

Homestead Homeowners' Association Board of Directors
April 18, 2011
Minutes

- I. The regularly scheduled board meeting was held April 18, 2011, at The Homestead club house. The following board members were in attendance:
 - Ty Albright
 - Charles LaFleur
 - Rusty NejdI
 - Edwin Skelton

- II. Quorum was established and the meeting was called to order by Director Ty Albright at 7 p.m.

- III. Ty Albright moved to approve minutes from the March 21, 2011 board meeting and Charles LaFleur seconded. Board approved unanimously. Karen Rayl Bassham, HOA Administrator, was appointed scribe for this meeting.

- IV. The following board positions were discussed and the board voted unanimously to approve this slate:
 - A. Ty Albright, President (also handle common areas/grounds)
 - B. Rusty NejdI, Secretary – Communications
 - C. Edwin Skelton, Treasurer (elected at 3/28/11 annual meeting)
 - D. Charles LeFleur, Coordinator of Volunteer Social Committee Organizers
 - E. David Gatz, Director – ACC

- V. Board agreed to keep their meetings at 7 p.m. on third Monday of the month.

- VI. Ty Albright reported that Phase II of the landscaping rejuvenation was ready to start soon. Board discussed need to address Southern Botanical about expectations regarding mowing and maintenance of common areas. (Southern Botanical asked to attend next board meeting.)

- VII. Specific homeowners' needs were addressed:
 - A. Gary Carpenter checked in as ACC representative regarding Larry Mastellar's ACC request for landscaping and fence. Ty Albright will coordinate with David Gatz to follow up with Larry. Also, there is a need to finalize previous "village architect" approval required for the house rebuild.
 - B. A pre-fine violation letter will be sent to 3831 Cemetery Hill for fence completion.
 - C. Sandi Clancy's clubhouse rental was discussed, involving opening the side pool gates on Friday, Saturday and Sunday, and additional requests regarding preparation of the pool area and access to the club house during periods of time outside the rental period. This level of service exceeds what the community volunteers are organized to provide and is not typically available. Charles LaFleur volunteered to help meet the renter's needs. The board decided to revisit the clubhouse rental

agreement to clarify the limits of access and service provided for club house rentals to help set expectation on future rentals.

- VIII. Budget was discussed. Ed Skelton will handle finances as treasurer.
 - A. The discussion included the need to get assurance from RealManage that they were following through on getting liens filed for any accounts delinquent over \$1,000 and accumulating 10% fines/penalties on delinquent accounts in accordance with the terms of the Association documents.
 - B. KRB was asked to check with RealManage on transferring the approved \$58,000 from excess funds to the reserve fund (approved during the annual general meeting).

- IX. Social Event Update
 - A. Easter Egg Hunt to be held 4/22 at 5 p.m. (barring rain). Organizer: Meredith Saunders.
 - B. Golf Tournament is scheduled 5/7/11 with pool party after. Organizer: John Waida
 - C. Soft opening for pool in May 6; official event on Memorial Day weekend (5/28-30). Charles LaFleur will seek an organizer for this event.

- X. Amenities and 2011 Reserve Study items
 - A. Board discussed need to replace/repair pool furniture. A committee will be formed to make decisions on new furniture.
 - B. KRB will ask RealManage who repairs pool furniture (restraps chairs, etc.)
 - C. New park benches need to be purchased for Maud's and Hillside Park as part of the preciously approved landscape rejuvenation plan.
 - D. Board will discuss the possibility of moisture sensors on common area sprinklers with Southern Botanical at next board meeting.
 - E. Bid of \$3,000 to install timed lighting for flags at front entrance was put on hold.
 - F. Board will ask RealManage to get bids for cleaning, priming and painting ornamental light poles in common areas.
 - G. Rusty NejdI was asked to inspect the following about need for repair/replacement: wood deck at gazebo, Seal-O-Deck resealing cap joint, washing/staining cedar arbors.
 - H. Charles LaFleur will talk with Julio with Roberts Pool regarding the need to replace pool filters.
 - I. Board decided to get cost estimate from RealManage on replacing two pool pumps with Intelliflo pumps (same used to replace pump damaged by freeze earlier this year).
 - J. Board will ask RealManage for cost estimate on refurbishing the grilling surface and related parts for the charcoal grill at pool recreation area.

- XI. Feedback from community after 3/28/11 annual meeting.
 - A. Board discussed 15 suggestions submitted by residents after the annual meeting and decided on these actions:

- a. Board will put together a budget for recreation equipment at pool area. (Get information from RealManage regarding insurance liability coverage.)
- b. Rusty NejdI will investigate getting Wi-Fi at the pool.
- c. Edwin Skelton suggested a clock at the pool area.
- d. Will check out electrical outlets at pavilion area.
- e. Explore ability to allow additional mail box alternatives, including mailboxes that have the ability to be locked. The limitations imposed by the Association's documents, including the Pattern Book, will be reviewed to see if this is possible.

XII. Various processes were discussed resulting in following actions:

- A. Future \$10-a-day fine letters, which are now only sent out as a last resort, will require a personal inspection by board members before letter is sent. The Board, at this time, will not rely upon the inspection provided by Real Manage, but will confirm that the violation does in fact exist.
- B. A Petty Cash Fund of \$500 will be set up for use of HOA Administrator and board for miscellaneous supplies (backed up with receipts).
- C. Rusty NejdI, as Secretary of the Board, will be the only board member to post to the Discuss List regarding board or HOA issues.
- D. Look into RealManage's process to approve funds and cut checks/ signatures from reserve fund.

XIII. 2011-2012 projects discussed

- A. Welcome Packet for new residents to include guidance to new residents on ACC process, restrictions, pool/clubhouse and other amenities. The welcome package will include a high-level list of HOA requirements from Bylaws and DCCRs with legal disclaimer. KRB will draft the initial draft document for Board review.
- B. The previously prepared Reserve Fund Analysis has been transferred to an Excel spreadsheet by Ty Albright and will be used to make decisions on upcoming replacements, repairs and new purchases.

The meeting was adjourned at 9:20 p.m. with an Executive Committee meeting directly following.