

Carpenter Park SFH BOD Meeting  
**Wednesday, January 9, 2019 7:00 P.M.**  
Location: Home of Pat Buchanan - 306 Millet Drive, Morrisville NC 27560

**MINUTES**

**1. Call to Order: 7:08 p.m.**

**2. Establish Quorum of Board**

**Board Members Present:**

Patricia Buchanan, President  
Chad Wrigglesworth, Treasurer  
Dawn Geda, Secretary  
Steven Juris, Member at Large  
Lana D'Amico, Member at Large

**Guests Present:**

Jim Baucom, 102 Logdin Court - Finance Committee  
Charles Harris, 103 Millet Drive - Landscape Committee  
John Santori, 305 Millet Drive - Landscape Committee  
Darlene Stone, 112 Kudrow Lane - Finance Committee

**3. Welcome and Introduction of Guests:** President, Patrician Buchanan

**4. President's Report: Patrician Buchanan**

- a. Vice President Position on Board Needed.
  - i. Ray Rapuano resigned due to family needs.
  - ii. Resident Don Jones is interested in joining the Board.
  - iii. Board is able to fill remaining terms of vacating directors as needed without election/nomination.
  - iv. Pat has known Don Jones for years and gave a background history.
  - v. Board approved Don Jones as our new VP.
  - vi. Motioned by Steven/Seconded by Lana.
- b. CPSF HOA Homeowners Meeting of 1.21.19
  - i. Information has been sent to homeowners.
  - ii. All surplus is gone.

**5. Treasurer's Report: Chad Wrigglesworth**

- a. Chad is working with William Douglas to resolve a discrepancy of \$3588 in the amount of assessment income reported by William Douglas versus the amount of income actually expected to be collected at year end.
- b. That difference may be caused by differing accounting methods used by RS Fincher (RSF) (accrual) and William Douglas (WD) (cash).
- c. Investigation and explanation has been, and continues to be, requested of William Douglas. Chad and Pat to continue to follow up until this is resolved.
- d. RSF financial documents have been reviewed. Monthly reports look good and everything appears to be accounted for January through June.
- e. It was confirmed we now pay an extra \$50 a month to access our financial documents with WD. \$650 monthly contract fee + \$50=\$700 monthly.

- f. Jim Baucom questioned why November and December financials were not yet posted on the WD website and suggested getting reports posted in a timely manner on the website.
  - i. Current process for posting financials is cumbersome.
  - ii. Reports are not provided by WD in a timely manner.
  - iii. WD response time to any request is at least 24 - 48 hours.
  - iv. Report format has to be converted to allow removal of homeowner information and then converted back to pdf for posting.
  - v. Chad to ask Shana for ways to improve this process.
  - vi. Steve recommended asking WD for a standard delivery schedule for reports with penalties if not delivered.
- g. Jim questioned what WD charges to send a violation letter and Pat took the action to clarify this with WD.
- h. Pat reviewed WD contract with Board. \$7800 a year (\$650/mo) includes:
  - i. 6 site visits a year (RSF was every 2 weeks).
  - ii. 4 board meetings; 3 quarterly meetings; one annual meeting.
  - iii. Collection of assessments.
  - iv. Responds to complaints.
  - v. Providing financial reports
  - vi. Agrees to work with auditor
  - vii. Maintains website with documents/records for homeowners to view.
- i. Harshad purchased a projector for the association. The Board thanks Harshad.
- j. Chad reviewed financial spreadsheet with Board:
  - i. 2018 Issues:
    - 1. \$2800 was transferred from capital account to pay for operating expenses.
    - 2. If everything had gone as planned and all bills paid on time, we would have been \$5748 over budget at year end 2018.
    - 3. The \$3588 assessment income is yet unaccounted for.
    - 4. December 2018 landscape invoice pushed into 2019 for payment.
    - 5. Areas to improve:
      - a. Reduce legal fees.
      - b. Increase assessment income.
      - c. We definitely have cash flow issues and did not take in enough money to pay our bills.
  - ii. 2019: Chad reviewed projected expenses/income in detail.
    - 1. With income and expenses as outlined in the proposed 2019 budget, we would be positive by \$1025.83 at the end of the year assuming the \$75.25 proposed HOA dues increase becomes effective March 1.
    - 2. Reduce legal fees. Steve recommended United Lex as a monthly fee attorney service which could be more affordable to the association.
- k. Board discussed WD 5% increase for their services per year.
- l. John brought up past CDs owned by the Association.
  - i. It was reported that these no longer exist.
  - ii. Steve recommended we should invest left over funds into a CD.
- m. Chad confirmed we will do an audit this year.
- n. Charles Harris gave a brief history of the reserve fund:
  - i. Confirmed that it was designed for use in case there was ever an emergency or something unusual happened and extra funds were needed.
  - ii. Confirmed the reserve fund was there from when Bill Clark was in charge of the HOA. Bill Clark is the developer/builder for CP.

## **6. Committee Reports: President Pat Buchanan**

- a. Nominating Committee. No one has signed up for this committee. Purpose: to identify people who would be good for board positions and nominate them at annual meetings. Pat will keep working on this to see if we can fill the vacancies of this committee.
- b. Architectural Committee: Update received from Ray Rapuano via email. Report is attached.
- c. Landscape Committee: John Santori  
All is set with landscape committee. Contract finalized. New yearly fee is \$63,500 ALL INCLUSIVE.
- d. Documentation Committee: Pat Buchanan
  - i. We are missing some documents and they have been requested of WD.
  - ii. WD has obtained our records from RSF.
  - iii. WD only keeps records for 7 years back.
  - iv. Goal: get all documents into our Google drive. Jim Baucom and Pat will work on this together. Steve to help as well.
  - v. Dawn has begun to create folders and organize our Google documents.
  - vi. We will continue to take measures in the Google drive to keep private documents private and public documents accessible to those who wish to view them.

## **7. Old Business:**

- a. Discussion of presentations for January 21<sup>st</sup> Homeowners Meeting.
- b. Millet Dr Leaning Trees Issue: Pat and Steven to meet with both homeowners by 1.21.19.

## **8. Other Business:**

- a. Discussion of two annual homeowner meetings.
  - i. Chad suggested not having the November meeting and just have one in late January or early February.
  - ii. Lana suggested two meetings a year - one in April and again in the fall.
  - iii. One for operational and one for capital.
  - iv. Steve added the January 21<sup>st</sup> HOA meeting to the Google calendar.
- b. Monthly board meetings:
- c. Scheduled every first Monday of the month - Dawn to let Shana know.
- d. Schedule to be added to the Google calendar. Meeting location - either at Library or online. Lana to look at library and see what is available.
- e. Invite homeowners to meetings once each quarter.
- f. Professional seal to be ordered by Dawn Motion by Lana/Seconded by Steven.
- g. Closed meeting minutes approved – Lana by email/Seconded by Steven.

