



## Annual Meeting Minutes February 22, 2016

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### Attendance:

BOD Present: Bob Brethen, Jon Hayes, Shannon Waterman, Jeremy Hall

BOD Absent: David McAlexander

Management Present: None

- 7:00pm Meeting called to order/appointment of the BOD and officers
- Bob is President
  - Dave is Treasurer
  - Jon will be Secretary
  - Jeremy Vice President
  - Shannon Committee Liaison
- 7:05pm Financial Report – all
- Bob to look into rules on having the phone at the guard station and if we can switch to Time Warner Cable/VOIP
  - If so, Jon to have Cass check on combining the phone, internet and TV to save some money
- 7:10pm Landscape Solutions update:
- Basic spring maintenance, will remove 1-2 wax myrtles near the Clubhouse
  - They will replace the GFI/breaker at the 2<sup>nd</sup> entrance
  - Get a quote for lights on the median of the 1<sup>st</sup> entrance
  - Irrigation System upgrades
  - Backflow and controllers are in
  - Wifi vs. cell cards – we will go with Wifi near the clubhouse and cell cards in the rest of the neighborhood
  - Will be completed in 6 weeks / end of March
  - County will be out to do inspection
  - System will be tested once a year (backflow by county) and system (contractor).
- 7:25pm Tennis Court – Bob to follow up with Cass / Court One to get a revised quote and timeframe
- 7:30pm On-street parking – Bob to talk with Cass about sending rules on parking and what the HOA can enforce
- 7:35pm Dog Poop – Jeremy did research on putting up 3 dog poop stations with bags and cans. Based on the cost and fact you can't change homeowner behavior the BOD opted to put more signs up.
- 7:45pm Pool Hours – Bob presented the 2016 pool hours



## Annual Meeting Minutes February 22, 2016

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7:50pm          Jon moves to adjourn the meeting

The next BOD Meeting is scheduled on Monday April 25<sup>th</sup> 2016 at 7PM at the clubhouse.



## Board Of Directors Meeting Minutes April 25, 2016

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### Attendance:

BOD Present: Bob Brethen, Jeremy Hall, Shannon Waterman

BOD Absent: David McAlexander, Jon Hayes

Management Present: Cass Shapard

7:05pm Meeting called to order – Bob Brethen

7:06pm The board did not meet in March 2016, the February meeting minutes were approved via e-mail and are posted on the neighborhoods WEB Site.

7:07pm Financial Report – Jeremy Hall

- No unexpected expenses, financials are in good shape
- Not a lot of past due fees (to be addressed in executive session)
- New Irrigation smart system currently being installed
- New American Standard (Heating and A/C) unit for the club house installed in March

7:15pm Old Business

- The Tennis Court resurfacing was re-visited with new quotes, the board approved North State Resurfacing to complete the work
  - Jeremy motioned that the board approve the contract for North State to resurface the court, Shannon seconded, motion passed 3-0
- Discussion continued on the Tennis Court – re-visit use of the court (no dogs, wheeled items), garbage, fence buckling (Hawthorne Mgt to follow up for repair)
- The Pool will open Friday May 13th
  - One home swim meet this year, June 14th
  - Pool usage, Adult Swim vs. State Regulations (Hawthorne Mgt to follow up with PH pools)
  - The Pool outdoor speakers were relocated by board members to alleviate \$500.00 outside cost – David, Jeremy and Bob
- Hawthorne Management to follow up on
  - Power washing the monuments
  - Walk way mulch
  - Time Warner phone line install
  - Concrete pillar repair on Glengarrie – approved

7:44pm New Business

- None

7:45pm Meeting Adjourned



## Board Of Directors Meeting Minutes April 25, 2016

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The next BOD Meeting is scheduled for 7:00pm on May 23rd, 2016 in the Stephens Grove Clubhouse.



