



## Board Of Directors Minutes January 23, 2023

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Attendance:

**BOD Present: Jason Ehrlich, Cory Neal, Amy Patz, Steve Keane, Shannon Waterman**

**BOD Absent: none**

**Hawthorne Management Present: none**

CALL TO ORDER 7:02pm

Minutes November 2022 approved via email

### **New Business -**

- **Pool Contract:** discuss guards/no guards. If we choose no guards, we would need fobs to control security/access but would potentially have issues with first aid, thunderstorms, policing glass containers and rowdy behavior. Our liability covers us “swim at your own risk” for operating hours. If no guard available, will need fob but could access pool during swim at own risk. Voted and approved pool contract with guards.
- **Juniper Removal:** Junipers along both entrances. Board to vote this week. Estimate \$4500
- **Plumber Needed:** No running water at Clubhouse d/t leak. Plumber coming Wed to repair. Backflow valve broken, estimate \$750. Cost approved.
- **BOD Elections Feb 2023:** Shannon, Jason and Amy terms are up. Will need 3 seats replaced.
- **Annual Meeting March 27, 2023:**
- **Lighting Proposal:** replacing all landscape lighting in community. \$16k estimate from Byrd's. Get 2nd opinion
- **Pole light in parking lot (Jason):** area marked, parts ordered.
- **Outlets in parking lot (Jason):** working to get electrician to install meter
- **Key Fobs (Jason):** \$4-5k for pool access/security. One fob per family? If lost, resident pays to replace it. Pool access is a privilege, will be suspended if needed. Approved.
- **Flock System:** Cameras at entrance to take pics of license plates coming in/out. Cost TBD. Privacy issues? Steve to f/u
- **Tennis Courts:** Rep (Dave) coming tomorrow at 1pm to discuss repainting lines, adding pickleball lines. Working on a second estimate as well.

The next BOD Meeting is scheduled for February 27, 2023 @7pm in the Stephens Grove Clubhouse. \*Annual Meeting March 27, 2023.



Board Of Directors Minutes  
February 27, 2023

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Attendance:

**BOD Present: Shannon Waterman, Cory Neal, Amy Patz, Steve Keane**

**BOD Absent: Jason Ehrlich**

**Hawthorne Management Present: none**

**Homeowners: Kristen, Heather, Alex**

CALL TO ORDER 0701

Jan 2023 Minutes approved

**New Business -**

- **Flock Safety:** No response from company/vendor. Table for now.
- **Pole Light in parking lot:** additional light pole in parking lot. No installation cost, \$25/month to run. Light approved-proceed.
  - **Add outlet in parking lot?:** Estimate \$2k. Table discussion for later.  
Would allow option for social activities in parking lot
- **Flood Lights** at clubhouse need to be turned/redirected
- **Cherry Trees-** Homeowners can remove trees on their own property.
- **Key Fobs:** Need written estimate. Should we include fobs for the bathroom? Tennis courts? Jason to get more info, vendor presentation to BOD before proceeding. May need to hold until after summer 2023.
- **Courts:** still trying to get in touch with resurfacing company
- **Street Parking 6223 Stephens Grove Ln:** One resident out of town, other resident parking in driveway. Regular parking in the clubhouse lot is not permitted.
- **CPI Users:** Add Steve K to CPI contacts
- **Huntersville PD:** Go on website and refresh request for patrol for spring/summer
- **Pool Rentals:** waiting on Trident response for schedule. Typically open two weeks before Memorial Day weekend. Swim practice alternates between Latta and SG. Requested to practice on Saturdays before pool opens to increase resident satisfaction but concern with liability without lifeguards. SG will likely host one meet (a Tues). Schedule coming. May need to purchase new diving block- tbd.
- **Clubhouse Rentals:** Need process for rentals without Shannon.
- **Keys:** Need process for key pickup without Shannon on board
- **Open Forum:** More activities for smaller children! Provide dog bags by the park (done by Amy)

**Meeting adjourned 0835**

The next BOD Meeting is our Annual Meeting, scheduled for March 27, 2023 @7pm in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes April 24, 2023

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### Attendance:

BOD Present: Steve Keane, Cory Neal, Jason Ehrlich, Bob Brethen, Alexandra Cresci

