



## Annual Meeting Minutes January 24, 2012

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### Attendance:

BOD Present: Bob Brethen, Chris Zangara, Jon Hayes, Rich Willis, David McAlexander

BOD Absent: None

Management Present: Lisa Crummie

- 7:06pm Meeting called to order – Bob Brethen
- 7:07pm Chris Zangara reviewed the minutes from the 2011 Annual Meeting
- 7:10pm 2011 Year in Review
- Chris Zangara provided a recap of many of the items worked on during 2011 (including Communication Node, Common Area Sidewalk Repair, New Website, Facebook, Path to Clubhouse, Clubhouse Renovation, Reserve Study, Pool ID Tags, Social Committee Transition, Speaker Installation at Pool, Parking Lot Discussion, New Grill at Pool, Basketball Court Change Discussion, Large Umbrella Addition to Baby Pool, Pool Decking Repair, Christmas Lights Enhancement, Fence Guideline Amendment, TV and Wi-Fi in Clubhouse)
- 7:17pm Committee Report
- Architectural Review – requested and received volunteers for ARC
  - Website – Discussed in year in review: transitioned back to a volunteer position and redesigned the site to allow for easy updates
  - Newsletter – requested and received volunteer to take over this responsibility
  - Pool – Vicki Roach discussed the 2011 season and how great it was. Almost zero complaints, fabulous guards, successful swim lessons, increase in umbrellas, and on-schedule furniture overhaul.
  - Social – no one present to speak
  - Swim Team – Bob Brethen discussed that it was a great year. 65% of team members are from our community (the others are from Latta Springs as it is a combine team). Very strong results, finishing second overall.
  - Clubhouse Rental – no one present to speak



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- 7:29pm Financial Review – David McAlexander
- Budget was ratified in November with no dues increase and no issue funding needed expenditures.
  - Increase in pool contract and other costs were offset by savings
  - Clarification of “Retained Earnings” line item – this is a holding spot for dues that are paid early (in December for the following year)
  - Reserve study that was completed shows that we are in very strong financial health and gives us a clear outline for funding levels, which the BOD has adopted
  - Overall we are in very good financial health
- 7:32pm Establishment of a Quorum
- A quorum was not present
- 7:32pm Introduction and Election of Board Members
- Since no quorum was present an election cannot occur. The two positions with term expirations will be appointed by the remaining BOD members at the next regular meeting
  - Bob Brethen expressed his interest in continuing to serve on the BOD
  - Jeremy Hall introduce himself and discussed his interest in serving on the BOD
  - Rich Willis, discussed his “faith and confidence” in Bob and also spoke on behalf of Jeremy
- 7:38pm Huntersville Police Department Review – Office Adam Wirth
- Stephens Grove is part of Office Wirth’s patrol area
  - Reviewed the Crime Prevention Project implemented in 2011 and 12 months duration. Zero burglaries since start of program. Arrest in Cashion Woods most likely linked to our neighborhood, case is working its way through the court system.
  - Our community is currently enrolled in a community wide “zone check” which has resulted in a ten-fold increase of patrols
  - Residents have appreciated the increased presence
  - “Night Eyes” have been distributed – these are a way for the police to communicate with a resident about something “risky” they saw on patrol (ex. an open garage door at 2:00am)
  - Several questions from the membership, including recreational shooting in the area, dog roaming free, speeding and not stopping at stop signs, were taken
  - Bottom line – if you see something call 911!



