



## Annual Meeting Minutes January 22, 2013

---

### Attendance:

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

BOD Absent: Jon Hayes

Management Present: Angela Benkovich

- 7:07pm Meeting called to order – Bob Brethen
- 7:07pm Chris Zangara reviewed the minutes from the 2012 Annual Meeting
- 7:11pm Officer Smith from the Huntersville Police Department addressed membership about general safety. He was available for questions, none were asked.
- 7:15pm 2012 Year in Review
- Chris Zangara provided a recap of many of the items the BOD worked on during 2012 (including a new ARC Committee; pre-season pool enhancements such as filter sand replacement, decking crack repairs, a new stone path, and opening the pool on May 1<sup>st</sup>; extensive discussion of Sport Court enhancements; implementation of communication plan with landscape contractor; landscape lighting renovation at Cathness entrance and addition at Birchwalk entrance; new Solar Panel Guidelines; new tennis court screen; and major post-season pool enhancements including new plaster, lap lane tile, water line tile, and mastic replacement)
- 7:23pm Committee Reports
- Architectural Review – Jacqueline Schaffer provided an update on the process and workload of committee. Clarified that the ARC is not responsible for CC&R/Guideline enforcement. Requested new ARC members, as current members will cycle off of committee.
  - Website – Chris Zangara briefly discussed process and entities under the umbrellas of the Webmaster, including the website, Facebook page, and email updates.
  - Newsletter – Bob Brethen discussed reinitiating the newsletter in 2013
  - Pool – Vicki Roach commented that there were no issues during the 2012 season. The lifeguards were well received and many will be returning in 2013. Swim lessons will continue to be offered in 2013 and the calendar magnets will also return. Discussed snacks at the pool and options to offer them and highlighted that a lifeguard for an after hours pool party are only \$18 per hour.
  - Social – Amy Coleman focused on the event survey that was sent out to the neighborhood to solicit input for 2013 plans. This committee meets the second Monday of each month at the Clubhouse at 7pm.



## Annual Meeting Minutes January 22, 2013

---

- Swim Team – Bob Brethen highlighted that there were approximately 120 swimmers on the team and about 75% are residents of Stephens Grove (we share a team with Latta Springs). This team/program will continue in 2013.
- 7:40pm      Financial Report – David McAlexander
- Budget approved in November was a difficult budget due to effort to not raise dues despite rising costs. The main points that allowed for dues to remain flat were a reduction in landscaping (\$3,500) and Social Committee (\$500) budgets as well as a delay in reserve funding increase. General maintenance costs were stable in 2012. David highlighted that the financial position of the HOA is very strong and secure. Only 2% – 3% of dues are in arrears, which is very low. The biggest single expense of 2012 was the pool renovation. The original quote came in at ~\$42k and the BOD negotiated down to \$38,000; the project was on budget. Vicki Roach commended the BOD, and David in particular, for running a very fiscally responsible HOA.
- 8:15pm      Election of Board Members – Bob Brethen
- A quorum was not present; therefore the ‘Straw Vote’ results are non-binding. Bob informed the membership that the three openings on the BOD will be filled by appointment at the next regular meeting of the BOD. The candidates present, David McAlexander, Chris Zangara, and Melinda Beatty, introduced themselves and a poll of the membership (as apposed to a vote) was taken. Jon Hayes was also on the ballot.
- 8:24pm      Open Forum
- Erin Billiard proposed permanent signage at the entrances to communicate events. Erin will complete a proposal and present it to the BOD.
  - Melinda Beatty discussed parking on the streets and the issues it can create.
  - Erin Billiard asked about the Clubhouse use policy. The BOB clarified that all groups need to pay for the clubhouse use. The exceptions are Boy and Girl Scout Troops and events sponsored by the Social Committee. As proposed by Erin, the BOD will review at the next meeting providing a free rental to those who volunteer on the HOA’s behalf.
  - Shannon Waterman volunteered to help as a Clubhouse Rental Coordinator.
- 8:47pm      Meeting Adjourned



