETING MINUTES

Andrea called the meeting to order at 7:12 p.m. and confirmed that there was a quorum of board members present.

November 17, 2013 Board Minutes. Andrea read the meeting minutes from the November 17, 2013 board meeting. The minutes were unanimously approved.

Officer Positions. Katie Steinhauer will continue to serve as President, Marian Pierce will serve as Secretary, and John Brawand will serve as Treasurer. The board unanimously approved all officers.

Woolsey House Rules. The board unanimously revised the rules to the following:

* All plants must be in pots and kept free of debris. Resident must ensure no fruits, flowers, leaves or soil are left on the concrete/walkway.
* Potted plants should not obstruct access to any unit or views from any unit.
* Potted plants must have saucers or feet to keep them raised above the level of the concrete/walkway.
* Potted plants with trellises must contain the plant solely in the pot and on the trellis and cannot impact the siding.
* One watering can per unit is allowed to be kept outside.
* Unit 103 is allowed to have a barbecue on the patio behind the unit. Resident must obtain approval for it prior to installation.
* Residents are allowed to hang rugs or towels outside for drying for 24 hours or less.
* Any projects done outside the building should be put away when not actively being worked on. If the project cannot be put away, the resident must notify all owners.
* Wind chimes are not allowed.

These revised rules will go into effect in 30 days’ time.

Use of the Community Room & Guest Room. The board discussed the community room and the guest room and how to better use those spaces.

Guest Room. Since the guest room is not currently usable (without furniture or bedding), the board is asking everyone to look into options for obtaining low cost, safe, slightly used bedroom set (or pieces thereof) to use in the guest room. Once there are furnishings, the board will set up rules for this space.

Community Room. The board unanimously agreed that an owner and his/her group may use the community room for their gatherings. The owners is responsible for the actions of all participants, must be present the entire time the group is meeting, and is responsible for leaving the room as clean as or cleaner than he/she found it. Owners wishing to use the community room must post notices on all of the common room doors at least 48 hours in advance of the event. Owners wishing to use the community room for owners-only events may do so as long as the room is not otherwise occupied.

The board also discussed the need for some decorations for the community room. It was moved, seconded and unanimously approved to create a Community Room Decorating Committee. Rebecca and Alice volunteered to serve on the committee, and up to two more owners may join. This committee will make a recommendation to the board at a future meeting for what to do to make this a more inviting space.

Announcements and Reminders.

Landscaping. Katie reminded everyone that Hannah’s contract starts in May. She (Katie) will be the point person. Katie will notify all owners as to exactly when Hannah will be at Woolsey.

Frozen Pipes. Katie reported that twice this year, the pipes in her bathroom froze. Although nothing broke, she is concerned that there is insufficient insulation. Andrea suggested turning the heat on the bathrooms, and was told that there are no heaters in the bathrooms. That being the case, and there being no funds for doing major insulation installation, Andrea suggested that those owners who have bathrooms on the outside walls may want to invest in an oil-filled portable radiator to be used when the weather outside is close to freezing. If the bathroom is too small to allow the heater inside, setting it just outside the doorway with the door open should still help.

Alice wants to have a list of vendors that we use for various tasks. There is a list in the book in the closet in the community room.

Cleaning schedule. Cleaning has been done for January, February and March. Those that use the bike area should sweep it and shake the rugs out periodically in addition to participating in the cleaning.

Trash Pickup. There is trash from the neighborhood that blows into our area. Everyone should pick it up as they see it. Also, if anyone sees trash dumped in front of the neighbor’s trash shed, please report it to Guardian Property Management and New Columbia.

Sideyard. The board discussed the sideyard and unanimously approved setting up a Sideyard Committee. Marian, Rebecca and Katie volunteered to serve on this committee, and one additional owner will be sought to serve as well. The committee will put together a plan for what to do with the sideyard and that will be brought back to the board at a future meeting.

The next board meeting will be scheduled as needed.

The meeting was adjourned at 9:05 p.m.