



June 2016
Minutes of Board of Directors Meeting
Taberna Master Homeowner Association, Inc.
June 28, 2016

Board Members Attending

Craig Baader	President
John Scirica	Vice President
Katie Shorter	Secretary
Perry Caswell	Member at Large
Debbie Walczak	Incoming treasurer
Bryan Scoggins	Outgoing treasurer

Committee Members Attending

Dick Turner, ACC Chair
Sue McCarthy, Crime Watch

CAS
Jessica Vest

Absent

Bill Durante, Asst. Treasurer

Guest

Bobby Aster, candidate for Alderman for Ward 3, to replace Pat Schaible, who is departing before her term is up.

Call to Order

The meeting was called to order at 3:21 p.m. by Craig Baader, President.

Establish Quorum

Katie Shorter determined that a quorum was present. May 2016's minutes were approved.

Opening Comment on Alderman Vacancy for Ward 3

Bobby Aster had spoken to the board prior to the meeting, explaining his background/qualifications for the alderman opening. Craig asked if the Taberna HOA board wanted to submit a letter of support for Bobby to be considered for the interim alderman position. All attendees agreed to support him to replace Pat Schaible. Katie motioned that we submit this letter to the city board on behalf of the Taberna HOA. Mark seconded it and the motion was unanimously passed.

Vice President's Report

- John composed a letter addressing a warning system for Route 70 traffic approaching the Taberna light from either direction, for when the intersection light is getting ready to turn red. He asked us to approve it before he submits it. Craig asked that John close the loop with our local Sgt. “Chip” Dumbrowsky, so that he is aware of this communication and directs it to the proper agency.
- Pat Schaible met with John and Katie prior to the Alderman’s June 6th meeting regarding the new housing development at the end of Old Airport Road past Evans Mill. Then Katie and John attended the meeting. Despite the concerns voiced at the meeting, the city is allowing the first tract of 44 houses to go forward. The aldermen passed the responsibility to the city, and the city would not commit to any timeline for addressing any of the infrastructure or safety issues. John is recommending that we stay abreast of the progress and stay informed of any steps being taken to address the concerns.
- Discussion ensued to try to formulate a position statement from the Taberna HOA that can be placed on record – in writing – to reflect Taberna’s views on this development’s progress. For example, we, as a board, are not opposed to the development; we just assert that there must be direct, paved access point from Route 70 that diverts the majority of traffic away from Old Airport Road, alleviating traffic and safety issues.

Treasurer’s Report

- Debbie is trying to get up to speed with the accounting system.

ACC

- Change requests: deck replacement, window replacement, in ground pool, enlargement for an existing patio and adding a sidewalk connecting the front to the back of the house, one to widen a driveway, and wrought iron railing requests.
- Front door colors: Dick received some feedback from a resident who felt that a newly painted door in Taberna did not meet covenant guidelines. The Taberna HOA covenants have no color guidelines; the only verbiage is that earth tones are “preferred”. The board discussed this at length and determined that the color of a front door is a personal choice and is not able to be addressed per the covenants. There are at least 50 doors in Taberna that are non-earth tones, very few of which went through the architectural change review process.

Building and Grounds Committee

- Drainage work is complete at One Taberna Way. Installation did not resemble sketch or proposal, but it came in under original budget amount of \$10,200. The actual cost was \$4900. Perry feels that the solution will address the problems. Only a bit of sod remains to be installed later this summer when it is not so hot. The residents were pre-billed based on the budgeted amount. After speaking with some of the OTW residents, they

wished to use some of the surplus for a bit more sod and also to address some ground fungus problems, as well as some other maintenance issues.

