

**Valleybrook Homeowner's Association**  
**Monthly Membership Meeting**  
**9 June 2009**

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Board of Directors: (✓) present (a) absent

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|---------------------------|----------------------------|----------------------------|
| ✓ Bill Kouba - President  | ✓ Jeff Howser - Arch.      | ✓ Jim Hegarty - Treasurer  |
| ✓ Jack Caprez - VP        | (a) Chris McGeehan - Arch. | ✓ Jen Kapanjie - Secretary |
| ✓ R. Clarkson - Solicitor | ✓ Andy Orr - Treasurer     | ✓ Rich Oliver - Facilities |
|                           |                            | ✓ Andy Zachar - Facilities |
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*Bill Kouba, president, called the meeting to order at approximately 7:15pm. The May minutes were reviewed, Bill motioned to approve the minutes, the motion was seconded by Jim, and approved by a unanimous vote.*

**Facilities**

- Andy Z. reported that the pool lifeguards seem to be more attentive this year. He is reviewing the sign-in sheet to see who uses the pool. There may be a meter box leak at the pool?
- Regarding the sewer grate repairs – this poses no danger – Rich will notify blacktop people
- There are currently no plans/no funds to repair tennis courts this year. Rich plans to investigate what it would take to restore / remove / make a grassy knoll
- Andy O. requests to appoint a separate individual to run the clubhouse because it is interfering with his treasurer responsibilities. Board plans to appoint a new, part-time clubhouse manager.

**Architecture**

- Jeff reported that there have been many requests for outside improvement to homes from tenants.
- Re: the siding that is bubbling on 1-2 homes, those individual homeowners will contact manufacturer – if not they do not receive satisfaction they will re-contact the board. Jeff will forward the manufacturer's contact information along to these residents.

**Solicitor**

- Board has not heard from SW Delco authority, no proposal has been received, it was due 5/31/09. Richard to contact SW Delco.
- Bill plans to arrange a future meeting with Darlington Woods board.
- Delinquent assessments – list of accounts in various degrees of delinquency were discussed. List of homeowners and balances was provided to each board member.
  - One homeowner attended meeting to discuss their specific situation with board – it was agreed to waive late fees but owner must pay the past month's dues and lawyer fees.
  - One homeowner asked for permission to separate his gutter from other homes – board approved.
- Discussion regarding parking and late dues - parking is common property – board can suspend privileges over common property. TBA if this measure will be taken further.
- Discussion to improve system of communication to delinquent residents. Possible solutions were for treasurers to send email(s) followed by a certified letter to delinquent tenants. If there is no sign for certified letter – legal action may be taken immediately. Board will need to create letter and approve a system to handle future delinquencies before becoming extremely late and accumulating large balances.

**Finance**

- Jim and Andy O. continue working together to update finances and determine homes in delinquency.
- Board agrees to amend by-laws and pursue online bill payment in the future

The meeting was adjourned at 9:00pm.

Sincerely, VBHA