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- 8:08pm      Open Forum
- Erin Billiard repeated her thanks for the Street Signs replacement
  - Discussed speeding in neighborhood
  - Paul Sousa commended the BOD on completed projects (website, reserve study, etc.) and how the BOD conducts the every-day business of the community
  - Discussion of bridge replacement on Bud Henderson
- 8:13pm      Bob Brethen Adjourned the Meeting



## Board Of Directors Meeting Minutes February 27, 2012

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### Attendance:

BOD Present: Bob Brethen, Chris Zangara, Jon Hayes, Jeremy Hall  
BOD Absent: David McAlexander  
Management Present: Lisa Crummie

7:02pm Meeting called to order – Board of Directors

7:02pm Appointment of new BOD Members

- Motion to Appoint Jeremy Hall to the BOD
  - Made by: Jon; Seconded by: Chris; Passed: 2 – 0
- Motion to Appoint Bob Brethen to the BOD
  - Made by: Jeremy; Seconded by: Jon; Passed: 3 – 0

Appointment of BOD Officers

- Motion to Appoint Bob Brethen BOD President
  - Made by: Jeremy; Seconded by: Jon; Passed: 4 – 0
- Motion to Appoint Jon Hayes BOD Vice President
  - Made by: Jeremy; Seconded by: Chris; Passed: 4 – 0
- Motion to Appoint David McAlexander BOD Treasurer
  - Made by: Jeremy; Seconded by: Jon; Passed: 4 – 0
- Motion to Appoint Chris Zangara BOD Secretary
  - Made by: Jon; Seconded by: Jeremy; Passed: 4 – 0

Approval of November and Annual Meeting Minutes – Board of Directors

- Motion made to approve prior meeting minutes
  - Made by: Bob; Seconded by: Jon; Passed 3 - 0
    - Jeremy abstained as he was not on the BOD at the time

Appointment of new ARC Members

- Motion made to appoint Stephen Wellman, Jeff Thornburg, and Jacqueline Schaffer to the ARC
  - Made by: Jon; Seconded by: Jeremy; Passed: 4 – 0

7:05pm Financial Review – Lisa Crummie and Chris Zangara

- No unusual expenditures or unanticipated maintenance issues
- Strong cash and reserve position
  - Parking lot resurfacing will be going out for bid

7:09pm Discussion with Landscape Solutions

- Jason Hathcok and Rich Schwartz (Co-Owners) presented a list of issues that they need to consistently deal with that make turf maintenance more difficult. They discussed their plan for the year to



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continue the trend of improvement and have gained a strong handle on what our turf needs. Should see major improvement over the next one to three seasons.

- Discussed other landscape issues, such as shrub trimming, sprinkler system, and planting/removing landscape elements

7:51pm

ARC Process Discussion

- Discussed electronic communication and site visit process with Stephen Wellman
- Discussed Hawthorne's internal ARC process for handling applications

8:05pm

Discussion of Plans for Year Ahead

- Chris reviewed "Stephens Grove 2022" document and the items on the list
  - BOD will pursue the expansion of the sport court or addition of monuments at Birchwalk Drive entrance for a 2012 improvement

8:15pm

New Business – Board of Directors

- None

8:15pm

Open Forum

- None

8:16pm

Meeting Adjourned

- Motion to adjourn meeting
  - Made by: Jon; Seconded by: Bob; Passed: 4 – 0

The next BOD Meeting is scheduled for 7:00pm on March 26, 2012 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes March 26, 2012

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### Attendance:

BOD Present: Bob Brethen, Chris Zangara, Jon Hayes, Jeremy Hall  
BOD Absent: David McAlexander  
Management Present: None

- 7:00pm Meeting called to order – Bob Brethen
- 7:00pm Motion to approve prior meeting minutes
- Motion made by: Chris
  - Seconded by: Jon
  - Passed: 4-0
- 7:01pm Financial Report – Chris Zangara (via email from David McAlexander)
- Average activity and nothing significant was observed
  - Good balance sheet position for this period an time in budget cycle
  - Largest expenditures were:
    - Power for all accounts on the property, insurance payment, first pool installment, and standard contractual payments
- 7:02pm Pool Discussion – Shan Rumpfelt (pH Pool Managemnt) and Vicki Roach
- Since closing pool in 2011 filter sand was replaced, chairs were redone, and decking cracks were repaired
  - This will be the last year of plaster – must be redone fall of 2012
  - We will be opening earlier in the season – May 1<sup>st</sup> for an additional cost of approx. \$925. Over a two-year period we have added almost a full month to the season.
  - Vicki will review the pool rules and a new sign with them will be posted this season
- 7:27pm New Business – Board of Directors
- Sport Court expansion to Basketball Court
    - This item has been discussed multiple times over the last several meetings. We view this as a great enhancement for the neighborhood and added it to “Stephens Grove 2022”.
    - 7:31pm: Motion to approve \$9,000 for this project. Hawthorne needs to secure a second quote. If second quote is higher then the allotted amount, Court One will be awarded the contract.
      - Motion made by: Chris
      - Seconded by: Jon
      - Passed: 4-0
  - Parking Lot Resurfacing proposal



