



Annual Meeting Minutes January 28, 2014

Attendance:

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

- 7:01pm Meeting called to order – Bob Brethen
- 7:01pm 2013 Annual Meeting Minutes reviewed – Chris Zangara
- 7:03pm 2013 Year in Review – Chris Zangara
- A recap of many of the items the BOD worked on during 2013 was provided. This included: the new Volunteer Clubhouse Use Policy implemented (one free rental per year of service to the community), deep root fertilization of Cherry Trees, Cathness Ave monument signs were painted, Indian Hawthornes were removed by volunteers and replaced with pine needles, landscape lighting was replaced at Clubhouse and flags, picnic table was added to playground area, pool rules amended to prohibit smoking in or around pool and clubhouse area, Christmas lights were installed and removed by a contractor and locked in for 2014 as well at same rate, traffic calming project was discussed with HPD and has recently been implemented, Clubhouse interior was repainted, baby changing stations were installed in bathrooms, parking lot was repaved, sport court expanded – painting and new hoop will be completed Spring 2014
- 7:08pm Committee Reports
- Social – Erin Billiard provided update focusing on a survey completed by the Social Committee in early 2013 to gather what the community is looking for with events. A Middle and High School student pool party was added with great feedback. 5K was a welcome addition. Always open for new volunteers and ideas.
 - Pool – Vicki Roach communicated how well received the pool renovations were received by the community. It was a great pool season with no real issues noted.
 - Architectural – Jeremy Hall on behalf of the ARC reported that approximately 20 applications were submitted in 2013. More members are needed as the ARC currently has 3 members, with one stepping down in the near future. Discussed the pending project to completely redo the guidelines to add clarity and to bring them up to date.
 - Clubhouse – Shannon Waterman (via written submission) noted that in 2013 there were 20 paid rentals, 3 complementary rentals to HOA volunteers, and 1 rental that was refunded due to the clubhouse being



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dirty prior to the rental. A new cleaning service will start January 2014 and should offer better service at a lower cost. Clubhouse has been organized and communication with Hawthorne was good. Shannon will continue as the coordinator for 2014.

7:25pm

Financial Review – Jeremy Hall

- Jeremy provided a detailed financial overview communicating the strength of our financial position. Highlighted the use of \$30,000 of reserve funds to pay items like the parking lot, pool deck lighting, pool chair and umbrellas repair/replacement, and sport court expansion. This reaffirms the need for robust reserve funding. Only 2% of dues are in arrears, which is quite low. The HOA was overall right on budget for 2013 but some individual line items were over budget. These included Landscaping - Other (Cherry Tree fertilization), Misc. Maintenance (picnic table, baby changing stations, Christmas lighting). Dues will likely need to be increased for 2015. Pool and landscaping contracts had no cost increase in 2014 vs. 2013.

7:50pm

Election of Board Members – Bob Brethen

- A quorum was not present; therefore the election results are not official. There are two openings on the BOD and only two nominations were made (including prior to the meeting, nominations from the floor, and nominations via proxy). Chris Zangara, BOD Secretary, cast one vote each for Bob Brethen and Jeremy Hall. Bob and Jeremy will be officially appointed at the next regular BOD meeting, which will be in February.

7:53pm

Open Forum

- Erin Billiard raised the question of permanent signs to communicate neighborhood events. The membership discussed this and Erin will submit a proposal to the BOD at an upcoming meeting.
- Karen Dortschy raised the discussion of follow up on issues around the neighborhood that are reported by residents. It was agreed that the BOD looks at all submissions but follow up may not be provided due to confidentiality between the BOD and residents.
- Vicki Roach asked about the basketball pole on Glengarrie and discussed why it should be left alone. BOD will be discussing this at the next meeting.
- Karen discussed an aggressive dog and asked for more help from the BOD on this issue. The BOD will explore more options.
- Erin informed the membership of a WFAE Public Conversation on HOA's being held in February in Davidsion.



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- Bob updated the membership on the new home being constructed on Stephens Road and the rumors that it is a Church. The best knowledge that we have is that it is not a church.
- Bob Smith asked about the inclusion of impervious regulations when submitting an ARC application. Jeremy Hall discussed some changes that will be coming to the ARC form to include language around impervious. Also mentioned was that the ARC does take into account impervious but does not always have all of the information and any ARC approval does not allow someone to build over their impervious limit.
- Karen suggested that a program is created to allow for residents in need to communicate that need and others to help; a community outreach program. All agreed that this is a good idea and Karen will work with Webmaster to get this crafted and communicated.

