

HOA BOARD OF DIRECTORS MEETING

Monday, October 27, 2008 // 7:00 pm // 1413 Applethorn Dr

BOARD MEMEBERS IN ATTENDANCE:

Rick Gardner, Lisa Montoya, Renee Pfau, Eric Sayer, Mary Lou Jackson, Brandon Whelan, HRW rep, Gordana Sekulic

BOARD MEMEBERS NOT IN ATTENDANCE:

Chris Bordeaux

CALL TO ORDER AT 7:10PM

August 25, 2008 meeting minutes were discussed. Lisa Montoya moved to approve minutes. Seconded by Renee Pfau. The motion passed.

I. TREASURER REPORTS –

- A) A current budget for the rest of 2008 was presented stating that we are on course for the rest of the year and should end with \$15,758.86 for the year. There was more money for the month of December for additional postage, also put an additional \$100 in the Social budget for the magician that was at the Halloween parade/party, the Welcome basket account also received more funds as we have had several new neighbors moved in the subdivision. There will not be any increase in homeowner's dues for the coming year.
- B) It was also stated the HRW needs to give the Social Committee chairman a report every month of new neighbors so we can stay current with the welcome baskets, HRW did state that sometimes it takes up to two months to get the information from closing attorneys and their processing time. Board asked that a copy of the Covenants and By-laws be given to each family at closing and also the attorney needs to get our money to us in a timely manner. There has not been a report since April 2008. This was a concern of the Board.

II. MANAGEMENT REPORT -

- A) Management reports were presented by Gordana Sekulic from HRW. It was stated that monthly statements go to homeowners that are passed due with services charges added to it every month. New assessments will be mailed by the end of November for the first six months of 2009.
- B) There was a property drive through ...reported that the yard at 1301 Whiston Dr needs to have some attention. It was stated that this property was in foreclosure. A letter to BRW about their property on Applethorn Drive, needs to be cleaned up, the fencing around the property is in despair and needed to be replaced. Property at 1412 Grappenhall has new front porch railings that need to be painted., it was stated that they have a permit to finish making changes to their property (landscaping), 1305 Whiston still has building material in the drive way, 1001 Modest Way complained about animal waste on their property. All homeowners need to take other people's property in consideration when walking their animals, be courteous and clean up the waste. This info will be mailed out with the statements reminding everyone. Board asked that letters be sent to the above mentioned home owners to take care of the issues on their property.
- C) The Board asked Gordana to include a copy of the drive through with our monthly reports.
- D) HRW was also asked to contact the Town of Apex about a tree growing at the stop sign on the corner of Towee and Applethorn

III. COMMITTEE –

- A) Pools – Had algae in the pool after it was closed for the year, pool company was informed and this was taken care of. A new contract with Carolina Pool will address keeping the pool open longer next year. The motion was made by Renee Pfau, seconded by Lisa Montoya that we accept Carolina Pool contract in the amount of \$11,250.00 and that HRW will be allowed to sign the contract on behalf of the Board. The motion carried.
- B) Grounds – Lisa stated that TruGreen still had not put down new pine needles, when contacting the company she was told that it will be done after October. Also, they still had not replaced the mulch in the pool area with grass seed, this area along with all the common area needs to be aerated. Flowers at the entrance need to be changed with every season and this has not been done yet. Lisa was to contact TruGreen to make sure this is done.
- C) Social – Rick Gardner stated that the Halloween Parade & Party on October 26 was a big success. He hired a magician for \$100.00 for entertainment. Renee asked Rick to look into fund raisers to help with future social events. Motion by Eric Sayer...2nd by Lisa Montoya that the Social committee has \$150.00 to purchase Christmas decorations for the entrance on Salem Street. Motion carried
- D) Architectural – No requests.
- E) Communication – Kelly Spence, 1006 Sworton Court has volunteered to start working on a newsletter for the community. Hopefully we can put it on our web page for all to read. We could send it to Associa, they would give us one free newsletter then after that we would be charged. Board decided to let Kelly do this. Board was very pleased that Kelly has volunteered

to do this. It was approved by the Board that Kelly Spence will create a 2009 directory of all the homeowners in the subdivision.

F) Rules and Regulations – No report.

IV.UNFINISHED BUSINESS –

A) The letter from BRG was discussed again.

Motion was made by Eric Sayer, seconded by Rick Gardner to let Lisa Montoya and Renee Pfau talk to Joanne Renaud (BRG) re: The Reserve and Whitehall Village joining our Whitehall Manor HOA. If this is agreeable then our architects will look at our pool to see where it can be enlarged so that we will have enough room for the three subdivisions to use the pool. This motion carried

V.NEW BUSINESS

A) Motion by Lisa Montoya 2nd by Eric Sayer to accept the 2009 Budget as presented. At the December meeting we will be looking into what projects in 2009 can be completed

B) Property on Grappenhall on left hand side going down the road from Salem Street need to be trimmed back. Will ask HRW to send them a letter

C) Pool contract with Carolina Pool was accepted the correction of the total was not correct for the date extension

D) Discussion about adding a capital assessment to all future property transfers in Whitehall Manor. A motion by Lisa Montoya and seconded by Renee Pfau to give Eric Sayer permission to contact Hope Carmichael to amend our covenants to reflect this change. Motion carried

Meeting adjourned 9:30PM.

ACTION LIST:

1. HRW to get moving/closing information to us in a timely manner so that Welcome Baskets can be distributed to new homeowners.
2. HRW to break down our utility bills every month so we can see every area of the bill by November and every month thereafter.
3. HRW to contact the Town of Apex about tree growing at stop sign on the corner of Towee and Applethorn...tree needs to be removed.
4. HRW to get new insurance quote by our next meeting in November to the bill can be paid in a timely manner.
5. HRW to get a corrected quote from Carolina Pool by next month's meeting
6. HRW to include drive through report with the financial reports to the Board members. Also need future dates of drive throughs.
7. HRW to contact Town of Apex about two street lights that are out.
8. Eric Sayer to contact Hope Carmichael, attorney to get amendments to our covenants to include a capital assessment fee to property closings/transfers.
9. Brandon Whelan to contact Kelly Spence about getting a new directory and newsletter started.