## **9. Next Meeting Dates:**

- a. Homeowners' Meeting: Monday, January 21<sup>st</sup> 6:30 Baptist Church.
- b. Board Meeting: Thursday, January 17<sup>th</sup> at 7:00.
- c. Monthly Board Meetings: 1<sup>st</sup> Monday of each month if possible. Next meeting is 2/6/19 at 7:00 p.m.
- d. Homeowners' Spring Meeting: April. Date to be determined by available space dates at Baptist Church.

Adjourned: 9:57 p.m. Motioned by Chad/Seconded by Lana  
ENC: Architectural Committee Report

ARCHITECTURAL COMMITTEE REPORT  
JANUARY 4, 2019

Friday, January 4, 2019

From: Ray Rapuano

Board,

As Chairman of the Architectural committee, I have the following recommendations for recently identified Capital Improvement Projects.

After much pondering and in light of the difficulty and uphill battle to get a new fiscal budget approved by the Homeowners, please find this strategy will defer most of the Capital Projects till 2020 and beyond. This will alleviate the need for large Capital expenditures in 2019.

- **Leaning Wall - defer any repairs till 2020 or beyond**
  - The leaning retaining wall has gradually leaned approximately 9" over an 18 year period, I recommend the Board defer spending another year or two. This will give the HOA time to gather funding for the repair or removal of the wall
  - I also recommend investigating the possible removal of the wall along Harshad's property and install an earthen berm similar to the rest of the community. If replacing the wall with a berm is deemed possible, it will eliminate any future budget requirements for wall repair in this area. It will be a one time cost.
- **Tree Trimming - No tree trimming budget needed for 2019**
  - Investigations of two Heritage trees behind 112 and 114 Rama Court are actually on private property, the HOA is not responsible for these trees.
  - Investigation of trees along the White Savannah fence revealed a 10' landscape buffer dedicated during the Planning approval process to seek approval of Savannah sub-division. This area needs further investigation to determine if those trees are CPSF HOA or Savannah HOA responsibility. Any trees located in excess of 10' from the white fence are on private property and not the responsibility of CPSF HOA.
  - Investigation of Heritage Pine tree behind 207 and 209 Millet, refer to Arborist report, no tree removal recommended
  - Owner request to remove tree behind 321 and 323 Millet. Hold until a survey is completed, I believe a survey will reveal these trees are on owner private property and not the responsibility of CPSF HOA
  - Morrisville Carpenter Road common area- River Birch removal, recommend to defer a few years out and develop budget and plan to accomplish this project
- **Drainage Swales Solution - Defer any repairs till 2020 or beyond**
  - Engage a Civil engineer to design solution
  - Defer design till 2020 for budget purposes
- **River Birch Replacement - Defer to 2020 and beyond**
  - Remove all River Birch along Morrisville Carpenter Road Common Area and replace with a dwarf Arborvitae
- **Capital Projects Budget for 2019 - Collect Pricing for April HOA meeting**

- **River Birch tree root invasion** of Woody Allen's side yard, recommend Sweetwater price the removal of those roots and HOA pay for removal of roots - **Board to instruct William Douglas to engage Sweetwater to price and complete task**
- **Survey Perimeter of Carpenter Park** - Budget TBD - **Ray will collect a proposal to complete this task**
- **Catch Basins** - **Repair in 2019 - Steve working on proposals**
  - Recommend repair of catch basins
  - Recommend engineered design before committing funds for repairs
  - Budget required to be determined

**Carpenter Park SFH BOD Meeting**  
**Thursday, January 17, 2019**  
**Online Meeting Via Hangouts**

**MINUTES**

**1. Call to Order: 7:07 p.m.**

**2. Establish Quorum of Board**

**Board Members present:**

Patricia Buchanan, President  
Chad Wigglesworth, Treasurer  
Dawn M. Geda, Secretary  
Lana D'Amico, Member at Large  
Harshad Golakia, Member at Large  
Steven Juris, Member at Large

**3. Review/Finalize 1.21.19 Presentation for Homeowners Meeting**

- a. Presentation will be kept short focusing mostly on dues increase.
- b. Auditor (Mike) may be present at 1/21 meeting and was added to the PP. He will not be presenting an audit at 1/21 meeting but will explain the process. There will be a Q&A time allotted for the auditor (per Chad).
  - i. Pat to find out if there is a charge for the auditor to be present at meeting.
  - ii. If there is a charge, have him attend April meeting or annual meeting instead.
- c. Informational slides created by Pat were added to the end and won't be used unless needed.
- d. Treasurer:
  - i. Chad reviewed reserve fund total amount with Board.
  - ii. He will review 2018 report with homeowners at 1/21 meeting.
  - iii. Amount in negative for 2018 was worse than originally thought (\$1868 + \$2800 transferred from capital fund to help pay end of 2018 bills and \$4500 landscape invoice). To be discussed at 1/21 meeting during this presentation. The December landscape invoice of ~\$4500 was not paid in 2018 because we did not have enough money in our operating income to cover it. It was deferred to 2019 for payment.
  - iv. \$3588 of assessment income still not accounted for and still under investigation with WD
  - v. Chad reported there was a change in accounting methods between WD and RSF. Pat to continue working this issue with Chad.
  - vi. Legal expenses. To be reviewed during presentation. Spreadsheet of details is attached.
    1. Board will still obtain information about a monthly fee legal service, (i.e. "LegalShield") for 2019.
    2. Chad reiterated to focus on keeping legal fees down from here on out.
    3. Steven recommended an expense control committee/process to approve legal work before obtained if possible. Board agreed.
  - vii. Capital reserves:
    1. Deferred to April meeting.
    2. Money from 2019 could be used to pay back the \$2800.
    3. Steve recommended we have a plan for the capital reserve.

4. Pat informed the Board that FHA loans can only be awarded if HOAs have capital reserve funds. More on this for April meeting.
- viii. Annual meeting:
  1. Chad would like to change it to April.
  2. Pat pointed out nominations, etc. take place in November. We will ask the homeowners at 1/21 meeting and have them help us decide.
- ix. Voting Process. Dawn inquired about voting process for 1/21. We want no repeat of November 2018 meeting.
  1. Chad recommended a phone call to Shana to clarify rules when a second meeting is involved.
  2. Pat will call talk with Shana and her manager, to obtain information and to get the voting process **in writing**.
  3. Chad recommended having a slide at the beginning of presentation clarifying a quorum, etc.
  4. Board decided on four people to count the votes (2 to count and 2 to shadow). We will ask for volunteers at the meeting to assist.
- e. Meeting details.
  - i. Steven has the new projector. Chad will get it from him.
  - ii. Board needs to be at church by 5:30/6:00 on 1/21.
  - iii. Handouts to homeowners: 2016, 2017, and 2018 budgets vs. actuals.
  - iv. PP will be published/available on WD website after meeting.
  - v. Lana will make changes to PP and email to Board.
  - vi. Dawn to send PP to Shana to review prior to meeting to familiarize herself, and post on website after meeting.

