

# THE VILLAGES OF LEACROFT HOMEOWNERS ASSOCIATION

## Board of Directors Meeting

10611 Old Bridge Lane  
Charlotte NC 28269

Oct 13, 2009

7:00 Call to Order, Attendance

Attendees: Frank, Vince, Barbara, and Pam

7:05 Formal adoption of minutes of last meeting

The September minutes were approved.

7:15 Update on action items from last meeting

Holloway

### **From Last Month:**

- Moving forward, please save a copy for the board for every violation letter sent (In Progress)

Diana

- Print out statement of Leacroft legal charges (Done)

Frank

- Finalize survey monkey neighborhood survey questions (In Progress)
- Coordinate CCR signing campaign (In Progress)

### **From last month:**

- Manage RFP process for club house (In Progress – meeting tomorrow night)
- Get initial club house drafts (In Progress)

Barbara

- Set up October meeting for the new Welcoming Committee (In Progress – recruiting for committee at annual meeting)

### **From last month:**

- Follow up with Dawn about welcome letters (Done)
- Check that we have leases for new renters (In Progress)

Vince

- Determine percentage of rentals in neighborhood (In Progress)
- Finalize draft of CCRs with Diana (rental percentage, days unoccupied, etc.) (In Progress)
- Work with Holloway to draft letter to send about updated CCRs (In Progress)
- Create document highlighting changes to CCRs (In Progress)
- Send details to Pam for newsletter article (verify with Diana) (In Progress)
- Set date for CCR discussion meeting and make sure Diana can attend (In Progress)

Pam

- Include updated CCR information in newsletter (In Progress)
- Add request for notary volunteers to newsletter (Done)
- Publish September and October newsletters (Done)

Monte

- Check on notary for CCRs (In Progress)

**From last month:**

- Follow up with Pam about neighborhood watch (In Progress)

Mike

**From last month:**

- Research consumer reports about possible problems with rubber mulch (In Progress)
- Suggest ARC split neighborhood into thirds and have monthly ride through neighborhood (Done – doing first ride through next Sunday)
- Move forward with ARC violation letters for non-conforming mailboxes (In Progress)
- Mount locking mailbox in common area (In Progress)
- Get quote for rubber mulch (In Progress)
- Follow up on BTR quote for pool house (Done)

7:30                    Review Financial report

Barbara will review monthly financial report and follow up

7:40                    Review status of Covenants Update  
                              Set date for informational meeting and start of signature campaign.  
                              Identify notary publics for signature campaign

Tentative Plan:

November 18<sup>th</sup> @ Annual Meeting – Announce updated CCRs, post highlighted changes and new CCRs on website. Also announce in newsletter.

Early December – Have a meeting with neighbors and paralegal to discuss the changes and get feedback. Also have this be the deadline for any feedback regarding the changes.

If no major objections – Start signing campaign at December hay ride. If major revisions are necessary, we will revise the plan accordingly.

7:50                    Ongoing / Unfinished Business  
                              Award contract for pool house roof replacement.

The board decided (4/0) to award the contract to Enduring. We will use 30 year architectural shingles that are a similar color as the existing roof.

Nominees for board positions

We have not had anyone come forward as interested in running for a board position.

Continue work on 2010 budget

We have made some revisions to try to avoid raising dues this year. The budget will be ready for proposal at the annual meeting.

8:00                    New Business  
                              Possible replacement of oversized trees along the wall.

Frank received an estimate from our current landscaping company for replacing the large cypress trees with smaller arbor vitae. The total cost would be \$2,910 to remove and replace the trees. Pam will send Frank the name of a tree removal and planting service to get a competitive bid.

Our landscaping company will replace the crepe myrtle in the 2<sup>nd</sup> entrance island for free, but we need to figure out a way to make sure it gets enough water.

### Exception for renter on Day Care.

The board decided (4/0) not to grant special permission for a prospective renter to run a day care from her rental home.

### Executive Session 2010 management company contract

The board decided (4/0) to move forward with contract negotiations with Henderson Management. However, we will not notify any of the prospective management companies until we have a signed contract.

Points of interest:

1. Board meetings during business hours
2. Service level agreement for collections notifications
3. President or Vice President approval for maintenance work done

### Finalize 2010 budget

Vince is going to make some adjustments and email the board members as follow up.

8:20 Assign action items generated at this meeting.

#### **Holloway/Superior**

- Send status of hearings/fines to board

#### **Diana**

From last month:

#### **Frank**

- Have management company notify Enduring about winning contract on pool house roof
- Follow up with estimates (check any warranties) for tree removal/replacement
- Follow up with replacement of Crepe Myrtle
- Ask landscaping company about bush trimming schedule
- Respond to management company regarding day care decision
- Write something up for November newsletter regarding annual meeting agenda
- Follow up with John regarding annual meeting

From last month:

- Finalize survey monkey neighborhood survey questions (In Progress)
- Coordinate CCR signing campaign (In Progress)
- Manage RFP process for club house (In Progress – meeting tomorrow night)
- Get initial club house drafts (In Progress)

#### **Barbara**

- Check A/R for fines/hearing results
- Verify September financials with board/Holloway via email
- Confirm Holloway credited us for the postage they charged us in error

From last month:

- Set up October meeting for the new Welcoming Committee (In Progress – recruiting for committee at annual meeting)
- Check that we have leases for new renters (In Progress)

#### **Vince**

- Modify proposed budget and follow up with board via email

From last month:

- Determine percentage of current rentals in neighborhood (In Progress)
- Finalize draft of CCRs with Diana (rental percentage, days unoccupied, etc.) (In Progress)
- Work with Holloway to draft letter to send about updated CCRs (In Progress)
- Create document highlighting changes to CCRs (In Progress)
- Send details to Pam for newsletter article (verify with Diana) (In Progress)

- Set date for CCR discussion meeting for early December and make sure Diana can attend (In Progress)

**Pam**

- Follow up with notary public volunteers (Done)
- Send Frank contact information for Maple Wood (Done)
- Follow up with HOA management companies to finalize decision (Started)
- Email (and change colors) of latest management comparison spreadsheet to board (Done)
- Set up October meeting with prospective management company (Done)

From last month:

- Include updated CCR information in newsletter (Done)

**Monte**

From last month:

- Check on notary for CCRs (In Progress)
- Follow up with Pam about neighborhood watch (In Progress)

**Mike**

- Choose/approve color for pool house roof

From last month:

- Research consumer reports about possible problems with rubber mulch (In Progress)
- Move forward with ARC violation letters for non-conforming mailboxes (In Progress)
- Mount locking mailbox in common area (In Progress)
- Get quote for rubber mulch (In Progress)

8:30                    Confirm November meeting, date/place

The annual meeting will be November 18th @ 7 PM at the Mallard Creek Recreation Center, 2530 Johnston Oehler Rd.

9:30                    Adjournment