

Directors present: Gary Blackley, Helen Ford, Merrill Jackson, Joe Long, Bob Vaughan  
Other owners present: Gayle Dellinger, Ron Dellinger, Bob Gehrler, Beth Gladen, John Hauser,  
Joan Jackson, Fiore Klebbe, Bob Menasian, Joan Sullivan  
Grandchester Meadows personnel present: David Robbins

Joe Long began the meeting at 7:00 pm.

The minutes from the January 4 and January 10 board meetings were approved.

Gary Blackley was selected to fill the board vacancy, and to take over as secretary.

Joe reviewed the complaint presented by Ron Dellinger at the last meeting to ensure that all points had been addressed.

Homeowner input: Bob Gehrler asked that the board reconsider the current policy forbidding board members to serve on committees. Gary Blackley moved and Bob Vaughn seconded that board members other than the chairman be allowed to serve on committees, with the stipulation that no board member can chair a committee. The motion failed to pass.

John Hauser reported for the finance committee.

He presented the current balance sheet (attached).

He presented the annual income report (attached). Income for the year exceeded expenses by \$14291.25; the committee recommends that this sum be transferred to the reserves, as the by-laws require. The board approved this recommendation.

He presented the reserve summary (attached). The committee recommends that this document and the annual income report be sent to homeowners as the annual financial report; the board approved this recommendation.

The committee notes that the by-laws require an audit to be done by March 15. Our accountant will charge an extra 15% (approximately \$375) to meet this deadline. The board approved a motion that the association be asked to approve a change in section 7.3 of the by-laws so that the audit is not due until on or before the 15<sup>th</sup> day of the ninth month following the close of each fiscal year. This change will be on the agenda at the March 1 annual meeting.

The annual meeting will be held at Kirk of Kildaire church again. The board approved paying the church \$100.

Property manager report:

Many homeowners appear to be over-insured; David suggests that a reminder in the newsletter about what is insured by individuals and what by the association may be in order.

The property manager and the assistant secretary presented their recommendations about the resident's manual (attached); the board approved this recommendation.

Bob Menasian reported for the landscape committee.

Gutter cleaning is finished.

The master pond plan has not yet been received from the pond subcommittee.

A quote on maintenance of the pond walking trail is being obtained.

The committee recommends that a shrub be planted at 703 Carluke (attached); the board approved this recommendation.

Gayle Dellinger reported for the social committee. The next event is a Valentine's brunch.

Fiore Klebbe reported for the sunshine committee; sympathy cards were sent to the Wylder family.

Bob Gehrer reported for the pool and clubhouse committee. At the October meeting, Joe Long had asked each committee chair to write a job description for the committee. Bob asked for feedback on what he had submitted. The full board has not yet seen these descriptions.

The annual meeting will be March 1. Helen's and Bob's terms will end at that time; candidates are needed for these positions. The social committee was asked to provide refreshments at the meeting.

The meeting was adjourned at 8:25 pm.

Respectfully submitted, Beth Gladen

Attachments: agenda, balance sheet, annual income report, reserve fund report, landscape report, resident's manual report