#### **4. Old Business:**

- a. Corporate Seal received. Pat has several documents and will drop them off to Dawn to seal.
- b. Common Area Survey estimate. Emailed to Board by Ray. Cost is \$3570. Pat will forward to all board members. Our goal is to get at least 3 estimates. More to follow.
- c. Pat made arrangements with Carter Glass, our insurance agency owner, to attend the March Board meeting to present an overview of our insurance coverage and answer any questions the Board may have about our policy

#### **5. New Business:**

- a. Solar lights at entrance signs. Some bulbs may just be burned out. Pat will ask landscape committee to have bulbs replaced or obtain estimates for repair. Lana Motioned/Dawn Seconded. Chad reported Woody used to take care of the entrance solar lights in the past.
- b. Two residents are currently in arrears. Board to converse with Shana after 1/21/19 meeting as to collection process and whether or not to move forward with same (is it still 15 days and then sent to an attorney?) Next steps:
  - i. Have collection report on hand at 1/21/19 meeting.
  - ii. Pat to confirm if residents are renters or owners.
  - iii. Pat to send collection process outline to finance committee members for review.

**6. Next Meeting Date:** Homeowners Special Meeting - Monday, January 21, 2019.

**7. Adjournment:** 8:46 p.m. Motioned by Chad/seconded by Lana

Carpenter Park SFH BOD Monthly Meeting  
**Wednesday, February 6<sup>th</sup> 2019 at 6:30 p.m.**  
Location: West Regional Library, 4000 Louis Stephens Drive, Cary, NC

**AGENDA**

1. Call to Order: 6:37 p.m.

2. Establish Quorum of Board

Board Members Present: Patricia Buchanan, President  
Don Jones, Vice-President  
Dawn M. Geda, Secretary  
Member at Large: Lana D'Amico  
Member at Large: Steven Juris

Committee Members Present: Finance Committee: Kathy Stephans  
Finance Committee: Jim Baucom

Homeowners Present: None

3. Homeowners' Forum

4. President's Report: Patricia Buchanan

- a. Thank you to the Board for their hard work during the last 6 months.
- b. Confirmed second landscape invoice not paid in 2018.

5. Treasurer's Report: Chad Wigglesworth

- a. None

6. Committee Reports:

a. Architectural Committee: Patrician Buchanan for Ray Rapuano

i. Walls Report:

- 1. 3 walls total that need maintenance/repair:
  - a. 327 Millet and 312 Millet: hold for now/no immediate action needed
  - b. 120 Rama Court: needs repair now.
- 2. No cost estimate in report
- 3. Don Jones to go and look at wall at 120 Rama Court and obtain three estimates. Will meet with John Santori. Have bids by April meeting at the latest.

ii. Survey of CP:

- 1. Need 2 more estimates.
- 2. Steven to talk with John Santori and obtain 2 more estimates by April meeting at the latest.

b. Landscape Committee: John Santori

- i. No report from John
- ii. Entrance lights at Millet/Kudrow still out. Pat to follow up with John Santori for additional information and cost estimate.

c. Documentation Committee: Patricia Buchanan

- i. Jan/Feb 2015 financial reports remain lost. Bank will not release statement without signature by RSF. Pat to find out who the treasurer of the Board was at this time and see if she can obtain records from this person.



- ii. Other CPSFHOA documents were scanned at WD at no charge and are ready for pick up. Pat will go and pick up the box, Jim Baucom to sort documents, and Steven to scan documents into CPSFHOA Google drive.
  - d. Finance Committee: Don Jones
    - i. Audit needs to be done by April
    - ii. Don is still trying to obtain information needed from Shana at WD and will continue to work on this.
    - iii. Books have now been closed for a month
7. Property Management Report: Patrician Buchanan
- Pat reviewed assessments/collections. Amounts in bank look correct. Pat is in agreement with Chad's assessment that different accounting methods were used between RSF/WD; cash vs accrual. Pat is expecting auditor to agree.
8. Old Business:
- a. Mid-year review of William Douglas' performance:  
The Board has concerns with some services provided by WD and will continue to learn and seek information on a few other management properties before WD contract ends in June just in case we do decide to make a change.
  - b. Grandchester Meadows Property Management Company (GM):
    - i. Pat and a few others met with GM this week and overall were very impressed with contract price, services, history of company, and owner/team experience.
    - ii. Pros: They help you plan a 25 year view of your association/subdivision; owner does the financials; contract price is less; 12 site views a year on foot; assists with board turnovers; emails forward to text; 24 hour response time; 30 years' experience.
  - c. Board will interview two more management companies for March meeting.
  - d. CPSFHOA CD: Finance community will work on a strategy for CD at North Star Bank and have information for March meeting. We should be earning more money in interest.
  - e. Mid-year review of insurance:  
Carter Glas will attend  $\frac{3}{4}$  meeting and review policies and give info at meeting.
  - f. Homeowner Rashad/Rajan Tree Concern Update:  
Pat met with homeowners. Trees are healthy and cannot be cut down at this time. This matter is now complete.
  - g. Approval of Minutes:  
Minutes for the following meetings approved with changes. Dawn to forward to Shana when done to add to WD CPSFHOA website and will upload into our Google drive.
    - i. 1-9-19
    - ii. 1-17-19
    - iii. 1-21-19
9. New Business:
- a. Recommendation by Jim Baucom: Hold meetings after the 15<sup>th</sup> of the month for financial purposes/reasons. This will begin the month of April. Motioned by Dawn/Seconded by Steven. Dawn to send email to Jim to confirm same.
  - b. Lana to find location for March meeting.
  - c. Appointment of 2019 Committee Members:  
Jim Baucom - Finance  
Kathy Stephens – Finance  
Dong Jones - Finance  
Darlene Stone – Finance  
*Motioned by Lana/Seconded by Dawn*

John Santori - Landscape  
Charles Harris - Landscape  
Joseph Cahill – Landscape  
*Motioned by Lana/Seconded by Steven*

Ray Rapuano – Architecture  
Patty Cheng – Architecture  
John Parker – Architecture  
*Motioned by Don/Seconded by Steven*

Patrician Buchanan – Documentation  
Laura Popke - Documentation  
Kathy Broniak – Documentation  
*Motioned by Lana/Seconded by Steven*

- d. Request to Establish Three Bid Minimum for all Projects: Agreed.
- e. Board Member Etiquette/Code of Conduct
  - i. Disagree respectfully
  - ii. No negative email blasts
  - iii. Come prepared to meetings by reading materials to be discussed at meeting ahead of time. Dawn to create a folder in the Google drive for this purpose.
  - iv. Documents to be reviewed need to be sent 24 hours ahead of time to all Board members.