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- Two quotes were reviewed. One included milling the lot at a cost of ~\$26k and one was a resurfacing at a cost of ~17k. We need more details on the resurfacing in terms of materials used, lifespan, etc. We will also secure more proposals.
- Discussed our turf again. Everything has to come into full bloom since the last BOD meeting and it does not look good. We will now be requesting weekly updates from our landscaper and reinitiate conversations with other contractors on this property.
- Discussed the Social Committee and the need for more volunteers. Erin Billiard and Vicki Roach currently make up the committee.

7:57pm

### Open Forum

- Resident at 6027 Stephens Grove Lane requested the cutting of shrubs on adjacent common property. Following the meeting BOD will walk to property line with resident to get a better understanding of what resident would like and work with landscaper to see what can be done.

8:09pm

### Motion to adjourn meeting

- Motion made by: Chris
- Seconded by: Jeremy
- Passed: 4-0

8:19pm

### Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on April 23, 2012 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes April 23, 2012

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### Attendance:

BOD Present: Bob Brethen, Chris Zangara, Jon Hayes, Jeremy Hall  
BOD Absent: David McAlexander  
Management Present: None

- 7:00pm Meeting called to order – Bob Brethen
- 7:00pm Motion to approve prior meeting minutes
- Motion made by: Chris
  - Seconded by: Jon
  - Passed: 4-0
- 7:03pm Financial Report – Board of Directors
- Expenses on track with nothing unusual noted
  - General question about “Office Supplies” line item
- 7:08pm Old Business
- Waiting for additional quotes for parking lot redo
  - Reviewed quote, containing 3 options, for Tennis Court maintenance. Will get additional quotes and wait until Fall to move forward with needed work.
  - Noted that at the March meeting the BOD approved the Basketball Court expansion but the vendor noted an error in the initial proposal and raised the cost of the project from ~\$9,000 to ~15,000. The BOD is not moving forward with this project at this time but will consider for the future. Will look at concrete as an option versus asphalt.
  - Discussed addition of a Lacrosse/Soccer kick board in the Sport Court area
- 7:27pm New Business – Board of Directors
- Discussion of proposal from new landscaping vendor. Need more information as to what is included and what will be extra up-charges. Will give current vendor more time and meet at our next BOD meeting.
  - Discussed sprinkler system and needed adjustments
  - Landscape lighting system needs to be looked at and assessed. Will work with vendors on this.





## Board Of Directors Meeting Minutes April 23, 2012

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- 7:34pm      Committee Report – Jeremy Hall
- New ARC is functioning well
  - Social Committee is gaining momentum with a recent meeting held and the re-initiation of a robust group is on track.
  - Yard Sale and Snacks at the pool are upcoming
- 7:48pm      Open Forum
- Discussion of process for resident use of clubhouse at no cost. This process will be defined and published.
  - Discussed shrubs and trimming (bordering common area and 6027 SG Lane). BOD will work with landscaper to find a reasonable approach to trim down shrubs without causing damage.
- 7:59pm      Motion to adjourn meeting
- Motion made by: Jeremy
  - Seconded by: Jon
  - Passed: 4-0
- 8:19pm      Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on May 28, 2012 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes May 24, 2012

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Attendance:

BOD Present: Bob Brethen, Chris Zangara, David McAlexander  
BOD Absent: Jon Hayes, Jeremy Hall  
Management Present: None