## Board Of Directors Meeting Minutes February 25, 2013

---

### Attendance:

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

7:03pm Meeting called to order – Bob Brethen

Motion to approve prior meeting minutes

- Motion made by: Jeremy
- Seconded by: Bob
- Passed: 2-0

7:04pm Appointment of BOD Members and Officers

Motion to Appoint Chris Zangara, Jon Hayes, and David McAlexander as Members of the Board of Directors

- Motion made by: Jeremy
- Seconded by: Bob
- Passed: 2-0

Motion to Appoint David McAlexander as Treasurer

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

Motion to Appoint Bob Brethen as President

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

Motion to Appoint Jon Hayes as Vice President

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

Motion to Appoint Chris Zangara as Secretary

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



## Board Of Directors Meeting Minutes February 25, 2013

---

- 7:06pm Financial Report – Jeremy Hall
- Reserve contribution of \$17,500 was completed
    - \$202,000 in Reserve account
    - On track with Reserve Study accounting for large expenses including pool renovation
  - No expenses out of the ordinary
- 7:10pm Appointment of Architectural Review Committee Members  
Motion to appoint Jorge Utset, Chris Russo, Melinda Beatty, and Ken Breath to the ARC
- Motion made by: Chris
  - Seconded by: Jeremy
  - Passed: 4-0
- Discussed ARC structure and workload.
- 7:20pm Meeting with Landscape Solutions
- Reviewed schedule for 2013 and shrub rejuvenation project
  - Discussed in great detail plans and potential upcoming landscaping projects
    - Including Cherry Trees, use of growth regulators, Cathness Ave median renovation
- 7:47pm New Business
- Implementation of Volunteer Clubhouse Use Policy
    - Neighborhood volunteers are now entitled to one free clubhouse rental (\$35) after serving the HOA for a year, retroactive to 2012
    - This list will be maintained by the BOD Secretary and managed by the Clubhouse Coordinator
  - Effective 2/18/2013, Huntersville has taken over responsibility for all neighborhood roads
  - Shannon Waterman is the new Clubhouse Coordinator
  - Newsletters will be electronic only
  - Landscape lighting repairs are needed at Clubhouse – Jeremy will coordinate
  - Reviewed quote for parking lot paving
    - Requested Angela to secure new quotes and BOD will review
  - Traffic Calming project, run by HPD, will commence shortly on Dunbeth Drive.
- 8:14pm Open Forum



## Board Of Directors Meeting Minutes February 25, 2013

---

- Erin Billiard raised questions on several topics including, using native species in landscaping, question on walking/playing on the turf, additional bike racks at clubhouse, landscape lighting adjustments, and historical clubhouse rental and usage
- Melinda Beatty offered her knowledge of water and sewer to explore ways to save the HOA money

8:41pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on March 25, 2013 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes March 25, 2013

---

### Attendance:

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

7:11pm Meeting called to order – Bob Brethen

Motion to approve prior meeting minutes

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

7:12pm Financial Report – Jeremy Hall

- Expenses on track with nothing unusual noted

7:15pm Old Business

- Reviewed landscaping proposals
  - Motion to approve fertilization of Cherry Trees
    - Made by: Jon
    - Seconded by: Jeremy
    - Passed: 4 – 0
- Monument signs need to be painted
  - Motion to approve proposal to clean and paint signs
    - Made by: Chris
    - Seconded by: Jon
    - Passed: 4 – 0
- Parking lot repair/replacement – The BOD met prior to this meeting to discuss proposal with a contractor. A meeting with a second contractor will occur before next BOD meeting.
- Street Signs – Huntersville will be replacing several signs throughout the neighborhood (no cost to us)
- Pool Furniture – The furniture that needed repair has been returned to us and is ready for the upcoming season
- Landscape Lighting – additional lighting replacement is required at the clubhouse and flags
  - Motion to approve proposal for new lighting
    - Made by: Chris
    - Seconded by: Jon
    - Passed: 4 – 0

7:37pm New Business



## Board Of Directors Meeting Minutes March 25, 2013

---

- Well Proposal – This was secured by Melinda Beatty and the BOD will review
- Chris will explore getting a picnic table or two for the playground area