## Board Of Directors Agenda July 25, 2016

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### Attendance:

BOD Present: Bob Brethen, Jeremy Hall, David McAlexander, Shannon Waterman

BOD Absent: Jon Hayes

Hawthorne Management Present: Cass Shapard

- 7:05pm Meeting called to order – Bob Brethen
- 7:06pm The board did meet in June 2016, the May meeting minutes were approved via e-mail and are posted on the neighborhoods WEB Site.
- 7:07pm Financial Report –
- The two CD's were renewed for a 6-month period
  - Board discussion reviewed 2016 spending to year to date
    - New Irrigation payment schedule reviewed
    - David to follow up with Cass to review reserves vs. checking account spending.
- 7:25pm Old Business-
- The Tennis Court resurfacing rescheduled from July to early September. North State Resurfacing has been delayed due to weather in the Raleigh area. They are currently completing the tennis courts for Wake County school system.
- 7:30pm New Business-
- Basketball Court resurfacing for \$625.00 was discussed
    - Motion by David to spend the \$625.00, Jeremy Seconded, passed 4-0.
  - Reviewed lawn maintenance - Hawthorne Management to send out reminder cards for fall upkeep.
- 7:40pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on August 22nd, 2016 in the Stephens Grove Clubhouse.



## Board Of Directors Minutes October 24, 2016

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### Attendance:

BOD Present: Bob Brethen, Jeremy Hall, Shannon Waterman

BOD Absent: Jon Hayes, David McAlexander

Hawthorne Management Present: None

- 7:00pm Meeting called to order – Bob Brethen
- 7:03pm The board did meet in August, September, the July meeting minutes were approved via e-mail and are posted on the neighborhoods WEB Site.
- 7:15pm Executive Session - Hearing at 7:15
- 7:30pm Financial Report –
- No issues to report
  - The 2017 Budget ratification meeting scheduled for Nov 28, 2016 @ 7:00pm.
- 7:40pm Old Business –
- No items to review
- 7:41pm New Business -
- Christmas / Holiday Lights; Jeremy has taken an inventory and will be communicating with neighbors to coordinate installation the weekend before Thanksgiving.
  - Vendor review – this item will be carried under Old Business and taken up with the board in 2017.
  - Annual Meeting date is set for - Jan 23, 2017 @ the Club House
  - The Lien Process with Hawthorne Management was reviewed and the board has stated that they should be notified prior to any house being placed on lien. Bob will follow with Hawthorne Management.
  - PH Pools will perform a check of the pool electrical system this spring
  - Bob has begun discussions with PH Pools to review options for replacing the current pool furniture for 2017.
  - Jeremy will review the playground area for potential updating, cleaning, painting.
- 8:00pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on November 28th, 2016 in the Stephens Grove Clubhouse.



## Board of Directors Minutes November 28, 2016

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### Attendance:

BOD Present: Bob Brethen, Jeremy Hall, David McAlexander, Shannon Waterman

BOD Absent: Jon Hayes

Hawthorne Management Present: None

7:00pm Meeting called to order

7:00pm The board did meet in October and the meeting minutes were approved via e-mail and are posted on the neighborhoods WEB Site.

7:05pm Financial Report –

- 2017 Budget ratification – approved
- No Issues, reviewed Reserve Study vs upcoming expenses
- In good financial shape moving into 2017 and beyond

7:20pm Old Business –

- Christmas Holiday Lights - Jeremy coordinated (with neighbors) the installation prior to Thanksgiving
- Vendor review – board to review in 2017
- Lien Process – reviewed current process and Dave will send out updated review with triggers that will kick off the Lien process
- PH Pools will perform a check of the pool electrical system this spring
- Jeremy will review the playground area for updating, cleaning and painting

7:45pm New Business –

- Pool Furniture – Bob received quotes and will follow up with Trident Pools for further questions (ie: color selection, serviceability)
  - Motion by David to allocate spend \$17,000-\$19,000 - Jeremy Seconded, passed 4-0.

7:50pm Meeting Adjourned

- Motion by Jeremy to adjourn meeting – David Seconded, passed 4-0.

The next BOD Meeting is scheduled for 7:00pm on January 23th, 2017 in the Stephens Grove Clubhouse – Annual Meeting.