



August 2015
Minutes of Board of Directors Meeting
Taberna Master Homeowners Association, Inc.
August 25, 2015

Board Members Attending

Craig Baader	President
Lora Starr	Asst Secretary
Joe Kelly	Member at Large
Billy Gent	Treasurer
Bryan Scoggins	Asst Treasurer
Katie Shorter	Secretary

Committee Members Attending

Joe Kelly, B & G Chairman
Dick Turner, Architecture Committee

CAS

Michelle Masarrelli

Absent

Jean Hanson, Vice President

Guests

None

Call to Order

The meeting was called to order at 3:00 pm by Craig Baader, President.

Establish Quorum

Katie Shorter determined that a quorum was present.

Minutes Review/Approval

The July 2015 minutes were approved. Katie motioned, Jean seconded it.

Vice President's Report

Jean wanted to report that the Welcome Committee has seen over 20 new residents. She also had a new resident, who wasn't home at the time of the welcome committee's visit, call her to let her know how grateful she was for the visit.

Also, Jean said it is time for the Taberna Directory to be started for 2015. Tom Watson provides the information, but Jean has always compiled it, formatted it, and collaborated with the printer. Katie said she would work with Jean this year in order to learn the process.

Treasurer's Report

- All of the budgetary accounts appeared to be cleaned up in the last month; August's statement has not yet been seen, but it looks like all of the new accounts that were created were merged and corrected.
- Bill said he has to wait on the 2016 contracts before completing the 2016's budget draft. Bill noted that with gas prices, it will be interesting to see what bids will come in.
- Craig did not know that Joe Kelly had already sent out RFPs to the present contractors and others who have expressed interest. Craig said he has some changes he wanted to make to the RFPs. Joe said he has even received one bid back already. Katie noted that at the last meeting, Joe mentioned he would proceed with sending out RFPs to his present contractors. Michelle at CAS also has some interested parties; Joe has already provided her with RFP packets to send out (the same ones that Joe has sent out), so Michelle can go ahead and send those at any time. Joe has a deadline of August 31 on his RFPs; Michelle's deadline for her prospects will be September 14, 2016. The bids are covering all 9 segments – the entire Taberna HOA areas of responsibility, including the city areas.
- Michelle noted that she would like to emphasize that invoices cannot be sent directly to her Accounts Payable office without going to HER first. Her AP department does not know how to code the invoices properly, and, in the interest of expediting the payment, her AP office will sometimes code the checks wrong and then going back to change this is difficult. If the invoices do not go directly to her for proper coding, sometimes the checks can get cut to the wrong association, which is what happened in the last month.
- A conversation was then had once more about the lack of judicious expedition of the checks for our contractors. Once more, Joe outlined that on the day of the receipt of the invoices from our contractors, he examines the work to ascertain it has indeed been completed. Within 24 hours, he sends the invoices to be paid. Since last month's meeting, he sends them straight to Michelle at CAS. Michelle then codes them and sends them on the AP. Michelle noted that CAS' Accounts Payable person is gone as of last week (from the company), so they are in a transition mode. That, coupled with the new software, has – at times – caused a delay in CAS's end. In addition, if she is not in the office when the invoice is emailed to her, she cannot necessarily push it through to AP; she waits until she is in her office to do this. So, in the past few months, there have indeed been several long delays in the payment process.
- Craig finds this unsatisfactory and unless the process conforms to our target timeline of payment (within 2 weeks of vendor invoice), he will take it up with John Stone, CAS president.

Finance Report.

- Bryan motioned on May 28, 2015 - via email to the board - that all \$20 late fees assessed between January 31 and February 9, 2015 be waived. Katie seconded the motions, and the motion was unanimously approved via email (email trail attached to these minutes). Upon unanimous approval, these fees were expunged from the accounts that qualified and the one adjusting entry is reflected in the current financial statements.

- As a side note, \$195 due from 113 Geneva to cover the most recent lien legal expense still needs to be tracked by Michelle and Katie at CAS.