BOD Absent: None

Hawthorne Management Present: None

- 7:00pm Meeting called to order - Steve
- 7:00pm Approval of the previous month's meeting minutes
- none to approve due to the Annual Meeting was held in March
- 7:01pm **Financial Overview** - Jason
- Reviewed reserves, moving to 23-month CD, 12-month CD, cash
  - Budget on target, few delinquencies' being followed up
- 7:02pm Roles for the upcoming year:
- Steve Keane – President
  - Cory Neal – Vice-President
  - Jason Ehrlich – Treasurer
  - Bob Brethen – Secretary
  - Alexandra Cresci – Committee Liaison
- 7:10pm **Old Business** - All
- Adding new board members to HOA email address access
    - Jason to follow up to add new members
  - FOBS Update –
    - Electronic key card to be available for the upcoming pool season, keycards will be required for the main gate, bathrooms and clubhouse
    - Tennis courts, storage and pump room TBD
  - FOBS resident paperwork for signature
    - Board members to review and provide feedback, HOA lawyer to review prior to neighborhood requirement for residents to sign for access to the pool
    - Communication to come via e-mail, face-book, next door
    - Board member will be available with approved paperwork for residents to sign
  - Parking violations



## Board Of Directors Meeting Minutes April 24, 2023

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- Reviewed street parking and how Hawthorne Management sends out letters for violations
- Neighborhood (resident) to review for potential process changes
- Landscaping company
  - Bob to follow up with landscape company for areas of improvement
- Private Swimming lessons @ Pool
  - The board voted to not allow, as the pool and other amenities are not for individual profit
- Rental Rates – Club house
  - Rates reviewed for rental \$35.00 (including security deposit check \$300.00) and cleaning fee \$70.00
- Clubhouse cleaning
  - Cory to follow up with Hawthorne management secure a cleaning company for the upcoming season
- Foreclosure paperwork
  - Signed by the board to be forwarded to HOA Lawyer
- Management Company
  - Discussion tabled for now
- Lifeguards schedule
  - To be posted
- Pool Schedule
  - To be posted, opening date Saturday, May 13th
- Swim Team
  - 90 children signed up for this year's team
  - SG will host one home meet with Birkdale on 06/15
  - Swim team (501c) has its own separate insurance liability policy
- Huntersville PD patrols
  - Steve to follow up
- Review/Updating guidelines
  - Steve to follow up, pertains to garbage receptacle storage section
- Website – update content – ARC
  - Steve to follow up
- Summer Nights
  - Board approved \$300.00 for lights to be strung across the parking lot for summer movie nights, social events
- Arlo
  - Arlo security lights to be installed in addition to the CPI cameras



Board Of Directors Meeting Minutes  
April 24, 2023

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- CPI Data Storage
  - Need to clean up the storage available on the camera storage – Bob

8:15pm      **New Business**

Nothing to address at this time

8:16pm      Meeting Adjourned for Executive Session

The next BOD Meeting is scheduled for 7:00pm on May 22th, 2023 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes May 22, 2023

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Attendance:

BOD Present: Steve Keane, Cory Neal, Jason Ehrlich, Bob Brethen, Alexandra Cresci

BOD Absent: None

Hawthorne Management Present: None

7:00pm Meeting called to order - Steve

7:00pm Approval of the previous month's (April) meeting minutes

- Approval completed via e-mail, minutes posted on WEB Site

7:02pm **Financial Overview** - Jason

- Moving money to CD's completed

7:08pm **Old Business** -

- Adding new board members for email access – Bob
  - Lauren (WEB Site management) to be contacted for instructions
- FOBS Update, FOBS resident paperwork – Jason
  - Time table for rolling out the Fobs to be scheduled
  - Completed review of resident paperwork with HOA Lawyer
  - Communication to take place via social media platforms
- Update Clubhouse cleaning – Cory
  - cleaning company selected - completed
- Lifeguards schedule, Pool Schedule, Swim Team schedule
  - Posted on Web Site, completed
  - Copy to be posted on main gate - Cory
- Huntersville PD patrols
  - updates - Steve
- CPI Data Storage
  - Review and cleans up old data, completed - Steve
- Shannon gift – Jason
  - Jason to complete

7:46pm **New Business** –

- Non-residents using the basketball court
  - Example: resident bringing 15 people as guests, using bad language, loud music, etc.....