8:40pm Meeting Adjourned



Board Of Directors Meeting Minutes February 20, 2014

Attendance:

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

BOD Absent: Jeremy Hall

Management Present: None

7:09pm Meeting called to order – Bob Brethen

Appointment of BOD Members and Officers

Motion to Appoint Bob Brethen and Jeremy Hall as Members of the Board of Directors

- Motion made by: Chris; Seconded by: David; Passed: 3-0

Motion to Appoint Bob Brethen as President

- Motion made by: Chris; Seconded by: David; Passed 4-0

Motion to Appoint David McAlexander as Treasurer

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

Motion to Appoint Jon Hayes as Secretary

- Motion made by: Chris; Seconded by: David; Passed 4-0

Motion to Appoint Chris Zangara as Vice President

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

Motion to approve prior meeting minutes

- Motion made by: Chris; Seconded by: Jon; Passed: 3-0

7:39pm Discussion of proposed new group – working title of “SG Reach Out Group”

Motion to approve the creation of said group

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

7:44pm Financial Report – David McAlexander

- We now have 2 CD’s of approx. \$100,000 each for reserve funding

7:50pm New Business

- Bathrooms will be repainted
- Discussed upcoming basketball court painting and new hoop installation

8:01pm Open Forum

- None

8:01pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on March 24, 2014 in the Stephens Grove Clubhouse.



Board Of Directors Meeting Minutes March 24, 2014

Attendance:

BOD Present: Bob Brethen, Jon Hayes, Jeremy Hall

BOD Absent:, Chris Zangara, David McAlexander

Management Present: Angela Benkovich

- 7:00pm Meeting called to order – Bob Brethen
- Motion to approve prior meeting minutes
- Motion made by: Bob; Seconded by: Jon; Passed: 3-0
- 7:05pm Financial Report – Jeremy Hall
- Reviewed Financials, quiet month; noted a number of past dues, but they should clear soon
- 7:10pm Old Business
- Discussed coming basketball court painting and new hoop installation
 - Jon and Jeremy recommended having an estimate on the cracks to be filled in maybe repaint and get lines painted white.
 - New hoop – discussion of price of 1 vs. 2 hoops. Bob recommended getting additional prices, looking at Dicks and Academy sports.
 - Shan will provide an estimate on removing the old hoop.
- 7:15pm PH Pools
- Shan said the pool deck could use a pressure wash, we'll consider in the fall
 - Staffing in the pool – not enough staffing (1 guard) early in the season, Shan, recommends 2 guards, but scale back by mid July. Shan to provide an estimate of cost and Board will consider.
 - Shan brought up SG policy to not employ the kids of residence and ask the board to consider changing. No motion needed, Board agreed Shan can manage it accordingly.
 - Vicki to provide the pool schedule in a new format
 - Bathrooms discussed, and improvement noted.
 - Vicki to schedule the Grill Doctor and the exterminator spray.
- 7:55pm New Business/Open Forum
- HVAC maintenance agreement \$150 twice a year. Board agreed with recommendation.
 - Traffic study – no need to put in speed remediation.
- 8:00pm Meeting Adjourned

Next BOD Meeting is scheduled for 7:00pm on April 28 in the SG Clubhouse.



Board Of Directors Meeting Minutes May 19, 2014

Attendance:

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

7:00pm Meeting called to order – Bob Brethen

Motion to approve prior meeting minutes

- Motion requested by: Bob; Seconded by: David; Passed: 4-0

7:05pm Financial Report – David McAlexander

- Reviewed Financials, quiet month;
- Income coming in as budgeted
- Various expenses, misc repairs, exterminator, phone bill, painting, etc noted, David to follow up

7:10pm Landscape Solutions

- Presented work calendar and gave a general update
- Noted a number of dead plants due to cold winter
- Estimate to be provided for moving/changing the sprinkler heads along Stephens Rd.

7:25pm Old Business

- Basketball court is done.

7:30pm New Business/Open Forum

- Bob presented an idea for a kick ball board on the sport court, which would require the 3rd hoop to be torn down
- Two residents discussed the state of the tennis court; Bob shared some quotes on fixing the court. The homeowners will come back with more quotes
- Bob presented some quotes about the clubhouse roof

8:00pm Meeting Adjourned

Next BOD Meeting is scheduled for 7:00pm on July 28th in the SG Clubhouse.