Architectural Control Committee Report

- Three requests during the past month. One for a fence, one for a tree removal, and one for a privacy fence on the side of a deck, all of which were approved. Two window A/C units were noted that are not in compliance with our covenants: one at 302 Taberna Circle (two units) and one at 325 Neuchatel Rd. Regardless of visibility to street, no window A/C units are allowed in houses in Taberna.
- Craig talked directly to 113 Geneva Rd about the 4 temporary, above ground, potted trees that were erected to “screen” the satellite dish on a temporary basis while they rent the house until they move into the house they are building. The resident mentioned that each tree was \$100 (and guaranteed for a year but not if they are transplanted) and she plans to plant these at their new house, so she does not want to plant them at the rental house and risk losing them when she tries to transplant them again. She has lived here for 15 years and wants to cooperate. The owners who are renting to them have communicated nothing to them about compliance issues. If more trees are needed for proper screening, Craig offered a few of his to her. The board conferred and agreed to ask her to just sink the trees – in their present pots – in the ground. Next step, Craig will ask her to put the pots into the ground.

Building and Grounds Committee

- 201 Walden Rd. has been mowed and edged and bushes have been trimmed; it looks significantly better. Kut-Rite quoted Joe Kelly \$50 a month to continue with mowing, trimming, and edging (no bush maintenance) every two weeks as long as we deem necessary. Craig said the City of New Bern has started their process that they need to do in order to take over the maintenance of this property, but the city’s standards are that the lawn has to be 17 inches high for them to step in with maintenance. In light of the information we have gathered on the financial situation of the house, whatever we do, we are not going to recover any expenses. So if Kut-Rite continues to service the property at our request, money will be spent by the HOA with no hope of getting any reimbursement. Bill recommended that we leave it up to the city at this point. Decision was made to have our attorney at CAS notify the primary lender that the house appears to be abandoned, the maintenance has been completely neglected in order to see if the house’s situation is of concern to them.
- 109 Emmen Road, whose owners are not local, is also looking non-maintained since their renters have left and a few residents have called. This property is on CAS’s list for first-letter notification.
- Joe wants to address the timeline for the invoice payments. Michelle wanted to reinforce one more time that invoices MUST go through her. Lou (who cuts the checks at CAS) received some urgent-toned emails from Joe, and in his intention to address the situation as quickly as possible, cut the checks out of the wrong association’s funds.

Craig wanted to know what the timeline is from the time of invoice to the time of payment. Joe said the last three were over 30 days. Joe was told by Lou to keep him (Lou) in the loop regarding checks, so Joe has just been doing what Lou from CAS asked him to do. There appears to be some internal dynamics at CAS that need to be worked out. Bill suggested that Michelle please confirm every time she receives an email so that Joe knows she is indeed in receipt of his invoice with a simple reply, "Got it" or "OK". It was suggested that Joe send his emails so that he is notified when it is opened or received.

- Park is finished. Craig mentioned that the grills are rusting already. Joe said they only painted the outside of the grills, not the inside. Craig said the outside are rusting already. Joe will go check it out and get some paint from Brian Scoggins.
- Trimming of Taberna Way before Neuchatel; Reed will take care of it. Residents have mentioned a lack of visibility due to shrubbery/trees in the line of sight when pulling out of the Neuchatel Rd closest to the Taberna entrance. Although the police department has been out to assess that intersection and determined that it was indeed within the guidelines they have for visibility, the board will ask Reed to trim back what people perceive as the obstructive bushes/trees. That should be done the last week of August. Some residents have suggested speed bumps; the board unanimously agreed that they did not want either speed bumps or a three way stop at Neuchatel.
- One Taberna Way update on the tree that needed to be assessed. The second opinion obtained stated that although the tree is not in optimal health, there is enough wall on the tree and enough good greenery up top that the tree will last quite a while longer and is not in any real danger of falling. The resident is still not grasping the reality of the property jurisdictions and still maintains he owns the land on which the tree stands. Regardless of this, the tree has been assessed to be in acceptable health as to not be a threat to any of the OTW units, so the board now needs a third opinion. Craig will pursue this.

Finance Committee Report

Brian and the Finance Committee met and reviewed the audit; they had no glaring issues. The capital reserves still need to be updated to ensure that we are accurate in sliding some of this last year's expenses forward.

One resident has a past due amount of over \$1,000. They had asked to set up a payment plan but she hasn't follow through on the plan and CAS is still waiting on a signature on this payment plan. Michelle will check with Bonnie at CAS to see where this is at as Michelle believes we are at the point where we are waiting on a signature from the resident to commit to this payment plan.