#### 10. Next Meeting Date

- a. Board Monthly Meeting: Monday, March 4, 2019
- b. Homeowners' Spring Meeting: Monday, April 29, 2019

11. Adjournment: 8:47 p.m. Motioned by Lana/Seconded by Steven

**Carpenter Park SFH BOD Meeting**  
**Monday, March 4, 2019 at 6:30 p.m.**  
**Location: 306 Millet Drive, Morrisville, NC 27560**

1. Call to Order: 6:32 p.m.

2. Establish Quorum of Board

Board Members Present: Patrician Buchanan, President  
Don Jones, Vice President  
Dawn Geda, Secretary  
Steven Juris, Member-at-Large

Deleted: 1

Guest Presenter: Carter Glass, Insurance Agent, CLU, ChFC, CPC  
Presented an overview of our Nationwide Insurance Policies.

- a. 40 years in the business
- b. Has his own agency
- c. Represents 2000 homeowner associations
- d. CPSF HOA has a Business Owners Policy: Property owned by association, liability, insurance for structures, etc.
- e. Change policy to include both entrance signs for Kudrow and Millet and change value to include \$18K each.
- f. Cannot get insurance on catch basins – no coverage for deterioration either.
- g. Explained the differences of the liabilities. Bodily injury, premises liability, personal injury liability, fire legal liability
- h. Exclusions: wear and tear, insects and vermin, acts of war/nuclear terrorism, flood, earthquake, and wind driving rain (horizontal rain).
- i. Need: fidelity coverage to cover operating funds, dues, reserves, etc. WD has coverage but their bond may not be enough because they cover a lot of associations. Need prime or fidelity coverage. Recommended back in 2018, July. Cost: \$150,000 equals \$266 per year. Do not need if all mortgages are conventional. Could be a problem for Veteran mortgage, Fannie May, Freddie Mac, etc. Those mortgages could be denied if we don't have this type of coverage included in our plan. Initiated in 2013. It is optional.
- j. Cyber fraud – we have no computers. We do not need this type of coverage.
- k. Renewal in July
- l. Board to decide next month on Fidelity Insurance.

Committee Members Present: Jim Baucom, Finance Committee  
John Parker, Finance Committee  
Darlene Stone, Finance Committee

Homeowners Present: Charles Harris

3. President's Report: Patrician Buchanan  
Prepared and in Google file.

4. Treasurer's Report: Patricia Buchanan  
One homeowner in considerable Arrears: – WD had owner's address and owner has been contacted via letter. Statute requires we wait 10 days before proceeding to next step.

## 5. Committee Reports:

- a. Architectural: Ray Rapuano
  - i. Still need 2 additional quotes for survey. Pat to follow up with Shana and request the 2 additional quotes.
  - ii. Still need 2 quotes for retaining wall. Pat to follow up with Shana and request the 2 additional quotes.
- b. Finance Committee: Jim Baucom
  - i. Use of reserves process manual. Ground rules need to be established for use of reserves and how the board deals with finances (uncontrolled expenses). This will prohibit boards from using funds out of reserves without following a process. Pat sent a manual to the board and committee to be used as a guideline for a final agreement. Finance Committee to prepare and have ready for April BOD meeting.
  - ii. Records process procedures. In process and going well.
  - iii. Retention Schedule. Approved with changes to be made (include audits and reviews). Pat to edit and send to Board for final approval.
- c. Landscape Committee: Patrician Buchanan for John Santori
  - i. Front entrance lights fixed on Kudrow (by Dawn Geda).
  - ii. Meeting is scheduled for 3/13 at Pat's house.
  - iii. Dawn has recommendations for landscaping on front entrances. John and Dawn will meet to discuss.
- d. Documentation Committee: Patricia Buchanan
  - i. Meeting is scheduled for 3/3.
  - ii. Documents from RSF still in process of being organized and scanned.

## 6. Property Manager's Report:

- a. Collection report given by Patrician Buchanan.
  - i. One homeowner still in considerable arrears for HOA dues.
  - ii. Homeowner located and letter sent.
- b. Second property management company to be interviewed this week. More to come on this.

## 7. Old Business:

- a. Another response received from 207/209 Millet Drive homeowner regarding results of leaning tree. Issue however is resolved. Tree is healthy and cannot be cut down at this time. This matter is closed.
- b. Review 2018 audit status – all agreed for review and not full audit.
- c. Code of Conduct for CPSF HOA Board. Approved and adopted. Motioned from Dawn/Seconded by Don.
- d. Document Retention Schedule - Review and Approve: Need edits. Pat to make edits and forward to board for review and approval.
- e. 2019 Board Schedule/Tasks - Review and Approved. Motioned by Don/Seconded by Dawn

## 8. New Business:

- Homeowner information sessions for April 29<sup>th</sup> meeting proposed by President, Pat Buchanan
  - a. Great for homeowners out of state.
  - b. Identify project lead.
  - c. Develop sessions schedule.

- d. Board voted no to this for now as we have many other things on our agenda that needs our attention, but may reconsider this in the future.
  - Spring meeting agenda and information package - must be mailed to homeowners no later than Friday, March 29th
    - a. Focus on current capital improvements
      - 1. What needs to be done.
      - 2. Why it needs to be done.
      - 3. Cost and how it is to be funded.
      - 4. Impact if it isn't done.
    - b. High level discussion of future plans.
9. Next Meeting Dates:  
a. Board Meeting: Monday, April 15, 2019 6:30 PM at 306 Millet Dr  
b. Homeowners' Spring Meeting: Monday, April 29, 2019
10. Adjournment: 9:09 p.m. Motioned by Don/Seconded by Dawn

**Carpenter Park SFH BOD Meeting**  
**Monday, April 15<sup>th</sup>, 2019 at 6:30 p.m.**  
**Location of Meeting: 306 Millet Drive, Morrisville, NC 27560**

MINUTES

1. Call to Order: 6:39 p.m.

2. Establish Quorum of Board

Board Members present: President, Patricia Buchanan  
Vice-President, Don Jones  
Secretary, Dawn Geda  
Member at Large: Steven Juris

Homeowners present: Jim Baucom, Finance Committee

3. President's Report: WD is still working on password issue. To be solved soon.

4. Treasurer's Report: Most homeowners have updated the new dues increase online in the WD website. There are only 5 homeowners left.