- 7:00pm Meeting called to order – Bob Brethen
- 7:00pm Motion to approve prior meeting minutes
- Motion made by: Chris
  - Seconded by: David
  - Passed: 3-0
- 7:00pm Financial Report – Board of Directors
- Expenses on track with nothing unusual noted
  - Discussed savings on water bill by installing new rain sensors
  - Legal expenses will exceed budgeted amount
  - CD's mature in July – plan is to renew for 12 months at best rate
- 7:05pm Meeting with Landscape Solutions
- Will check number of sprinkler heads along Stephens Road and explore increasing to reduce water on street
  - Reviewed actions to help turf, focusing on pre and post emergent treatments and po annua treatment and prevention
    - Strong plan in place for fall aeration and overseeding
  - Will provide plan for overall shrub and tree health
  - Will continue quarterly meetings with BOD
- 7:36pm New Business – Board of Directors
- Discussed new landscape lighting system
- 7:49pm Committee Report – Erin Billiard for Social Committee
- Several upcoming events
    - June 16<sup>th</sup> – Family Pool Party; July 4<sup>th</sup> – Independence Day Celebration; July 7<sup>th</sup> – Adult Pool Party
- 7:54pm Motion to adjourn meeting
- Motion made by: Chris
  - Seconded by: David
  - Passed: 3-0

The next BOD Meeting is scheduled for 7:00pm on June 25, 2012 in the Stephens Grove Clubhouse.



## Board of Directors Meeting Minutes June 25 2012

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### Attendance:

BOD Present: Bob Brethen, Jeremy Hall, Jon Hays, David McAlexander

BOD Absent: Chris Zangara

Management Present: Wendy Parks

7:05pm - Meeting called to order – Bob Brethen

7:06pm - Approval of Prior Meeting Minutes – Board of Directors

- Motion made by: David
- Seconded by: Jeremy
- Passed: 4-0

7:07pm - Financial Review – David McAlexander

- High expenses this time of year, but remain on track with nothing unusual
  - Playground mulch, flowers, maintenance repairs (storage, pump room doors), pool chemicals
- Legal expenses will exceed budgeted amount
- CD's mature in July – plan is to renew for 12-18 months at best rate

7:15pm - Old Business – Board of Directors

- Cathness entrance Lighting Review
  - a. Reviewed two more quotes, Jeremy to review one quote for types of lights (quality), re-wiring
  - b. Looking to stay under the \$7,000 budget and may be able to have lights at both entrances
- Tennis Court repair (approved scheduled for July)
- Parking Lot (holding here for re-quote this fall)
- Basketball court (holding here for re-quote this fall)

7:40pm - New Business – Board of Directors

- Pool Tags review – no action at this time
- Landscape Solutions
  - Stone path – approved via e-mail
  - Additional Water Zones on Stephens Road – not approved, may re-look at options in the future
  - Rejuvenation of landscaping around pool – approved for Fall (when pool closes)

7:45pm - Open Forum – Membership



## Board of Directors Meeting Minutes June 25 2012

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- Discussed the Life Guards selling snacks – Bob to follow up with PH Pools Mgt
- Pool chairs and lounges, Bob follow up with PH Pools for repair – should be same agreement from last year. We purchased cloth last year.
- Review with PH Pools on tables, chairs for Children’s Pool - Bob

7:50pm – Motion to adjourn meeting

- Motion made by: David
- Seconded by: Jon
- Passed: 4-0

**July meeting scheduled for the 23<sup>rd</sup> will be cancelled - (note: may need to call special meeting for potential hearing)**



## Board Of Directors Meeting Minutes August 27, 2012

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### Attendance:

BOD Present: Bob Brethen, Chris Zangara, Jon Hayes, Jeremy Hall, David McAlexander  
BOD Absent: None  
Management Present: None