We are proceeding to foreclose on the OTW property (on behalf of the OTW sub-association). The board previously pursued this foreclosure on behalf of the Master Association and the owners made a few payments and paid off the Master as of August 15. They still owe around \$4,000. This has been ongoing for months, but we have indeed

collected over \$6,000 this year and they seem more motivated since the first foreclosure letter was sent. The owner is living at the home.

President's Report

- The Route 70 Bypass meetings have been held, for which we have given them access to our office. Neighborhood Solutions is scheduled again to meet with Tabernians September 14 - 17, for which they plan to use the Taberna HOA office.
- We need to get the word out to round up new nominees for the 2016 board positions that are opening up.

Manager's Report

- Michelle distributed the covenant compliance/violations summary, which indicates the number of violations sent out, in what area the violations occurred (i.e. trash receptacles, yard maintenance, etc.) and percentage of those that have been resolved.
- There is boat on Ticino Road that has been there nearly all summer; this is going to a hearing on Sept 21.
- Michelle mentioned that our lawn contractors are not taking care of all of the street weeds. She reports that she finds it difficult to cite homeowners for their street weeds when the HOA's contractors are not in compliance. Joe said that he reminded all contractors that the street weeds are part of their RFPs and they have been addressing these over the past week. The difficult part of the street weeds is that the golf course has not been compliant with keeping the street weeds at bay, so as much as the HOA's contractors comply and residents comply, there are still patches in the streets where weeds are overgrown.
- Michelle reported that the street weed situation is much better this month than last month. The board realizes that some properties are on busy streets, but the expectation is that the resident finds a good time to keep the street weeds under control.
- The Adjudicatory Panel goes through Craig, not CAS. 111 Ticino is going to Adjudicatory hearing. 201 Walden Ct needs to go to Adjudicatory hearing as well (as a formality). We will give them to mid-month and add them to the next regular, monthly Adjudicatory meeting.
- There is a property on Emmen Road with their flowers from their front beds spilling into the street. Since it isn't out-of-control greenery and is just flowers that will die back, the board will leave this for now.

Old Business:

- The Emmen Road fence does not appear to be enough of a necessity to incur over \$6,000 in HOA fees in order to erect it. Everything we have previously tried has never worked as far as keeping people from going through. Signage has been ripped down, prickly bushes were torn out, and barbed wire will leave us open for liability should someone get injured on it. Lora mentioned that liability and safety are always things to keep in mind. Jean mentioned that the kids running through there to catch the bus was the biggest issue; that has now stopped. Dick voted for barbed wire fencing and

questioned whether or not we truly would be liable should someone be injured. Craig insists that we would indeed be liable. Katie mentioned that we continue to table it until someone voices that the safety of the neighborhood is compromised.

- Katie showed the progress of the website, reinforcing that our HOA site is NOT a sales site. It is a site to support homeowners in trying to remain in compliance with our covenants and also access information about our amenities such as the Todd Denson Memorial Park or the canoe livery. Katie gave a short tour of the pull down menus and discussed trying to get all of the amendments out of paper copies into electronic form. This conversion is a separate task and skill set than what our webmaster is doing for us. Katie asked that the board members submit pictures for the board page. No one seemed to jump on this idea, and Jean suggested that we wait on this until 2016's new board. Craig asked that Katie provide the URL of the website for the board to review.
- Back to School Day at Todd Denson Park was well-attended and a nice, family-friendly event.
- A solicitation complaint was received by a resident who said Suddenlink appeared at her door on several occasions. We are documenting this occurrence and will pursue signage if it becomes a chronic problem in Taberna.
- Lora Starr said a resident asked if we can look into putting up Christmas decorations again as we have in the past, particularly along the bridges. Joe said there are still decorations available in storage. Craig will mention it in the Taberna Tribune.
- Michelle at CAS commented that the construction site at Neuchatel Court is a mess. There is gravel in the road and the site needs to be addressed. Dick will talk to contractor regarding this.
- Craig introduced a new proposition in looking forward to the sale of the country club. The Taberna Country Club is asking if there is any way that Taberna HOA can assist with the maintenance of some of the acreage that is now golf course/club property. At present, the country club has 241 acres, which is almost twice the size of a normal community golf course. The issue of reducing the footprint of the course was discussed. Craig proposed minimizing some of the area needing maintenance. In addition, Craig is bringing the idea to the board that we entertain the idea of taking over some of the maintenance and increase the dues of Taberna residents. Craig stressed that, in the interest of keeping the golf course an appealing attraction that continues to preserve our property values, it may be a prudent consideration. If the dues were raised slightly (i.e. \$30/year), we could generate approximately \$35,000 more in revenue that could go directly toward maintenance. It would be a year-by-year situation, whereby if the club does not do their part, we would pull back. We would be talking about every area where the club touches the roadway and is highly visible. We would address the perimeter and the club would concentrate on the course itself. We would be turning those areas into common areas. We are not sure about whether we have to own the property to maintain it. Joe mentioned that, essentially, we would be a hired contractor and is not sure if we want to get involved in this. Taberna is very unique in that many, many residents do not belong to the club. Most communities such as ours have all of the residents supporting the golf course and belonging some way to the club or the restaurant, etc. So we would be treating the perimeter of the club as common area, whether we own it or not. If we own it, we don't get to walk away from it if the club does not maintain their area. Craig said they would have to reduce their footprint in