5. Committee Reports:

a. Architectural Committee:

120 Kudrow – Damage to siding/downspouts to be fixed by Sweetwater.

b. Finance Committee: Projects below approved. All else reserved for 2020.

i. Capital Projects approved by Board on Tuesday, April 9th

1. Survey of Carpenter Park
2. Catch Basins
3. Retaining wall
4. River Birch Tree Root

ii. Survey, catch basins and retaining wall awarded to Gallivan Site Contractors – total of \$9700. \$400 courtesy discount received.

iii. River birch tree root awarded to Leave and Limb – total \$115-\$165

iv. Projects to start within the next two weeks. Don will keep Board updated.

c. Landscape Committee

i. Kudrow Front Entrance – Clean up and updating in May.

ii. Millet Front Entrance – T/B/D.

iii. Meeting with Sweetwater scheduled for 4/16

1. Update and simplify trim list and submit to homeowners
2. Clarify identification process for home with no trim, no spray
3. Review and discuss homeowner complaints
4. Review no spray/no prune flag location at homes

6. New Business:

a. Review and approve property management recommendation

i. New contract awarded to Grandchester Meadows (GCM) at \$500 a month.  
Savings \$200 per month.

1. Begin date: July 1, 2019
2. Doesn't include site inspections

Board approved to have road captains for site inspections -  
Motioned by Dawn/Seconded by Steven

3. GCM reps to attend 4/29 homeowner meeting for brief introduction.
  4. Homeowners will have 2 months to create logins on GCM website (May and June)
  5. Pat to notify Shana at WD
- b. Review and approve April 29<sup>th</sup> Agenda
- i. Auditor
  - ii. Capital Projects
  - iii. PP
  - iv. Survey
  - v. Pictures of wall
  - vi. Pictures of catch basin
  - vii. Tree Roots
  - viii. All other capital projects 2020
  - ix. Management Property Assessment, Search and Decision, Reps to attend
- c. Board reviewed and approved removal of homeowner violation and fees. Motioned by Pat/Seconded by Dawn
7. Other Business:
- a. Approval of February 6, 2019 Board Minutes. Motioned by Steven/Seconded by Don
  - b. Approval of March 4, 2019 Board Minutes. Motioned by Steven/Seconded by Don
8. Next Meeting Date: CPSFHOA BOD-Thursday, 4/25/19 at 6:00 at Pat's house  
CPSFHOA Homeowners Meeting: Monday, 4/29/19 at 6:30  
Location: Baptist Church, Morrisville NC
9. Adjournment: 7:48 p.m. Motioned by Dawn/Seconded by Don

**Carpenter Park SFH BOD Meeting**  
**Thursday, April 25<sup>th</sup> 2019 at 6:00 p.m.**  
**Online Meeting**

AGENDA

1. Call to Order: 6:04 p.m.

2. Establish Quorum of Board

Board Members Present: President, Patrician Buchanan  
Vice-President, Don Jones  
Secretary, Dawn Geda  
Treasurer, Chad Wriggelsworth

Homeowners Present: Jim Baucom

3. Association Business: Review for 4/29 Homeowners' Meeting

a. Updates on the Gallivan projects, River Birch roots and GCM contract

i. Gallivan Projects

1. Catch basins. Sides have been received at Gallivan. Once these are installed, the catch basins will be done.

2. Survey. To be done Friday 4/26 but may be postponed a day or two depending on weather. Should be done by Monday, 4/29 at the latest.

3. Retaining wall at 120 Rama Court is done.

ii. Leaf and Limb

Roots. Shana sent the email for approval. Waiting for response.

b. All four projects should be reported completed at the 4/29 Homeowners' meeting.

c. Review final updates to 4/29 homeowner PowerPoint

Don reviewed PP with Board

d. Approve auditor's 2018 report

e. Review/update CPSF email account administration process

i. Issue is some board members are not monitoring the CPSFHOA gmail account when it is their week.

ii. We will now have 2-3 board members monitor it quarterly.

iii. There will be portal with new management company where homeowners can send complaints which Dave and Amy will receive.

The complaints will also be received by each board member.

f. Determine response to homeowner request to address pkwy widening  
Board discussed and agreed Don/Shana to respond.

g. Determine response to homeowner catch basin questions

Board discussed and agreed Don/Shana to respond.

4. Next Meeting Date: Monday, April 29<sup>th</sup> Homeowners' Meeting

5. Adjournment: 6:54 p.m. Motioned by Dawn/Seconded by Don



**Carpenter Park SFH BOD Meeting**  
**Monday, May 20th at 6:30 p.m.**  
**Location: 306 Millet Road, Morrisville, NC 27560**

**MINUTES**

1. Call to Order: 6:35 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President  
Dawn Geda, Secretary  
Chad Wriggelsworth – Treasurer  
Steven Juris, Member-at-Large via phone

Homeowners present: Jim Baucom, Finance Committee  
Helen Grant of 116 Kudrow Lane

3. President's Report: Patricia Buchanan, President

- a. Homeowner drainage concern referred to Board by William Douglas is an ongoing concern for many parts of Carpenter Park. The Board continues to monitor and is working on a resolution with the Architectural Committee. Log Item 2019-001
- b. Survey stakes update: Still needed. Steven needs a count. Pat to follow up with Don and then with Steven.
- c. Documentation Committee: Almost all boxes of documents from RFS have been sorted. There are documents that need to be disposed of (i.e. duplicates). One box, 98 homeowner files, remains and will be sorted by next Board meeting. Proper disposal to be decided by the Board in the near future. Several years of incomplete financials were also discovered.
- d. GrandChester Meadows and auditor meeting on May 8<sup>th</sup>. Meeting to be scheduled with Board prior to the end of the May regarding bank account and to develop a long term financial plan for CPSF HOA.
- e. Drainage issue of Kudrow/Savannah. We have received several homeowner complaints. Amy of GCM is recommends another meeting with the Township of Morrisville as there are several questions we need answers to. Note: the documents recorded at the Township regarding this area show different information than the survey that was just performed.

4. Treasurer's Report: No concerns at this time. We are looking forward to working with GCM. Board agreed to check out a few different banks and credit unions that would benefit CPSF HOA more than the bank we have now. Pat and another member will go and talk to some banks/credit unions (Sun Trust/BB&T etc.) and will report to Board at June meeting.

5. Committee Reports

Landscape Committee:

- i. Catch basins look good. The new grass is now growing in well and is being watered by Don Jones as well as one of the nearby homeowners.
- ii. Kudrow Lane Entrance work has begun and the Board has received many compliments from homeowners. Next steps:
  1. Get a few bids on updating the lighting.