**TROON BOD MEETING  
FEBRUARY 1, 2011  
7:00 PM  
TROON CLUBHOUSE**

**APPROVE:**

**MINUTES 4 JANUARY 2011 BOD MEETING  
RON DELLINGER COMPLAINT**

**MINUTES 10 JANUARY 2011 SPECIAL BOD  
MEETING**

**ELECTION OF DIRECTOR TO FILL VACANCY  
ON BOARD**

**HOMEOWNERS INPUT**

**FINANCE COMMITTEE REPORT**

**PROPERTY MANAGERS REPORT  
REVISION OF RESIDENTS MANUAL**

**LANDSCAPE COMMITTEE REPORT**

**OTHER COMMITTEE REPORTS  
BOARD MEMBERS INPUT  
ADJOURN**

**Troon at Kildaire Community Association**  
**Balance Sheet as of December 31, 2010**

	<u>Dec 31, 10</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Smith Barney Reserve Assets</b>	
Smith Barney Cash Funds	1,927.57
Smith Barney Investments	519,857.42
SunTrust 26 Month CD	40,000.00
SunTrust 49 Month CD	40,000.00
<b>Total Smith Barney Reserve Assets</b>	<u>601,784.99</u>
Sun Trust Operating Account	37,075.13
<b>Total Checking/Savings</b>	<u>638,860.12</u>
<b>Total Current Assets</b>	<u>638,860.12</u>
<b>TOTAL ASSETS</b>	<u><u>638,860.12</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<b>Checking/Savings</b>	
<b>Smith Barney Reserve Assets</b>	
Smith Barney Cash Funds	1,927.57
Smith Barney Investments	519,857.42
SunTrust 26 Month CD	40,000.00
SunTrust 49 Month CD	40,000.00
<b>Total Smith Barney Reserve Assets</b>	<u>601,784.99</u>
Sun Trust Operating Account	37,075.13
<b>Total Checking/Savings</b>	<u>638,860.12</u>
<b>Total Equity</b>	<u>638,860.12</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>638,860.12</u></u>

**Troon at Kildaire Community Association**  
**Annual Income Report for January through December 2010**

	<b>Actuals 2010</b>	<b>2010</b>	<b>2011</b>
	<b>Jan - Dec</b>	<b>Annual Budget</b>	<b>Annual Budget</b>
<b>Income</b>			
Clubhouse Rentals	600.00	600.00	600.00
Home Owner Assessments			
2009 Assessments (Dues)	1,629.00		
2010 Assessments (Dues)	281,674.00	293,148.00	
2011 Assessments (Dues)	14,310.00		293,148.00
<b>(Note 1: \$8,881 of 2010 pre-paid in 2009</b>			
<b>Note 2: \$1,913 of 2010 delinquent</b>			
<b>Note 3: Bad Debt Dues \$680)</b>			
Miscellaneous Income	55.00	0.00	0.00
Owner Late/ Legal Fees	3,881.00	100.00	100.00
Reserve Interest	17,404.91		
Working Capital Income	1,506.00	0.00	0.00
<b>Total Income</b>	<b>321,059.91</b>	<b>293,848.00</b>	<b>293,848.00</b>
<b>Expense</b>			
Capital Contribution			
Capital Reserve Contribution	90,915.62	90,000.00	96,000.00
Capital Res. Int. Contribution	17,404.91	0.00	0.00
Termite Capital Reserve	4,174.00	6,000.00	5,000.00
Working Capital Contributions	1,506.00	0.00	0.00
<b>Total Capital Contribution</b>	<b>114,000.53</b>	<b>96,000.00</b>	<b>101,000.00</b>
<b>Grounds</b>			
Grounds Contract	65,000.04	67,225.00	65,000.00
Grounds Improvements	4,983.50	6,750.00	6,750.00
Grounds Maintenance Projects	2,560.03	2,000.00	5,725.00
Irrigation Repairs	1,858.50	2,000.00	2,000.00
Pond Management	3,336.00	3,600.00	3,600.00
Pond Walking Path Maintenance	0.00	2,000.00	2,000.00
<b>Total Grounds</b>	<b>77,738.07</b>	<b>83,575.00</b>	<b>85,075.00</b>
<b>Insurance &amp; taxes</b>			
Insurance Policy	30,681.77	26,000.00	23,800.00
Taxes	5,183.00	4,000.00	4,000.00
<b>Total Insurance &amp; taxes</b>	<b>35,864.77</b>	<b>30,000.00</b>	<b>27,800.00</b>
<b>Maintenance</b>			
General Maintenance	3,544.75	6,000.00	4,000.00
Gutter Maintenance	475.00	3,500.00	2,000.00
Roof Maintenance	5,630.00	3,000.00	3,575.00
<b>Total Maintenance</b>	<b>9,649.75</b>	<b>12,500.00</b>	<b>9,575.00</b>
<b>Miscellaneous</b>			
Bank Fees	-5.00	60.00	60.00
Board Expenses	110.78	300.00	300.00
Contingency/Snow/Trees	1,625.00	6,000.00	6,000.00