7:56pm      Open Forum

- No discussion

7:57pm      Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on April 22, 2013 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes April 22, 2013

---

### Attendance:

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

- 7:03pm Meeting called to order – Bob Brethen  
Motion to approve prior meeting minutes
- Motion made by: Chris
  - Seconded by: Jeremy
  - Passed: 3-0
- 7:04pm Pool Discussion with Shan Rumfelt of pH Pool Management
- All set for May 1<sup>st</sup> opening with the “new” pool
  - Guard management will remain the same from 2012 season
  - General discussion of pool, furniture, hours, and pH Pool Management internal structure
- 7:20pm Financial Report – Jeremy Hall
- Expenses on track with nothing unusual noted
  - General discussion of Clubhouse use and rental history for 2013. Chris will follow up with Shannon.
- 7:29pm Old Business
- Discussion of Parking Lot project and Motion to approve RAM Paving proposal dated 3/19/2012 for \$17,000
    - Made by: Chris
    - Seconded by: Jeremy
    - Passed: 3-0
- 7:37pm New Business
- Carolina Site Concepts, while bidding for parking lot, provided a quote for the Sport Court expansion for ~\$5,500. We will look at this after the summer dues are received for a potential project later this year.
- 7:48pm Open Forum
- Jason Waterman raised concerns of speeding on Stephens Grove Lane. The BOD will reinitiate discussion with HPD about ways that they can help slow down the traffic (stop signs, radar, police presence, etc.).
- 7:58pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on June 24, 2013 in the Stephens Grove Clubhouse.





## Board Of Directors Meeting Minutes June 24, 2013

---

### Attendance:

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

- 7:02pm Meeting called to order – Bob Brethen  
Motion to approve prior meeting minutes
- Made by: Chris / Seconded by: Jon / Passed: 3-0
- 7:02pm Financial Report
- Expenses on track with nothing unusual noted
- 7:03pm Old Business
- We are 3<sup>rd</sup> on the list for an HPD Road Calming Project and it will be starting in near future. Stephens Grove Lane and Dunbeth Drive will be the primary focus of HPD's efforts.
- 7:05pm New Business
- Clubhouse locks will be changed in the near future. This is due to unauthorized use of the clubhouse and to better control access to the facility and protect the integrity of the clubhouse and furnishings.
  - The sport court expansion has been a topic of discussion for quite a while. We received a quote that needs to be verified (it may have been tied to the parking lot paving). If that quote holds, we will move forward with this project.
    - Motion to fund this project to \$5,100 if quote holds
      - Made by: Chris / Seconded by: Jon / Passed: 3-0
  - After a brief discussion the pool rules were amended to prohibit smoking anywhere within the clubhouse and pool footprint.
    - Motion to prohibit smoking at the pool
      - Made by: Jon / Seconded by: Chris / Passed: 3-0
- 7:48pm Open Forum
- Discussed reinitiating the pool tags from 2011; this will be done by BOD.
- 7:55pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on July 22, 2013 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes August 26, 2013

---

### Attendance:

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

7:00pm Meeting called to order – Bob Brethen

Previous Minutes Approved

Financial Report – David McAlexander

- CD was renewed; Mulch and pool screens will be some larger upcoming expenses

Old Business

- Pool will be closing on September 8<sup>th</sup>
- Removal of dead Indian Hawthorns in center of Cathness Ave was reviewed. Agreed that no changes to it will be made.
- We will collect quote from pH Pool's for furniture repair

New Business

- Discussion of how we will purchase pool umbrellas going forward. They are costly and Jeremy expressed the idea of purchasing them outside of pool company to save money. This will be further explored.
- Discussed drainage of shrubbery beds near pool. Agreed that the extreme amount of rain was an anomaly and did not warrant our attention.
- Swing set in playground needs to be painted.