2. See if the irrigation system still works now that we have uncovered the main valve control panel (found under shrubbery).
    3. Consider future plantings for the area once we are passed the hot summer weather.
    4. Get a few bids for wood mulch in either black or brown.
  - iii. Millet Entrance – recommendations for improvement to be submitted by the Landscape Committee to the Board this fall.
  - iv. All homeowners were invited to help on these projects through a letter that was sent by the President/Board last week.
6. GrandChester Meadows (GCM) Report: GCM is working on getting our information from WD but it has been slow. A welcome letter to all CP homeowners from GCM will go out in the next week or so. Board to focus on getting the bank account opened and started. The Board agreed to two signors on the account: President Patricia Buchanan & Treasurer Chad Wriggelsworth.
7. Other Business:
  - a. Homeowner Concern on Violations Received Log Item 2019-002
  - b. Parking of Trailer/Camper at Residence
    - i. Two violation notices received by homeowner from WD to date.
    - ii. The homeowner reports trailer/camper is only parked at the home for stocking/unstocking prior to traveling. Usually no more than 24-48 hours (short term only).
    - iii. Other neighbors have confirmed the short term parking of the trailer/camper.
    - iv. Board confirmed process of filing complaints will change with the new management company in July at which time complaints will come to the Board first and not the management company.
    - v. Board to dismiss complaints at this time and notify WD
  - c. Mailbox for Minutes: Dawn asked the Board if we need to mount a mailbox somewhere for residents to pick up minutes from who do not have a computer. At this time the Board voted no.
8. Next HOA Board Meeting Date: Monday, June 24<sup>th</sup>, 2019 at President, Patricia Buchanan's house.
9. Adjournment: 8:16 p.m. Motioned by Dawn/Seconded by Chad

Respectfully submitted by Secretary, Dawn Geda

**Carpenter Park SFH BOD Meeting**  
**Monday, June 17th at 6:30 p.m.**  
**Location: 306 Millet Dr Morrisville, NC 27560**

**AGENDA**

1. Call to Order: 6:30 p.m.

2. Establish Quorum of Board

Board Members present: Patrician Buchanan, President  
Don Jones, Vice-President  
Dawn Geda, Secretary

Homeowners present: Jim Baucom, Finance Committee

3. President's Report

a. No Trim/Spray Survey - 29 respondents

A. 31 respondents. No response – those homes will be trimmed. List to be given to Matt Thursday. 7 homes mow only. 15 homes no spraying. 8 homes no trim.

B. Don continues to work with Matt on several issues.

C. 7/8 is the new date for all pruning.

D. Meeting on 6/27.

b. GCM welcome letter - June 4<sup>th</sup>

A. 10 homeowners did not get welcome letter. Amy resent.

B. Mailings to homeowners

c. Bank accounts established - June 21<sup>st</sup>

A. All is set up. Operating account and money market for the reserves. David can write checks and Pat and Don on operating account. David can also put money into the reserves. No online banking due to keeping password secure and change in board members. Everything has to be done at the bank. Money market can be moved after 90 days. Chad as treasurer should really be on the account instead of Don. We were on a timeline to get the accounts set up with the transition to GCM.

4. Treasurer's Report: Two people two months in arrears. Letters have been sent.

5. Committee Reports:

a. Architectural Committee:

i. Meeting on 7/10 to update arch and landscape guidelines. Draft done. Board members to give comment and sent to Pat.

ii. Begin to rewrite and draft governance docs, by-laws etc with meeting dates and process to be determined.

b. Landscape Committee – (Meeting of 6.5.19)

i. Kudrow Lane Entrance

1. Dawn and Sara to come up with budget for plantings.

2. Don to go up and try out irrigation – Tues and Wed
3. Survey stakes – Don to follow up with Board. Don to give numbers to Steven again as well as others.
  - ii. Millet Road Entrance – On hold till spring.
- c. Documentation Committee
  - i. Missing financial records: All boxes have been gone through. Financial info is missing. Shana checked with RSF. They said they turned over everything. RSF will not sign a release so the bank can release information. 1/2015 2/2015 bank statements still missing.
  - ii. Doc committee feels we should keep the records. Found docs from other associations. Those will be returned. Docs to be scanned and docs to be destroyed - about 6/7 boxes. For shredded docs to be done approximately \$200.00. Scanned .25 a page. We possibly have 12 reems of docs to be scanned. Pat to go through docs again and get rid of all duplicates.
  - iii. Recommendation for historical paper records.

## 6. Association Business

- a. Bylaws Update – See above.
- b. Covenants and Other Governing Documents Update - Meeting July 10th
- c. Second request for missing financial records made June 23<sup>rd</sup>
- d. Approval May Board Meeting Minutes Approved Pat/Seconded Don

## 7. Other Business:

- a. Address quality of Sweetwater service and homeowner complaints – Meeting with Matt on Thursday – Withhold July payment??
  - A. Getting bids from other companies in case we need to replace.
  - B. See how meeting goes to determine next step.
  - C. Hold July payment.
  - D. Amy or David to be at meeting
  - E. Review plan with David and see what his recommendation is/sleep on it for now.
- b. Condition of River Birches that were decimated by Duke Power – Pat to send letter and pictures. Looks horrible. Don to check and see if they are dying.

8. Next Meeting Date: Monday, July 22nd, 2019

9. Adjourned: 8:20 p.m. Motioned by Dawn/Seconded by Jim Baucom

Respectfully submitted by Secretary, Dawn M. Geda

**Carpenter Park SFH BOD Meeting**  
**Monday, July 15th, 2019 at 6:30 p.m.**  
**Home of President Patrician Buchanan - 306 Millet Road, Morrisville, NC 27560**

**MINUTES**

1. Call to Order: 6:30 p.m.

2. Establish Quorum of Board

Board Members present: President, Patricia Buchanan  
Vice-President, Don Jones  
Secretary, Dawn M. Geda  
Treasurer, Chad Wrigglesworth  
Member at Large: Steven Juris

Homeowners present: Jim Baucom, Finance Committee  
Darlene Stone, Finance Committee

3. Homeowners' Forum

4. President's Report: Will discuss under Association Business

5. Treasurer's Report None

6. Committee Reports:

a. Architectural Committee:

i. Architectural and landscape documents in revision. These should be ready by the next Board meeting at the latest.

ii. Kudrow Entrance

1. No key found for irrigation system. One of the landscape companies currently being interviewed by Board will be able to assist. As a last resort, we will call in a locksmith to cut it.
2. Dawn is to take soil samples. Don to deliver. Should be done sometime this week.
3. Due to upcoming capital projected for 2020, Don and Jim proposed getting information about a line of credit at SunTrust bank. The Board agreed. Information to be discussed at August meeting.
4. Chad and Don to update signatures at bank.

b. Nominating Committee: The Board continues to solicit members for board and committee positions. Pat to visit new resident at 203 Kudrow.