Board Of Directors Meeting Minutes July 28, 2014

Attendance:

BOD Present: Bob Brethen, Jeremy Hall, David McAlexander

BOD Absent: Jon Hayes, Chris Zangara

Management Present: Angela Benkovich

7:00pm Meeting called to order
Motion to approve prior meeting minutes – May 19 – Passed 3-0

7:05pm Financial Report – David McAlexander

- No issues to report
- CD's up for renewal in August, board discussed options available
- Reviewed upcoming projects which may impact budget planning:
 - pool deck and bathrooms floor painting
 - Tennis Court resurface
- Cathness entrance lights to be replaced
 - Insurance Claim filed – (lights were stolen in July)

7:20pm Old Business

- Quote on the Club house roof – tabled for now
- Bob reviewed repairing pool umbrellas

7:25pm New Business/Open Forum

- No new business

7:30pm Meeting Adjourned

Next BOD Meeting is scheduled for 7:00pm on TBD in the SG Clubhouse.



Board Of Directors Meeting Minutes September 22, 2014

Attendance:

BOD Present: Bob Brethen, Chris Zangara, Jeremy Hall

BOD Absent: Jon Hayes, David McAlexander

Management Present: None

6:55pm Meeting called to order – Bob Brethen

Motion to approve prior meeting minutes

- Motion made by: Chris; Seconded by: Jeremy; Passed: 3-0

Financial Report – Jeremy Hall

- Only 3 homes are >60 Days past due
- Insurance claim for stolen landscape lights was paid
- Clubhouse exterior painting should be rebooked from reserves and not Misc. Maintenance Repairs and Supplies

7:00pm Discussion with Landscape Solutions

- Irrigation repairs (\$300) to be completed
- Partial pine needle application (\$2,000) will be completed
 - Fall 2013 application was completed but not paid until 2014. This will give the appearance that we will be over budget for 2014.
- Annual additions (brown patch, nutsedge, lime, cherry tree treatment) that have been consistently quoted and done on an annual basis will be completed again in 2014 and will be built into the 2015 contract and budget.
- No increase in general contract (except for previous item) for 2015
- Indian Hawthorne's and Lorepedulum's are dead and need to be removed – quote will be generated

7:17pm New Business

- Tennis court will be allowed to be reserved on a trial basis by placing a sign on the fence the morning of the reservation
- The locks on the Clubhouse door will be changed to better control access
- Discussion with homeowners present regarding 5902 Checkerberry and lack of lawn maintenance

7:55pm Old Business

- Second quote for roof replacement will be generated
- Discussed clubhouse contract changes as several rentals this summer did not add additional guard coverage for pool usage. This pool usage was not included with Clubhouse rental and renters did not follow protocol. Rental contract will be changes to make this component more obvious.

8:01pm Open Forum

Stephens Grove Homeowners Association Board of Directors



Board Of Directors Meeting Minutes September 22, 2014

- None

8:01pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on October 27, 2014 in the Stephens Grove Clubhouse.



Board Of Directors Meeting Minutes October 27, 2014

Attendance:

BOD Present: Bob Brethen, Jon Hayes, David McAlexander
BOD Absent: Jeremy Hall, Chris Zangara
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: 3-0

7:05pm Financial Report – David McAlexander

- Reviewed Financials, quiet month;
- Income and expenses coming in as budgeted

7:10pm Old Business

- Discussed proposal for pool deck and bathroom floors painting and repairs
 - Motion made by: Jon; Seconded by: David; Passed 3-0

7:15pm New Business/Open Forum

- Discussed holiday lights proposal
 - Motion made by: Jon; Seconded by: David; Passed 3-0

7:20pm November meeting

- Originally Scheduled for November 17th, moved to the 24th
- Topic: neighborhood ratify 2015 budget

Meeting Adjourned

Next BOD Meeting is scheduled for 7:00pm on November 24th in the SG Clubhouse.



Board Of Directors Meeting Minutes November 24, 2014

Attendance:

BOD Present: Bob Brethen, Jon Hayes, Jeremy Hall, David McAlexander
BOD Absent: Chris Zangara (resigned, moved from neighbor 11/12/2014)
Management Present: Angela Benkovich

7:00pm Meeting called to order – Bob Brethen

Motion to approve prior meeting minutes from October

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

7:05pm Financial Report – David McAlexander

- Reviewed Financials, quiet month;
- Income and expenses coming in as budgeted

7:10pm Old Business

- Holiday lights are up, went with vendor Tile After Tile

7:15pm New Business/Open Forum

- Ratified the 2015 Budget
- Considered additional gate to allow access to bathrooms but not allow access to the pool for safety reasons – Hawthorne Mgt will send out for quotes
- Reviewed and Approved a corner lot fence
- Approved a Tennis Court Panel for lighting replaced/repaired
 - Motion made by: Jeremy; Seconded by David, Passed 4-0

7:30pm January meeting

- Scheduled for January 26th at 7PM

Meeting Adjourned

The next BOD Meeting is the Annual Meeting scheduled for 7:00pm on January 26th in the SG Clubhouse.