- 7:00pm Meeting called to order – Bob Brethen
- Motion to approve prior meeting minutes
- Motion made by: Jon
  - Seconded by: David
  - Passed: 5-0
- 7:01pm Financial Report – David McAlexander
- Expenses on track with nothing unusual noted
  - Annual 2013 Budget planning underway
  - Discussed entrance landscape lighting project cost and timing
  - New and repaired pool furniture not yet delivered
  - Cash flow is good
- 7:20pm Old Business
- Discussed Addendum 3 – Solar Panels and Skylights
  - The existing guidelines had no guidance as solar panels were banned (which is not permitted by NC law).
    - Motion to approve Addendum 3
      - Made by: Chris
      - Seconded by: David
      - Passed: 5 – 0
  - Discussed 5902 Checkerberry situation and need for clear explanation
  - PH Pools (Shan) to be invited to the September meeting
- 7:37pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on September 24, 2012 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes September 24, 2012

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### Attendance:

BOD Present: Bob Brethen, Chris Zangara, Jon Hayes, Jeremy Hall, David McAlexander  
BOD Absent: None  
Management Present: None

- 6:58pm Meeting called to order – Bob Brethen
- Motion to approve prior meeting minutes
- Motion made by: David
  - Seconded by: Jeremy
  - Passed: 5-0
- 6:59pm Social Committee – Erin Billiard
- Reported on upcoming Oktoberfest event
  - Presented idea of clubhouse use voucher for committee members
- 6:59pm Financial Report – David McAlexander
- All is currently good
  - Cash reserves will be decreased with upcoming projects
  - 11 – 12% of budget is currently in arrears
    - Not too bad but must be looked into
  - All outstanding balances of \$10 or less will be zeroed out
    - This is due to payments and late fees crossing in the mail
    - This is something the BOD has done repeatedly in the past
  - Amount for pine needle refreshment not to exceed \$3000
- 7:12pm Meeting with pH Pool Management
- Discussed pool renovation project in great detail
- 7:59pm Meeting with Landscape Solutions
- Discussed overall health of shrubs and trees
  - Discussed work on turf
- 8:35pm Old Business
- Landscape lights are in. LED bulbs were delayed but will be in shortly
- 8:43pm Pool Renovation
- BOD voted to approve the pool renovation project including:
    - Re-plaster prep – including crack repair
    - Interior Marking Tile replacement
    - Decorative Waterline Tile replacement



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- New plaster
- Replacement of mastic
- This project will cost approximately \$38,000
- Motion made by: Chris
- Seconded by: Jon
- Passed: 5-0

8:47pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on October 22, 2012 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes November 19, 2012

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### Attendance:

BOD Present: Bob Brethen, Chris Zangara, Jon Hayes, Jeremy Hall, David McAlexander

BOD Absent: None

Management Present: Angela Benkovich

- 7:05pm Meeting called to order – Bob Brethen  
Motion to approve prior meeting minutes (September – no meeting held in October)
- Motion made by: Jon
  - Seconded by: David
  - Passed: 3-0
- 7:06pm Financial Report – David McAlexander
- 2013 Budget Ratified (no home owners present)
  - Reviewed YTD budget and year end expenses
  - New and repaired pool furniture delivered
    - More furniture needing repair
    - Hawthorne Mgt to follow up on total furniture repaired 2011-2012
- 7:32pm Old Business
- Completed Pool surface and tile replaced
  - New pool filter installed
  - Reviewed Tennis light timer replacement – potential need for one that cannot be jammed on
  - Both entrance landscape lighting completed
  - Bob to contact Shan for lifeguard gift certificates
- 8:00pm New Business
- Discussion on Landscaping needs (estimates) to be held until February 2013
  - Corner lot fence request reviewed – owner will be contacted to provide correct documentation
  - December Meeting is cancelled
  - Annual meeting schedule for Tuesday January 22<sup>nd</sup> @ 7:00pm
  - Chris will follow up with Hawthorne Mgt for Holiday lighting
- 8:05pm Meeting Adjourned

The Annual Meeting is scheduled for 7:00pm on January 22, 2013 – Hawthorne Management to send out further information.