



2009 ANNUAL MEETING AGENDA
Thursday November 5, 2009

<u>Topic</u>	<u>Host</u>
Meeting “Call to Order” & Determination of a Quorum	Jim Glover
Introductions & Agenda Review	Pat Coletti
Committee Annual Reports:	
Architectural Control Committee	Ann Sherman
Social Committee	Ann Sherman
Block Captain Committee	Pat Coletti
City Services	Vernon Johnson
Facilities & Grounds Committee	Pat Dunn
Treasurer’s Report & Budget Committee	Mark Adamson
Election of Board Members	Pat Coletti
Open Discussion	All Board Members
Meeting Adjourned	



Meeting Recap

The meeting was called to order at 7:05PM by Pat Coletti. It was confirmed that a quorum of 18 (16 residences were represented at the meeting plus 2 proxies) had been achieved so business could officially be conducted.

Opening Remarks- Pat Coletti

1. 2009 Board Recognition: Pat introduced the 2009 Board members to the audience and thanked them for their service this past year.

2009 HOA Board Members

Les Carter – Vice President
Mark Adamson - Treasurer
Jim Glover - Secretary
Pat Dunn - Facilities/Grounds Maintenance Chairman
Vernon Johnson - City Services Chairman
Ann Sherman - Architecture Control & Social Chairman
David Escalante - General Board Member
Mike Carlsen - General Board Member

2. Overall Update: The general health of the community is good and stable. We seem to be “holding our own”, despite the challenging economic climate and real estate market. This was our primary objective for 2009.

We continue to receive compliments on a regular basis about the nice appearance of the neighborhood. “Thank you!” for your individual contributions by keeping your properties well-maintained & attractive.

3. New Residents: Several homes have sold within the past 2 months and that means many new neighbors! Our block captains are being notified as we obtain their names so they can pay them a Welcome Visit. A few of the new residents were present at the meeting so we were able to recognize them and extend a special welcome as a group.

Committee Annual Reports

Block Captain Committee Pat Coletti

4. Block Captain Recognition for 2009: The 6 block captains who served in 2009 were recognized and thanked!

Sandy Dunn- Parkview Court & Silverwood Court
Cyndy Burgess- Maplewood Court
Cathy Carlsen- Aspen Drive
Mary Hasten & Sue Lehman- Silverwood Lane
Pat Coletti- Autumn Lane



5. Block Captain Changes in 2010: There will be one staff change in 2010. Mary and GERAL Hasten will be moving out of the neighborhood in the near future so we are sorry to announce Mary's resignation.

We are actively recruiting for a new block captain to take her place! If interested, please get in touch with Pat Coletti directly

6. Block Captain Duties: Most of the duties of the block captain have been simplified through the beauty of electronic communication. You have noticed that paper flyers in/on your door are pretty much a thing of the past.

Block Captains are responsible for:

- Helping to disseminate information as needed.
- Receiving inquiries from residents on their block and ensuring they are routed to the appropriate contact if they cannot be handled during the first contact.
- Welcoming new residents on their block.
- Assisting with other activities as may be deemed appropriate by the Board.

7. Silverwood Website Update: Last year the newly designed website was debuted and we had Brandon Hopper, our site designer and administrator, present to discuss some of the most significant changes. The only enhancement we are still pending is the Bulletin Board area. This is intended to be a place where the residents can exchange information. The attendees confirmed that this feature is still desired.

URL for Silverwood website is www.silverwoodhoa.org

8. Access to Secured Areas of the Website: As of 11/4/09 fifty-one (51) profiles have been established, representing approximately 48 residences. If you haven't registered, please do so. Secured access is needed to tap into information which the HOA wants to keep confidential. For example: Silverwood Residents Directory & Newsletters.

When implemented, the Bulletin Board area will also be in the secured area.

9. Silverwood Residents Directory Updates: Please be sure to complete a Resident Information Form (*last page in this recap*) if you have new information or changes to your existing contact data. Updates to the Directory are now made frequently throughout the year since it is maintained online, so we rely on your help to keep it current.