return. Craig said he would simply bring this forward to ask what is in the best interest of our community. Michelle at CAS suggested that a committee be formed to assess the areas of concern, explore costs, and work with the Board in looking into it. Joe and Craig would have to walk the entire course and neighborhood to assess each area in depth, which Craig estimates as about 6 acres. Joe mentioned that this is a great idea in that we all MUST be committed to the club remaining open in order for our properties to retain their values/appeal. Bryan mentioned that he has lived in areas where the annual dues have ranged from \$200 to \$2000. But for these dues, he had access to golf or a pool or a restaurant. Our dues only allow us access to the common areas, which he feels is a lot of money to spend for just the common areas, particularly if a resident does not use these areas. The board noted that this is the first golf community that many of them are aware of in which the residents do not all belong to the club. There is a greater percentage of residents who are NOT members than ARE. However, most residents choose to live in Taberna specifically because of the appearance, quality, and enforced standards of the neighborhood; residents want an HOA that oversees and enforces these high standards. This does not come free, and if the perimeter areas of the golf course continue to be neglected, this will eventually affect homeowners' investments. The board seems to think that it is reasonable to consider proposing an increase in the dues to directly and immediately affect the appearance and maintenance of their community. Michelle is not sure that property owners' money can be used to maintain non-common areas; she is not sure that it is legal. Craig agrees that we need to make sure that this idea is even legal at this point and we need to see some evidence from the club that they are going to make an investment in this.

- Lot 411 is not maintaining the corner part of their lot; it is overgrown. They have been sent notices by CAS but have not addressed it. The board mentioned that the resident is very responsible and would be very responsive if they were aware; perhaps the owner is completely unaware that the corner belongs to him. Joe never even knew that was a resident's property.

Action Items:

Baader:

- Talk to 113 Geneva and ask her to sink her potted trees into the ground.
- Craig will pursue a third opinion on the OTW tree that has been discussed.
- Taberna Tribune article: ask if there is an interest among residents in forming a Christmas decoration committee.
- Craig and Joe get together with Todd and ride around the course and assess what can be done to alter the footprint and foremost check the legality of the HOA assuming some additional maintenance areas that are not owned by Taberna HOA.

CAS:

- Send RFPs to round up bids for HOA common area maintenance for 2016 to CAS recommended vendors.
- When at all possible, please try to send a quick "OK" or recognition that emails are received, specifically invoices.
- Sent Lot 411 another notice regarding the maintenance of the corner portion of their lot. Joe asked that Michelle put Joe's contact information in the letter so they can

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consult him if they have any problems.

Katie:

- Continue to facilitate web re-design with New Bern Web Designs
- Reserve space at Creekside Elementary School for Annual board meeting.

Joe:

- Get together with Joe and Todd from the club to ride the course and assess the footprint of the course.

Announcements

The next meeting will be Tuesday, September 29, 2015 at 3 p.m.

Adjournment

The meeting was adjourned at 5:10 p.m.

Approved by the Board of Directors:

Submitted by: _____
Katie Shorter, Secretary

Approved by: _____
Craig Baader, President

Date: _____

Date: _____