Open Forum

- Variety of topics discussed including, Bathrooms re-do, extra stalls, paint, newer fixtures, baby changing tables, toilet paper rolls to fit paper, sanitizers
- New signs for communication will be researched by Erin Billiard
- Discussed paper newsletter vs. facebook
- Discussed the creation of a new Pool Committee, this was tabled until annual meeting
- Discussion was started about the ARC/BOD process

8:12pm Meeting Adjourned

- Meeting was abruptly ended by President due to unruly conversation



Board Of Directors Meeting Minutes  
August 26, 2013

---

The next BOD Meeting is scheduled for 7:00pm on September 23, 2013 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes September 23, 2013

---

### Attendance:

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

7:00pm Meeting called to order – Bob Brethen

### Financial Report – David McAlexander

- No “alerts” created by past month financials
- Pine needles touch-up application will be applied
- Discussion of cash in checking vs. cash in reserves
- Budget to be presented to BOD for approval in October and to Membership for ratification on November 25<sup>th</sup>

### Old Business

- Pool furniture review
  - 2 lounge chairs (the last 2 original stitching) and 26 chairs (23 are original and 3 have damaged frames) will be repaired
  - Our fabric is now back in stock

### New Business

- Received proposal from pH Pools for pool deck restoration; this is not needed this year and will be put off until at least next year.
- Received proposal from pH Pools for bathroom floor sealant and epoxy floor. We will collect additional proposals and reevaluate. While discussing the bathrooms, we agreed to add baby changing stations in both.
- Christmas Lights will be professionally installed and removed this year. We will research another vendor as well as explore locking in for 2 years at a lower price.
- Jeremy will explore purchasing commercial pool umbrellas at a reduced rate

### Open Forum

- No members present.

7:49pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on October 28, 2013 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes October 28, 2013

---

### Attendance:

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

7:00pm Meeting called to order – Bob Brethen

Previous Minutes August- Approved 4-0  
Previous Minutes September – Approved 4-0

### Financial Report – David McAlexander

- Pool lighting fixed (pole lamps), discussion surrounding receiving a more extensive invoice from the electrician
- Final payment for the sport court expansion – completed (withheld 20% until spring for painting)

### Old Business

- Panting the sport court will wait until spring, due to allowing the asphalt to cure.
  - the basketball hoop will be re-located after the painting
- Holidays lighting approved – they will start to be installed the week of 11/25 and turned on after Thanksgiving (note: this is first year of a two year contract)
- Waiting on quote from pH Pool for furniture repair
- Rest rooms floors – two quotes received, under review
- Baby diaper changing tables installed (both rest rooms)
- Club House interior re-painted
- pH pools to install bathroom sanitizers, toilet paper rolls to fit paper

### New Business

- 2014 budget reviewed – Motion to Approve, Approved 4-0
  - No dues increase
  - Budget will be mailed to residents

### Open Forum

- Gary Marshall – Meck Park and Recreation reviewed the controlled deer hunting in the Catawba River watershed.
  - Muzzle load – Nov 4-5 and shotguns Nov 18-19

8:15pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on November 25, 2013 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes November 25, 2013

---

### Attendance:

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

BOD Absent: None

Management Present: Angela Benkovich

7:00pm Meeting called to order – Bob Brethen

### October Minutes Approved

- Motion made by Chris, Seconded by David, Passed 5-0

### Financial Report – David McAlexander

- Financial position is good. Hawthorne will remove late fees due to payments and late fee crossing in the mail.

### Budget Ratification

- Budget adopted by BOD at previous meeting has been ratified and will go into effect for next year

### Discussion with Landscape Solutions

- We were made aware of a break in the irrigation system caused by basketball court expansion. We will seek reimbursement from Carolina Site Concepts.
- Toughest issue is keeping good turn along Stephens Road. LS will provide a proposal for relocation of the irrigation system along the road to allow for more efficient and effective watering. Deep root fertilization of Cherry trees will continue.

### Old Business

- None

### New Business

- Discussed alarm system and issues mainly linked to pool pump room door. We will request a proposal to have door fixed.

### Open Forum

- Eric Rowell, a new resident, was present and had several general questions about the community.

7:53pm Meeting Adjourned

The next meeting will be the HOA Annual Meeting and be held in late January.