[Architectural Control Committee](#) *Ann Sherman*

10. HOA Covenants & Deed Restrictions: All homeowners need to be aware of the restrictions and guidelines to which Silverwood residents must adhere. Please take the time to read the documents thoroughly and become familiar with the information. Most incidents on non-compliance occur because the individual is not aware of the restrictions. So before you make any changes to the exterior of your home, please consult the materials.



You can find the documents on the Silverwood website www.silverwoodhoa.org under Information => HOA Policies.

Social Committee

Ann Sherman

11. Events Calendar: The majority of Silverwood's events consist of the following types of activities.

- Neighborhood Picnics- One in the spring and another in the fall
- Wine Tastings
- Progressive Dinners
- Murder Mysteries
- Movie Nights
- July 4th Parade
- Holiday Decorating & Lighting

Everyone is welcome to join in the fun!

If you are ever interested in hosting an event, particularly if you have a new idea, please contact Ann Sherman directly.

12. Yard of the Month Program: Kirk and Jeanette Weicht (3505 Silverwood Court) volunteered to spearhead the resumption of the "Yard of the Month" program in 2010. This activity recognizes outstanding care and attractive landscaping during the spring, summer and fall. A different winner is selected each month and our "Yard of the Month" sign is displayed there until the following month, at which time the next winner is identified. "Thank you!" Kirk and Jeanette for continuing this tradition.

Post Meeting Request to Jeannette and Kirk Weicht from the Board: Please email both Ann Sherman and Pat Coletti with the name of the winner each month and the reason for your selection. That way, the Social Committee can keep a log and announce the winners in our quarterly newsletter.

City Services Committee

Vernon Johnson

13. Bedford HOA Roundtable: The city of Bedford hosts a meeting approximately twice a year to bring together all of the HOAs in Bedford to share information on common challenges and topics. The next meeting is scheduled for Tuesday 11/17/09. Vernon Johnson will attend to represent Silverwood.

14. Emergency Communication Plan: One of the recommendations which HOAs received during the spring Bedford HOA Roundtable involves the preparation of an Emergency Communication Plan. This document would serve to organize the neighborhood on how to respond to a community crisis or area disaster, such as a weather event (tornado, hurricane, earthquake) or terrorist attack. The meeting attendees agreed with the concept so work will actively begin on constructing an Emergency Communication Plan for Silverwood. The block captains will:

- Assist with the collection of additional information which may be needed from the residents.



- Act in a primary contact role as part of the “first responders” team during an actual event in which the Emergency Communication Plan is invoked.

The Board will keep the community informed as work progresses on construction of the plan in 2010.

15. Safety Awareness in Silverwood: Vernon reviewed a thorough list of reminders that are good to keep in mind in our daily life here in Silverwood. As you enter/depart the neighborhood or enjoy your yard, always be vigilant for suspicious activity or obvious loitering. Do not hesitate to question strangers (*in a friendly manner of course*). If your doubts are not satisfied, we encourage you to call 9-1-1 and allow the Bedford police to handle the situation.

We all must take responsibility for the safety and soundness of our neighborhood. Please be aware of your surroundings, just as you do beyond the gate.

Facilities & Grounds Maintenance Committee Pat Dunn

16. Projects in 2009: Pat Dunn could not make the meeting so the Board briefed the attendees on the landscaping projects which were completed this year.

- A yellow Speeding Sign was erected on the northbound side of Silverwood Lane by the pond to help control the excessive speeding which has been observed. A second sign is targeted for 2010, facing the opposite direction, to alert motorists as they enter the neighborhood.
- Lighting in the trees in the front common area was replaced.
- The retaining wall in the front common area was rebuilt to address erosion and wash-out that occurred during the first 2 years of the pavestone wall.
- The pump for the sprinkler system was replaced after it failed in early summer.
- The pump for the fountain was replaced after an outage during the summer.
- The lights on the fountain had to be rebuilt due to age. This was done when the fountain pump was replaced.