7. Management Company Report: GCM reports that transition is almost complete from William Douglas and everything has gone smoothly.

8. Association Business:

a. Open homeowner violations:

i. "Wash siding" violation to be put on hold for now as they were not applied consistently. Darlene to draft a letter notifying these

homeowners of the same. Once the architectural documents are completed, the Board will work on and finalize the governance documents and update them accordingly-

- ii. All other violations – These will remain in effect for now. Darlene drafted form letters for future use. Pat sent out reminder violation letters this last week (trash cans in view, parking on grass, patio installment, etc.).
- b. Draft documents: "Trash Container Violation" and "Parking on the Grass Violation" letters are complete; CPSF Violation/Hearing and Fine Policy. On hold for now.
- c. 2019 Board Monthly Tasks. We will continue to prioritize and focus on a limited number of items per month as previously agreed.
- d. Sweetwater Second Quarter Evaluation. Problems continue with performance. Homeowner complaints continue to be submitted. Board continues to interview other companies and currently has three companies that sound promising. Interviews to be scheduled in the next week. Bids and contracts are comparable to SW. Pat to reach out and schedule the interviews and advise the Board of same.
- e. 2020 Meeting Places. On hold for now.
- f. Survey stake replacement status: 6 more stakes needed identical to the ones Steven already made. Steven to make and provide for use. Don to obtain other "paver stakes" to use in between the larger white ones that Steven is making.

9. Other Business:

Approval of June Minutes: Motioned by Chad/Seconded by Don

10. Next Meeting Date: Monday, August 19<sup>th</sup>, 2019 at 6:30 p.m.

11. Adjournment: 8:17 p.m. Motioned by Don/Seconded by Dawn

Respectfully submitted by Secretary, Dawn M. Geda

Meeting Minutes  
Carpenter Park SF HOA

Board members present:  
Pat Buchanan - President  
Don Jones - Vice President  
Steven Juris - Member at Large  
Darlene Stone - Member at Large

Finance Committee:  
Jim Baucom - Chair

Landscape:  
Sara Amin  
Bobbie Hennes - Co chair

Website Postings:  
Capital Improvement Financials  
4 items listed but not listed on website  
Slide survey of capital improvement projects  
Financials  
Meeting Minutes need to be posted for 2019 and years past.  
Survey repair to the retaining walls and other capital improvements.

1. President's Report - Intense activity for the Association, addressing landscape issues throughout the community.
  - Transitioning from William Douglas to Grandchester
  - Meeting to establish financial accounts
  - Weekly meetings to change landscape vendors
  - Multiple communications between committees and the Board
  - The President's Report should be sent to the homeowners
  
2. Committee Reports
  - Finance: Don J. Reported that the signatures are in place and they have looked in to different financial options through SunTrust. Don will work with the finance committee to prep for large expenses.
  - Landscape: Permanent survey markers have been place and the committee will be working with the contractor.
  - Revised guidelines are under review by the Board.
  - The committee has discussed the trees at numerous meetings and they are not unhealthy but they are an eyesore. The drainage project will take precedence.
  - The Board reviewed the violation and hearing policy document for revisions.
  
3. Sweetwater Repairs:
  - The downspouts have been repaired but the siding repairs still need to be completed.
  
4. Guidelines:
  - The Board reviewed the ARC guidelines and discussed with the chairman Ray R.
  - Don J. Made a motion to approve the revised guidelines, Steven J. second/motion approved.
  
5. Meeting Minutes 7/25/19 were approved.

Action Items:

Don J. Will send the slide show to be posted on website.

Don J. Will contact the state to get more details on the road widening and to get project specifics.

GM: The Board approved the August revised guidelines and they will be posted to the website.



**Carpenter Park SFH BOD Meeting**  
**Monday, September 16<sup>th</sup> at 6:30 p.m.**  
**Location: Home of President Patricia Buchanan**  
**306 Millet Road, Morrisville, NC 27560**

**MINUTES**

1. Call to Order: 6:35 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President  
Don Jones, Vice-President  
Dawn Geda, Secretary  
Darlene Stone, Member-at-Large

Homeowners present: Jim Baucom, Homeowner

3. President's Report: Attached and made a part hereof  
Quote for tree behind Santori's house by CS TreeScapes

4. Treasurer's Report: None

5. Committee Reports:

a. Architectural/Landscaping Committees:

i. Status of Sweetwater Repairs

1. All repairs done except 120 Rama. Ray confirmed that they admitted responsibility and would repair it. Amy to contact them with bid and get another one if necessary. If not repaired, the Board agreed to pay for the repair and subtract the amount from the SweetWater invoice.

ii. "Your yard has been noticed" flyers are ready to be distributed.

iii. ARC Design Guidelines – still being finalized.

iv. Landscape Guidelines – still being finalized.

v. Requests:

1. 107 Kudrow Lane. Tenants installed a patio project early spring. It was very hazardous and improperly installed. Mr. Desai is the owner. Dawn from GM talked with him. He has agreed to fix it but seemed apprehensive. Dawn recommended sending a letter. DreamScapes gave a bid of \$1500 to do the work. Board agreed to send a letter with deadline and fine - \$100 a week for one month. We will continue to monitor this situation closely.
2. 118 Kudrow Lane. Removal of tree in front yard completed and lawn seeded. Original owner Vinh Luu sold to an investor who plans to continue renting the home to the current tenants.
3. 119 Kudrow Lane. Question about tree limb removal. Owner is Avani Patel. This has been completed and closed.
4. 207 Millet Drive. Request to add walkway along front of house. Owner is Rajan Sharma. Phase I has been approved and is in process. Phase II will be installation of plants. Board will review when request is submitted.
5. 303 Millet Drive. Request to add French drain. Owners are Ashok and Sara Amin. Approved and completed.

6. 108 Rama. Request to change walkway edging brick from red to gray and add another layer (two total). Owners are Lawrence and Marlana Semenza. Approved and in process.
6. Management Company Report – GrandChester Meadows. None at this time.
7. Association Business
  - a. CPSF Governance Documents – in process of being finalized.
  - b. CPSF Violations Hearing and Fine Policy – in process of being finalized.
  - c. Approval of August Minutes – Motion by Don/Seconded by Darlene.
8. Other Business: None.
9. Next Meeting Date: October 21, 2019 at 6:30 p.m.
10. Adjournment: 7:54 p.m.