**Troon at Kildaire Community Association**  
**Annual Income Report for January through December 2010**

	<u>Actuals 2010</u>	<u>2010</u>	<u>2011</u>
	<u>Jan - Dec</u>	<u>Annual Budget</u>	<u>Annual Budget</u>
<b>Copies/ Filings</b>	260.57	350.00	350.00
<b>Social Committee</b>	190.65	500.00	500.00
<b>Sunshine Committee</b>	18.80	50.00	50.00
<b>Miscellaneous - Other</b>	0.00	0.00	0.00
<b>Total Miscellaneous</b>	<u>2,200.80</u>	<u>7,260.00</u>	<u>7,260.00</u>
<b>Professional Fees</b>			
<b>Audit (Accounting)</b>	2,500.00	2,800.00	2,800.00
<b>Legal &amp; Consulting</b>	3,327.00	2,000.00	2,000.00
<b>Management Contract</b>	21,216.00	22,500.00	21,500.00
<b>Total Professional Fees</b>	<u>27,043.00</u>	<u>27,300.00</u>	<u>26,300.00</u>
<b>Recreation</b>			
<b>Clubhouse Cleaning</b>	3,577.50	4,865.00	4,865.00
<b>Furniture &amp; Equipment</b>	850.11	1,000.00	1,000.00
<b>Maint./Repair/Supplies</b>	3,627.02	3,425.00	3,425.00
<b>Pool Maintenance Contract</b>	6,975.00	7,300.00	7,300.00
<b>Total Recreation</b>	<u>15,029.63</u>	<u>16,590.00</u>	<u>16,590.00</u>
<b>Utilities</b>			
<b>Clubhouse Cable</b>	802.07	850.00	850.00
<b>Electric</b>	16,605.89	16,500.00	16,400.00
<b>Natural Gas</b>	1,261.74	1,900.00	1,900.00
<b>Pool Telephone</b>	599.40	600.00	600.00
<b>Water</b>	544.01	500.00	500.00
<b>Total Utilities</b>	<u>19,813.11</u>	<u>20,350.00</u>	<u>20,250.00</u>
<b>Total Expense</b>	<u>301,339.66</u>	<u>293,575.00</u>	<u>293,850.00</u>
<b>Net Income</b>	<u>19,720.25</u>	<u>273.00</u>	<u>-2.00</u>
<b>Less 2011 dues collected \$14,310:</b>	<u>\$ 5,410.25</u>	<u>n/a</u>	<u>n/a</u>
<b>Plus '10 dues collected in '09 \$8,881</b>	<u>\$ 14,291.25</u>	<u>n/a</u>	<u>n/a</u>
<b>Owed to Reserves,</b>	<u>\$ 14,291.25</u>		
<b>includes \$1,826 to termite reserve fund</b>			
<b>Off budget reserve expenses</b>			
<b>Street repairs for water problems</b>	\$ 19,150.00		
<b>Pool repainting</b>	\$ 5,306.00		
<b>Pump house door replacement</b>	\$ 1,140.00		
<b>Reserve study update</b>		\$ 4,500.00	
<b>Total off budget reserve expenses</b>	<u>\$ 25,596.00</u>	<u>\$ 4,500.00</u>	

