

# TOLLGATE ASSOCIATION

Board of Directors Meeting

February 24, 1994

A special meeting of the Board with the Landscaping and Grounds Committee was held this date commencing at 8:20 p.m. in G. Knight's home at 118 Tollgate. Present from the Board were Magness, Simpson, Reagan, Knight, and Kahn. Present from the Landscaping Committee ("LC") were Megers, Bond, and W. Zitzmann.

Magness called the meeting to order and reviewed the draft letter to homeowners he had passed out to members of the Board and LC. He requested input. The draft letter was to inform the association that the Board had now contracted with a grass mowing company and also had signed a contract for snow removal. The purpose of this meeting was to avoid any miscommunication between the Board and the LC.

Bond asked how the Board wanted questions from the homeowners concerning the grounds contract dealt with. Discussion ensued over this question and moved to the decision making process and the role of everyone involved. The following are the decisions made jointly between the two bodies:

- 1) The groundskeeping company (Horizons) will report at the managerial level to the LC. No one will talk to the company on-site, the people doing the actual work are not policymakers. Don Frady will be afforded the opportunity to speak to Horizons before they start work. Complaints on Horizons' work should go to the members of the LC.
- 2) Landscaping recommendations/needs should be submitted to the Board by March 31 as part of the annual input of homeowners on requested capital items to be included in the annual budget. Landscaping items will be culled from that compiled list and given to the LC for recommendations for funding to the Board.
- 3) The LC will utilize Don Frady as a consultant for advisory purposes only.
- 4) The association is in need of a landscaping firm to actually do and oversee the landscaping work.

Next, the issue of snow removal was discussed. It was decided that the Board will make the call on whether climatic conditions warranted calling out the snow removal contract holders, since every time they come out means a \$90 expenditure (\$45/hr., 2 hr. minimum). The wording in the draft letter to homeowners will be revised to eliminate the words "continue to" with respect to clearing snow from parking pads, since that is the sole responsibility of each homeowner.

The meeting adjourned at 9:30 p.m. The Board scheduled its next meeting at 8 p.m., Monday, March 14 at the Simpson home.