- Perry has been working on finding replacement parts for the swing set chains at Todd Denson Memorial Park. It has been nearly 6 months in the making; the parts are expected at the end of July. The replacement chain has to be special-ordered and then the parts that connects the chain requires special tools to replace the chain, etc. Perry is replacing all of the swing chains with non rubber-coated chains.
- Got a quote for \$100/tree to trim back the Taberna Landing trees from a landscape purveyor. Now we need to check to see if he has all of the necessary insurance/liability paperwork and certification/licenses in order to work on HOA common area. If/when this company is vetted, Perry will inform neighborhood residents of upcoming work in case they wish to have work done in their yards to “match” what is being done and also as a courtesy to them in general that this sizable job is being undertaken. We want to address this ASAP, in light of the vulnerability of trees to weather/wind.
- Perry is pursuing cleaning the small bridge from Geneva to Neuchatel and repairing the rope railings.
- **Discussion regarding the grass height of vacant lots.** Perry met with both Jim Young and Charlie Webb to gather input from them as to what makes the best sense as far as a growth height allowance for Taberna’s vacant lots. Neither contractor had any solution. Perry’s impression is that lawn contractors would rather use mowers than have to haul a bush hog equipment out to a lot, so they like coming more often than not from a practical standpoint. However, Jim Young was very candid in that he does not feel comfortable billing lot owners as much as he did last year as some lots are billed monthly during the growing season from April until October due to the lot height allowance being set at 12 inches at present.
- Considerable discussion ensued (45 minutes’ worth) amongst all of the board members, three of whom have been or are current vacant lot owners and had varying opinions on what they view as acceptable frequency of billings. Debbie, a current vacant lot owner, is comfortable with receiving monthly bills during the growing season from April to September and a few more outside of that, but John and Perry (former vacant lot owners) do not feel 7 bills is appropriate; 5 should be the maximum amount of bills. They felt that the board has an obligation to not only maintain the standards of the neighborhood (as the club is asked to do), but to also ensure that the vacant lot owners are not being burdened with too many bills and also that the maintenance contractors are not being held to a standard that is not realistic, especially when weather conditions cause the lots to reach the current 12” limit nearly every 2 weeks. The discussion included but was not limited to:
 1. the evolution of the vacant lot maintenance from “bush hogging” to “mowing”
 2. the quoting process used at present versus a quote system that would take other factors (i.e. topography) into account (see added comments below on this)

3. adjusting the frequency of lot maintenance to a set calendar system for easier regulation and oversight instead of it being tied to a vegetation height limit
4. CAS assisted in the discussion by providing insight as to what other communities do for their vacant lot maintenance; Jessica suggested specific calendar dates in the growing season and a few dates outside of the growing season. Many of her other communities do 5 inspection dates a year – 3 in the growing season and 1 in the fall and one early in the year. Perry noted that the landscape contractors have relayed that set dates are ideal for them to schedule and manage.
5. Questions still linger about the proper breakdown of the billing for vacant lot maintenance. Jim Young is still itemizing his invoices with a line item for front-of-lot maintenance, currently a flat fee of \$16. Perry maintains that this was in the written bid. Craig maintains that should no longer be the case. They will confer on this.
6. Jim Young, because he bid on the vacant lot jobs per the HOA formal bid process, has been quoting the maintenance on a “percentage-of-acre” basis (plus the front-of-lot flat maintenance fee), regardless of topography; Charlie, however, as he is not the HOA’s official contractor for these lots, is able to bid differently per lot, taking into account how much work is involved, not necessarily by size (i.e. no trees to work around vs open lot, rough terrain vs smooth terrain, etc)
7. Perry’s recommendation is that the HOA issues established dates by which the maintenance needs to happen, (i.e. April 15, June 15, Aug 15) and when inspection will happen. As the B & G chair, who is tasked with this oversight, he maintains that this is the only way to effectively manage the maintenance standards and enforce them. Debbie was adamant that 5 times a year will not be enough for some of the more grassy lots. These lots and the very visible lots were discussed (i.e. the corner lot by the pool).
8. Perry wanted to motion that, at the end of 2016’s growing cycle, we re-visit the vacant lot contracts to set the following dates for inspection during the growing season: April 15, June 15, August 15; January 15 and October 15 in the off-season. If, in between these inspection dates, the B&G committee decides that additional cuttings are needed, they will contact the contractors on an as-needed basis. Perry delayed making the official motion until he speaks with the contractors again to see if these dates are in line with what the contractors perceive to be the growing cycles. He will bring info back to next meeting.
9. Craig’s final question was: once a maintenance inspection schedule is established, what standard does CAS enforce? 12” nominal height (which is currently on paper as the standard but is not realistic to maintain, according to Perry and the contractors), 17” nominal height (city standards) or what? “Nominal height” was also discussed as it pertains to actual grass height or weed height and how this is possibly measured or monitored. Perry will also discuss this with the current contractors. Whatever the decision, CAS needs to be provided with criteria for their inspection.