Respectfully submitted by Secretary, Dawn M. Geda

**Carpenter Park SFH BOD Meeting**

**Wednesday, October 23, 2019**

**Location of Meeting:**

**Home of President, Patricia Buchanan – 306 Millet Road, Morrisville NC**

**MINUTES**

1. Call to Order: 6:32 p.m.
2. Establish Quorum of Board  
  
Board Members present: Patricia Buchanan, President  
Don Jones, Vice-President  
Dawn Geda, Secretary  
Darlene Stone, Member at Large
3. President's Report:
  - a. Review of President's Intro for 11/4/19 Homeowners' Meeting
  - b. Review of Agenda for 11/4/19 Homeowners' Meeting
  - c. Review of process for 11/4/19 Homeowners' Meeting
4. Treasurer's Report:
  - a. All is in order for 11/4/19 Homeowner's Meeting
  - b. Dave from GM to present the financials to the homeowners
  - c. Current financials all in order
5. Committee Reports: None
6. Management Company Report: None
7. Association Business: None
8. Other Business:
  - a. Review of PP presentation to be presented at 11/4/19 homeowners' meeting.
  - b. Assignment of slides to board members for presentation.
  - c. Ray has agreed to give the portion of the presentation that relates to the drainage issue including history, problem, and solution and Board agreed.
  - d. Board discussed and agreed on handouts and to have copies of the maps for homeowners to view and/or take home.
  - e. Approval of September Minutes. Motioned by Don/Seconded by Darlene
9. Next Meeting Date: CPSF Homeowners' Meeting - Monday, November 4<sup>th</sup>, 2019  
Board Meeting – Wednesday, November 20<sup>th</sup>, 2019
10. Adjournment: 7:46 p.m.

Respectfully submitted by Secretary, Dawn M. Geda

**Carpenter Park SFH BOD Meeting**  
**Wednesday, November 20<sup>th</sup> at 6:30 p.m.**  
**Location of Meeting: Patricia Buchanan's Home – 306 Millet Road, Morrisville NC**

**MINUTES**

1. Call to Order: 6:41 p.m.

2. Establish Quorum of Board

Board Members present: President, Patricia Buchanan  
Vice-Present, Don Jones  
Secretary, Dawn M. Geda  
Member at Large, Darlene Stone

3. President's Report: None

4. Treasurer's Report: Presented. No issues.

5. Committee Reports:

a. Architectural Committee:

- i. New guidelines in process by Ray Rapuano.
- ii. Drainage Project Updates
  1. Don Jones to be project lead
  2. Meetings continue with Steven Gallivan to finalize issues
  3. Tie in amounts to be determined/use a spreadsheet
  4. Scope of work document to be maintained for tracking work
  5. Plans to address homeowner concerns in process
  6. Review of new map of Carpenter Park

b. Nominating Committee:

- i. Election of Officers:
  1. Patricia Buchanan nominated as President
  2. Don Jones nominated as Vice President
  3. Dawn Geda nominated as Secretary
  4. All accepted positions. Motioned by Don/Accepted by Dawn
- ii. Reviewed new Board/Committee Member Information Packet
- iii. Reviewed CPSF Board and Committee Member Code of Conduct

c. Landscape Committee:

- i. New guidelines still in process. Board to review and comment at next meeting.
- ii. Common Area Clean Up
  1. Areas still need to be cleaned up
  2. Pat to get quote from Jason of Dreamscapes if he is interested in doing the project
  3. Pat to also contact Amy to ask her recommendations and/or suggestions on this issue
- iii. Reconsider Reseeding of Lawns
  1. Josh of Dreamscapes is recommending that we let the Bermuda take over. It will turn brown in the winter, but it is a much thicker turf and can take the hot sun and heat in summer better than the Fescue.

2. He also has fertilization and weed control scheduled for the next few months
  3. He is recommending hold off on reseedling for now
6. Association Business:
  - a. Review of 2020 Board Calendar
  - b. Review of Action Register and Capital Improvement Plan
7. Next Meeting Date: Wednesday, December 18<sup>th</sup>, 2019 at 6:30 p.m.
8. Adjournment: 8:22 p.m.

Respectfully submitted by Secretary, Dawn M. Geda

**Carpenter Park SFH BOD Meeting**  
**Wednesday, December 18<sup>th</sup>, 2019 at 6:30 p.m.**  
**Location of Meeting: Patricia Buchanan's Home – 306 Millet Road, Morrisville NC**

**MINUTES**

1. Call to Order: 6:43 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President  
Don Jones, Vice-President  
Dawn Geda, Secretary  
Darlene Stone, Treasurer

3. President's Report:

- a. Jim Bastik has been asked and is willing to accept a position on the Architectural Committee. The Board agreed. Motioned by Don/Seconded by Dawn. Dawn will send welcome letter via email.
- b. Letter of Justification for drainage project.
  - i. Written by Pat to give members facts and additional information about drainage project. Pat emailed to the Board.
  - ii. Final draft approved by the Board.
  - iii. To be signed by all members of the Board.
  - iv. Once signed, Dawn will seal it and send to Board and Amy via email.
  - v. We will hold a drainage Q&A session for members to attend to ask additional questions or gather additional information. Location: Dawn Geda's house at 114 Kudrow. Sun 1/5/2020 from 1-3. Letter of Justification to be emailed to homeowners a week prior with invite. Ray to attend.
  - vi. Reserve other capital projects for April meeting.
  - vii. Board agreed no need for Steve Gallavan to attend drainage Q&A session.

4. Treasurer's Report:

- a. Report approved.
- b. Darlene to organize meeting for finance committee to meet regularly.
- c. All agreed to keep 5K in reserve account for now.
- d. Darlene and committee are working on a finance manual.

5. Committee Reports

- a. Architectural Committee: None.
- b. Landscape Committee:
  - i. Discussion re trash in people's yards and/or common areas. To be addressed in the spring after drainage assessment.
  - ii. Grass issue: We are moving forward with Bermuda and will allow that to take over the Fescue over time.
- c. Nominating Committee: Positions still needed. Pat will send out a flyer with details to the homeowners.

6. Management Company Report:

- a. Amy is putting a spreadsheet together for questions on drainage project.

- b. She is also receiving and keeping track of proxies for the drainage project.
7. Association Business:
- a. Drainage Q&A Session scheduled for Sunday, January 5<sup>th</sup>, 2020.
  - b. Drainage Special Assessment Homeowner's Meeting is scheduled for January 9<sup>th</sup>, 2020 at the church.
8. Next Meeting Date: Special Assessment Meeting: 1/9/2020.
9. Adjournment: 7:48 p.m.

Respectfully submitted by Secretary, Dawn M. Geda