Next year the Board will address other areas around the pond which are experiencing erosion.

Treasurer Report Mark Adamson

17. Budget for 2010: Mark presented the preliminary budget for next year. The good news is that NO increase in dues is needed to maintain a healthy reserve. Therefore, the invoice for 2010 will be in the amount of \$525 and will be issued in January as usual. A copy of the final budget will be included with the invoice.

Election of Board Members

The voting results are recapped below.

- Les Carter- reelected as General Board Member (2-Year term)
- Ann Sherman- reelected as General Board Member (2-Year term)

The following board members (listed in last name alphabetical order) will serve the remainder of their terms during 2010. Reelection was not necessary.



- Mark Adamson (Treasurer)
- Mike Carlsen (General Board Member)
- Pat Coletti (President)
- Pat Dunn (Facilities/Grounds Committee Chairman & General Board Member)
- David Escalante (General Board Member)
- Jim Glover (Secretary)
- Vernon Johnson (General Board Member & City Services Committee Chairman)

Open Discussion

The following topics were addressed during the open forum as part of the meeting wrap-up.

Repair the Manual Gates: The HOA members would like to make this a project in 2010. It is now very difficult to keep them locked. The Board will look at various options. An assessment will also be made to see if it makes sense to replace the rear manual gate since it is very low and many adolescents have been known to climb over it to gain entry into the neighborhood.

Front Gate: The attendees registered their confirmation that they do NOT want the front gate held open for any period, regardless of the event. This policy also pertains to:

- Open Houses (held by real estate agents or individual residents)
- Garage Sales
- Social Gatherings

Signs at Front Entryway & Common Areas: Signs of any kind are not allowed in the front gate area or the common grounds, with the following exception.

Real estate agent Open House or Garage Sale signs are allowed there temporarily WHILE the event is in progress. They must be promptly removed when the event has concluded.

If you see a sign out front that is out of compliance, PLEASE HELP us by taking it down. If it is a realtor sign, place it in an inconspicuous spot in the front entry area OR leave it at my house or Ann Sherman's. Let one of us know that you have taken down the sign and we will phone the broker, inform them of our restrictions and have them retrieve it.

Resident Contact Information for Front Gate: On behalf of Alan Smith, Pat Coletti announced that Alan intends to audit all contact information that is needed for proper operation of the front gate. He will likely go door-to-door to confirm your information so please be as responsive as possible. This is one measure we can take to "lock down" the information and eliminate any obsolete codes or phones numbers which may have gotten into the wrong hands. Alan will try to complete the audit by the end of 2009.

Thank you, Alan!

The meeting was adjourned at 8:25PM by Pat Coletti.



**2010 Resident Information Form
Silverwood Homeowners Association (HOA)**

Owner First Name: _____ **Last Name:** _____

Co-Owner First Name: _____ **Last Name:** _____

Address: _____

Owner Home Phone: _____ **Work or Cell Phone:** _____

Co-Owner Home Phone: _____ **Work or Cell Phone:** _____

Family Information:

(You can list children or other family members who reside at this address if you would like them to appear in the directory.)

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____

Email Address: _____

(This email address will be used by the Silverwood HOA to communicate with your household.)

Silverwood HOA Committees:

Please indicate if you would like to serve on any of the Silverwood HOA Committees below.

- | | |
|----------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Architectural Control Committee | <input type="checkbox"/> Facilities Committee |
| <input type="checkbox"/> Block Captain Committee | <input type="checkbox"/> Grounds Maintenance Committee |
| <input type="checkbox"/> Budget & Finance Committee | <input type="checkbox"/> Social Committee |
| <input type="checkbox"/> City Services Committee | |

I give my permission for the personal information on this form to be included in the Residents Directory of the Silverwood Resource Guide.

Note: Circulation is limited to the Silverwood Community and the Silverwood website.

Signature: _____

Date: _____