Financial Report

- Debbie noted the decrease in accounts outstanding.
- [REDACTED] wants us to write off his late fees, which were discussed at length at the May board meeting. The board ruled last month on late fees on a case-by-case basis, carefully weighing each individual's situation. This resident wishes to appeal this decision and asked Craig who he needs to contact to do so. Craig responded that the board already ruled on his request and the matter was closed.
- [REDACTED] needs to be written off b/c it is a foreclosure.
- [REDACTED] is in still in arrears. These [REDACTED] are impacting [REDACTED] significantly.
- [REDACTED] payment plan is in place and payments are being made.
- [REDACTED] is still not in compliance with multiple cars on the lot (not on the driveway).
- [REDACTED] is moving forward with foreclosure and the lot is being maintained for now. With the Morris' house now under contract, this house maintenance may go away.
- [REDACTED] is paying as promised.
- [REDACTED] house is in second round of bankruptcy filing and at least one of the vehicles in the driveway is inoperable and one has flat tires. Craig asked that CAS send him a violation letter advising him that since this is a recurrent, repeat offense, they will be fined \$100 a day.
- [REDACTED] – lien is filed and house is for sale.
- Craig and Debbie had audit meeting. It was an unqualified audit, which means the auditor found no problems. It is comprehensive in that it includes all of the sub associations. Craig asked Jess to tell Lou at CAS to go ahead and finalize the audit report.

President's Report

- Craig 's report was inserted into the various committees' reports where appropriate and applicable.

Manager's Report

- Violation report was distributed and reviewed. Mold on houses is the most prolific violation at present.
- Jess mentioned that 2 items of concern are the condition of shutters and driveways on several homes. She asked if she should start sending courtesy notices out. The board concurred that yes, notices should start going out. Katie wants to know what the covenants dictate about shutters and driveways.

Action Items

Craig:

- HOA Board election information in Taberna Tribune article (3 openings).
- Proceed with [REDACTED] foreclosure.
- Mention swing repair is happening, albeit taking a little bit of time
- Mention availability of free mailbox letters/numbers in TT for those whose mailboxes need them.
- Compose a position statement on behalf of the HOA board regarding the new proposed development at the end of old Airport Road.

John:

- Make sure Sgt. Dumbrowsky has a copy of the letter you developed regarding the Taberna traffic light on Route 70.

Bill:

- Update everyone on the trash receptacles.

Debbie:

- Get with Craig and Perry about re-establishing (and enforcing) invoice deadlines for our contractors. Then, get with CAS as to the turnaround time that can be expected from invoice submission to check cutting to mailing of payments.

Perry:

- Get pear tree (Taberna Landing) landscape contractor information to Jess at CAS to see if he meets the HOA contractor requirements.
- If so, inform residents before he begins any work.
- Confer with Craig about the billing amounts for the vacant lots. Craig believes there is no extra flat rate for front-of-lot maintenance; Perry said this amount is still showing up on the invoices.
- Talk to vacant lot contractors to see what 5 dates would be reasonable inspection dates for maintaining vacant lot standards. Proposed dates right now are Jan 15, April 15, June 15, August 15 and October 15. He will report back at the next meeting. **He will also ask them what they feel a reasonable height is for maintenance.**
- Dick said that Shepard (new build) paid for a mailbox and post; Joe needs to be notified that it has been paid for and needs to be set aside.

CAS:

- Submit street sign maintenance concerns to the City of New Bern.
- Notify [REDACTED] of \$100-a-day-fine for vehicle with flat tire in driveway.
- Please let Lou know to finalize our audit.

- Can you research our covenants to see what the expectations are for driveways and shutters?
- Review accounts 6000-6005 to see what/why variances are there.

New Business

- There is a gap between the invoicing from landscape contractors and payment. There are a number of variances in the financials. Debbie maintains that dates need to be firmed up for vendor invoice submission, lag time at CAS, check cutting expectations, etc.

The next meeting is July 26, 2016 at 3:00 p.m.

Adjournment

Meeting adjourned at 5:20 p.m.

Approved by the Board of Directors:

Submitted by: _____
Katie Shorter, Secretary

Approved by: _____
Craig Baader, President

Date: _____

Date: _____