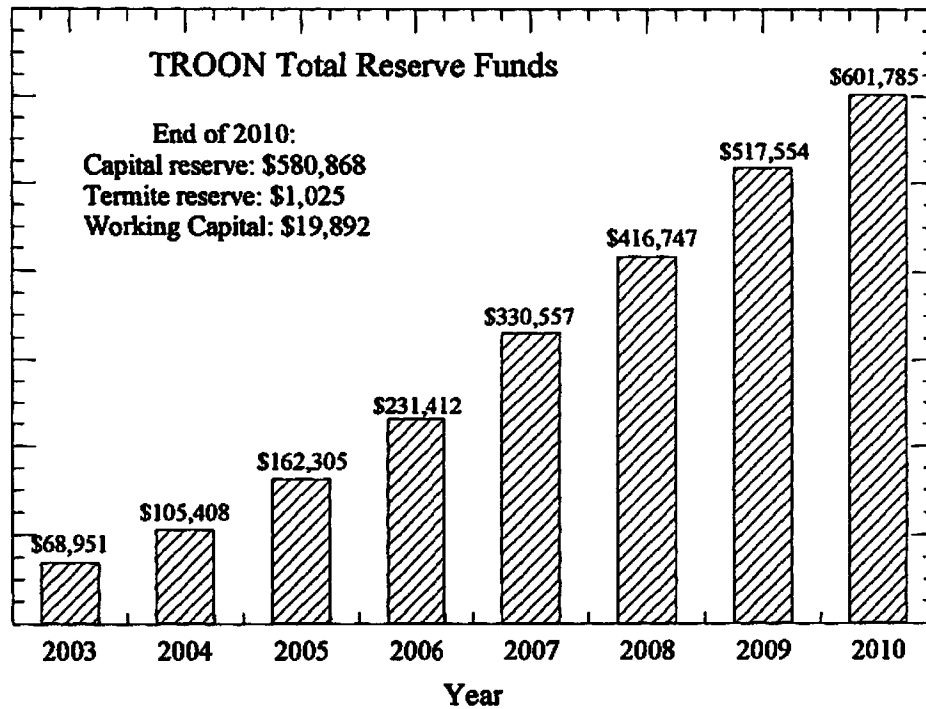
**SUMMARY OF TROON RESERVE FUND ACTIVITY**

For Year Ended December 31, 2010

	CAPITAL RESERVE	WORKING CAPITAL	TERMITE	TOTAL
<b>RESERVES</b>				
Balance January 1, 2010	\$497,003	\$19,526	\$1,025	\$517,554
Deposits	90,916	1,506	4,174	96,596
Interest earned	17,405			17,405
Withdrawals	(24,456)	(1,140)	(4,174)	(29,770)
 Balance 12/31/2010	 \$580,868	 \$19,892	 \$1,025	 \$601,785

**OPERATING ACCOUNT**

Balance January 1, 2010	\$21,522	Balance December 31, 2010	\$37,353
		\$14,291 to be transferred to reserves	



**From:** Bob Menasian <bmenasian@yahoo.com>

**Date:** January 29, 2011 8:06:32 PM EST

**To:** Joe Long <jhlong@nc.rr.com>, Senior Saints  
<seniorsaints@mindspring.com>, bgladen@earthlink.net,  
rvaughn@nc.rr.com

**Subject: Landscape Committee vote on 703 Carluke Court**

The Troon Landscape Committee believes the meetings and discussions regarding the planting of a tree or the planting of a shrub at 703 Carluke go beyond a normal request for a planting of any kind.

The Troon Landscape Committee voted for a shrub, not a tree, as a replacement for the tree removed based on space constraints of the area the tree was planted in. The former tree had been trimmed several times and was brushing against the home and was partially diseased and/or suffering from heat exhaustion. The Landscape contractor explained that another tree could be planted in this area if it was given special consideration such as pruning and fertilizing.

Based on these reasons, the Landscape Committee voted to replace the tree with a shrub. This is our recommendation as a group, to the Troon Board of Directors. The BOD shall make the final decision.

Thanks for your time,

Bob Menasian

To: Troon board of directors  
From: Assistant secretary Beth Gladen  
Property manager David Robbins  
January 18, 2011

The documents handed out by WKB to initial buyers (commonly called the “white book”) included one called "Residents' Manual". This manual is still being distributed to new owners. The board commissioned us to examine this document and propose revisions. Our findings and recommendations follow.

The Residents’ Manual consists of five sections (plus an introduction from WKB).

Section 1, pages 1-3, service procedures: This describes how initial buyers should interact with WKB. This section is moot.

Section 2, page 4, service directory: This is a list of subcontractors used by WKB. Including this suggests that the HOA recommends these firms.

Section 3, pages 5-6, move-in reminders: This is a list of simple reminders, such as contacting utilities, post office, and so on. This section is unnecessary.

Section 4, pages 7-10, condominium living rules: This is a generic document describing typical condominiums. It is not specific to Troon, and could be confusing.

Section 5, pages 11-15, maintenance tips: This contains tips, and lists what WKB will and will not be responsible for. The former is unnecessary, the latter is moot.

Having examined the document, we find that everything in it is outdated, confusing, and/or unnecessary. We propose that it be discontinued. It should no longer be distributed, and perhaps current owners should be told not to consider it official.

Going beyond the assigned task, we recommend that what is distributed to new owners be limited to truly key official documents. This minimizes confusion and simplifies updates. Specifically, we suggest that the list should be:

- contact information for the management company
- articles of incorporation
- declaration: The declaration actually consists of many documents, including the original, supplements for phases 2 through 15, corrections to several supplements, amendment to section 3.1, and the recent correction to exhibit B. Distributing the original with section 3.1 and exhibit B struck out, along with the amended section 3.1 and the corrected exhibit B, may be adequate.
- bylaws
- rules: This would include the main set of rules, the pool and clubhouse rules, and the landscape rules. Perhaps should also include the storm door release, the tankless hot water heater release, and the solatube waiver.
- list of HOA versus owner responsibilities
- a copy of the most current newsletter
- a copy of the most current resident directory