## Board Of Directors Meeting Minutes May 22, 2023

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- HPD Police need to be notified
  - installing a fence around the court or at least examine cost to have this done
    - at this time, the board will not pursue a fence
- Gate at pool needs added security
  - Jason to follow up for review if possible or needed
- Updating signs at pool to reflect new pool rules, pool operation general update
  - completed
- ARC update
  - Steve to review, update WEB Site
- Clubhouse supplies or purchases
  - Review process with Hawthorne for items required to be purchased - All
- Pool Deck revitalization (sanding, grinding off older layers, re-painting)
  - Need to solicit quotes - Cory
- Tennis Court and Basketball Court repaint, repair
  - Vendors not available for our work at this time, need to follow up - Cory
- Maintaining (cleaning) the Baby Pool – maintenance (pump replacement) – Cory
  - Trident to repair, \$2200.00
- Pool Perimeter lights (LED lights installed 2021)
  - 2 lights not working, looking for invoice to confirm warranty
- Board members to review Covenants, Conditions and Restrictions, need to validate violation letter process and potential fine amounts
  - All
- Clubhouse parking lot with regards to towing, review so we all follow the same process
  - Board to review written process, follow up with Hawthorne

8:34pm      **Open Forum –**

No open forum items



Board Of Directors Meeting Minutes  
May 22, 2023

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8:35pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on June 26th, 2023 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes June 26, 2023

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### Attendance:

BOD Present: Steve Keane, Jason Ehrlich, Bob Brethen, Alexandra Cresci

BOD Absent: Cory Neal

Hawthorne Management Present: None

7:00pm Meeting called to order - Steve

7:01pm Approval of previous month (May) meeting minutes

- Approved via e-mail and posted to the Stephens Grove Web Site

7:02pm **Financial Overview** - Jason

- Financials, savings, 2<sup>nd</sup> CD opened for 6 months
- Potential budget item for 2024, new chairs and lounges for pool

7:10pm **Old Business** –

- Adding new board members for email access – Bob
  - Bob, needs to follow up with Lauren (WEB Site management) to add
- FOBS Update – Jason
  - dead bolt for the club house removed, tennis court up next, additional communication to be sent out
- Huntersville PD patrols - Steve
  - Additional patrols to be added from 11pm – 5am - complete
- Clubhouse supplies or purchases - Steve
  - Trident to manage when the pool is open, the board will purchase the rest of the year and submit expense to Hawthorne Management – complete
- Maintaining (cleaning) the Baby Pool – maintenance (pump replacement) - Cory
  - Trident to repair, \$2200.00 – Complete
- Pool Perimeter lights (LED lights installed 2021) - Steve
  - 2 lights not working, out of warranty, securing the vendor to repair
- Board members to review Covenants, Conditions and Restrictions
  - need to validate violation letter process and potential fine amounts – All
- Clubhouse parking lot with regards to towing, review so we all follow the same process
  - Board to review written process, follow up with Hawthorne - All

7:45pm **New Business** –



## Board Of Directors Meeting Minutes June 26, 2023

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- Baby pool upgrades, possible ADA, Health codes – Cory
  - Follow up with Pool vendors
- Pool Deck revitalization (sanding, grinding off older layers, re-painting) – Cory, Bob
  - Need to solicit quotes from pool vendors
- Tennis Court and Basketball Court repaint, repair – Cory
  - Vendors not available for our work at this time, need to follow up
- Emails to owners
  - Board to perform a peer review before messages are sent out - complete
- HVAC contracts - recommend we change vendor, getting costs - Jason
  - New vendor to be hired - complete
- Food Trucks- who owns this and is responsible for clean-up, extra garbage cans for food truck and social event night - Alex
  - Alex will take over signing up food trucks for 2023-24 - complete
- Pool Lane wheel for swim team needs replacing
  - HOA to purchase a new wheel – to be completed
- Pest Control, Clubhouse, pool grounds (vendor?) - Steve
  - Go Forth Pest Control is the current vendor
- Require approval for 6 new umbrellas, plus 2 new for the guard stations – Cory
  - Approved to purchase

8:15pm      **Open Forum –**

- Sail shades for the Pool Area – Alex to follow up
- TV for the Pool Area to be added – Jason approved up to \$2,000.00 to add

8:30pm      Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on August 28th, 2023 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting September 25, 2023

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### Attendance:

BOD Present: Steve Keane, Bob Brethen, Alexandra Cresci, Cory Neal

BOD Absent: Jason Ehrlich

Hawthorne Management Present: None

7:00pm Meeting called to order – Steve

7:01pm Approval of previous meeting (June) meeting minutes

- Approved via e-mail and posted to the Stephens Grove Web Site

7:02pm **Financial Overview** –

- No review at this time

7:10pm **Old Business** –

- Adding new board members for HOA Board email access
  - Cory to follow up for access
- FOBS Update – Jason
  - Tennis court added, with exit button - complete for 2023
- Pool Perimeter lights (LED lights installed 2021) - Steve
  - 2 lights not working, out of warranty, securing the vendor to repair
- Board members to review Covenants, Conditions and Restrictions
  - need to validate violation letter process and potential fine amounts – All
- Clubhouse parking lot with regards to towing, review so we all follow the same process
  - Complete
- Board to review written process, follow up with Hawthorne – All
  - Steve set up a review meeting with Hawthorne (Amy Harris)
- Sail shades for the Pool Area – Alex
  - Vendors will not give a quote without knowing budget money
  - Board to re-review and decide on a budget
- TV for the Pool Area to be added – Jason approved up to \$2,000.00
  - Board to review placement, movable
  - Could be a distraction to the Life Guards
  - Volume
  - Who controls the content
  - Further board discussion to take place



## Board Of Directors Meeting September 25, 2023

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- Pool Lane wheel for swim team needs replacing
  - HOA to purchase a new wheel – to be completed
- Require approval for 6 new umbrellas, plus 2 new for the guard stations – Cory
  - Approved to purchase, complete?

### 7:45pm      **New Business –**

- Baby pool upgrades, possible ADA, Health codes – Cory
  - Follow up with Pool vendors
- Pool Deck revitalization (sanding, grinding off older layers, re-painting) – Cory, Bob
  - Need to solicit quotes from pool vendors
- Tennis Court and Basketball Court repaint, repair – Cory
  - Vendors not available for our work at this time, need to follow up
  - Pickle Ball lines?
- Landscape contract to be reviewed
  - Bob to follow up with Blands

### 8:15pm      **Open Forum –**

- Several neighbors in attendance with questions, concerns
  - Air bnb policy
  - Post agenda prior to meeting for neighborhood to review
  - Pool TV policy
  - Hawthorne Mgt review of lawns, painted doors
  - Lax Lifeguards

8:40pm      Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on October 23rd, 2023 in the Stephens Grove Clubhouse.



## Board Of Directors Meeting Minutes October 23, 2023

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### Attendance:

BOD Present: Bob Brethen, Alexandra Cresci, Jason Ehrlich, Cory Neal

BOD Absent: Steve Keane

Hawthorne Management Present: None

7:00pm Meeting called to order – Cory

7:03pm Approval of previous meeting (September) meeting minutes

- Minutes approved via e-mail and will be posted on Stephens Gove WEB Site

7:04pm **Financial Overview** – Jason

- 2024 Budget discussed, Jason to review with Hawthorne and will be sent to the board for review/approval and then mailed out to the neighborhood prior to year-end.
  - Preliminary report shows no dues increase for 2024
- Increasing HOA late fee for dues to \$20.00 in 2024
- Aging report shows \$16,000+ dues overdue, most over 60 days

7:16pm **Old Business** –

- Adding new board members for HOA Board email access
  - Cory to follow up for access
- Pool Perimeter lights (LED lights installed 2021) - Steve
  - 2 lights not working have been fixed - completed
- Sail shades for the Pool Area – Alex
  - Vendors will not give a quote without knowing budget money
  - Board to re-review and decide on a budget
  - Looking to cover, playground, baby pool, areas around main-pool
- TV for the Pool Area to be added – Jason approved up to \$2,000.00
  - Continuing to seek electrician to run power lines
  - Board to review placement
  - Movable, could be a distraction to the Life Guards, volume, who controls the content
- Pool Lane wheel for swim team needs replacing – completed
- Umbrellas (6), guard stations (2) – approved – Cory
  - Discussion on payment to be continued



## Board Of Directors Meeting Minutes October 23, 2023

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- Current landscape company contract reviewed – competed for board review
- Board members to review Covenants, Conditions and Restrictions
  - need to validate violation letter process and potential fine amounts – All
- Board to review written process, follow up with Hawthorne – All
  - Steve set up a review meeting with Hawthorne (Amy Harris)

### 7:50pm **New Business –**

- No board meetings to be held in November or December 2023
- Annual meeting scheduled for March 25, 2024
  - Election of officers for board

### 8:05pm **Open Forum –**

- Nothing to report

### 8:06pm **Meeting Adjourned -**

### **Long-Term items being pursued -**

- Baby pool upgrades, possible ADA, Health codes
  - Follow up with Pool vendors
- Pool Deck revitalization (sanding, grinding off older layers, re-painting)
  - Need to solicit quotes from pool vendors
- Tennis Court and Basketball Court repaint, repair
  - Vendors not available for our work at this time, need to follow up

The next BOD Meeting is scheduled for 7:00pm on January 22, 2024 in the Stephens Grove Clubhouse.