



## September 2015

### Minutes of Board of Directors Meeting Taberna Master Homeowners Association, Inc. September 22, 2015

#### **Board Members Attending**

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

#### **Committee Chairs Attending**

Joe Kelly, B & G Chairman

#### **CAS**

Michelle Massarelli

#### **Absent**

Lora Starr, Asst Secretary

#### **Guests**

None

#### **Call to Order**

The meeting was called to order at 3:04 pm by Craig Baader, President.

#### **Establish Quorum**

Katie Shorter determined that a quorum was present.

#### **Minutes Review/Approval**

The August 2015 minutes were reviewed and edited by Craig. Approval is pending.

#### **Vice President's Report**

Jean is continuing to work on the 2016 Taberna Directory. She is coordinating with the printer and incorporating all updates received.

#### **Treasurer's Report**

- All of the accounts are finally reconciled for the Master HOA budget. Now we have good numbers on which to base our 2016 budget. Once the landscape contracts are secured and those numbers are plugged in, the budget process can begin for 2016 and a review of dues will take place to see if dues need to be increased to adjust for any potential increases in contractor or other costs for 2016.
- Craig added (regarding the budget process) that using Bonnie, our attorney, has saved the HOA a considerable amount of money. She has helped us keep our costs (i.e. legal

fees) way down. Our recovery rate (for incurred expense) was approximately 17 times greater with her services than prior.

- Bill mentioned that we will be about \$2,000 in the positive in the area of our legal fees as a result of using attorney Bonnie this past year.
- Bryan cautioned that we need to note that there are about 12 accounts under review with the attorney at this time. They will incur some kind of fee, which may indeed eat up part of the overage. Any collections go to the fees first.
- The state Route 70 firm who used our offices to field input on the Route 70 Bypass donated \$500 to the HOA for use of the HOA office space, which we will apply against our office expenses for the year.
- Bill had a question about [REDACTED]. He thought we had decided at the last meeting that we would not continue to maintain the property at \$50 every two weeks. Joe has had our HOA contractors attend to the property twice; however, we will leave it to the city from this point forward to maintain the property, as we do not foresee recouping any expenditures we incur trying to make the property conform to Taberna standards. Joe was trying to help out the neighbors, as the city will wait until the grass reaches 17 inches in height, which will be an eyesore. However, our final decision was to let the city take it over.
- Joe asked if we are able to contact any realtor who is handing the sale of any home whose yard is neglected. Michelle from CAS has encountered communication issues with realtors in the past when she has attempted to contact them (i.e. phone hang ups). Jean mentioned she has had no luck in attempting to contact the realtors as well.

### **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 to be 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 an owner 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; nothing was out of the ordinary.

### **Building and Grounds Committee**

- As noted in prior months' minutes, Joe had received a request from a resident near the Geneva Road fishing lake to erect signage to keep people from walking on her property, which is the only house whose property runs straight up to the side of the lake; all others have an easement owned by the HOA. Joe had signs made and put them up; he then received a call from the resident asking him to move the sign a little to the right. She said people are still coming on her property. The board has fulfilled its obligation by providing and erecting proper signage; if she wishes to pursue the trespassing issue any

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[Type text]

[Type text]

further, it is recommended she contact the New Bern police department, as it is now out of our hands. If the resident wishes to have the sign moved, we will provide her the name of the contractor and she can pursue this and pay for it herself.

- Joe has received all the bids on the contracts, including some from as far away as Wilmington. We will need to have an additional meeting after Joe meets with the sub association representatives and the Building and Grounds Committee to make a recommendation on the contractors. The board is committed to ensuring that the sub associations have input as to the contractor for 2016-17. Another board meeting will need to be held to decide on who is awarded the contract(s). Every segment has multiple bids. Joe has arranged all of the bid information on a spreadsheet for ease of review, including percentages of increase from last year to this year.
- Joe assembled a separate RFP for the additional areas that are currently owned by the club that are under consideration for HOA maintenance as Common Areas in 2016. These areas were scouted and documented by Joe, Craig, Todd, and Dave (from TCC). He used the same RFP verbiage as our common area RFPs and attached a map of the highlighted areas up for maintenance bids. Ideally, one vendor would handle this, but all the vendors are getting a chance to bid on these additional areas
- One Taberna Way's drainage issue is still being investigated and addressed by Todd. Todd has not expedited this as fast as the board was hoping; however, now that he has started the citing and evaluation, we need to let him finish. Joe said Todd is close to finishing this process and will soon have a plan.
- Michelle from CAS asked if builders are allowed to leave large amounts of yard debris in yards and areas around a building site, including the street. There is a house on Neuchatel Rd. that is being built; the contractors are also parking on both sides of the street, making it nearly impossible to drive through. During our discussion, it was determined that the debris is actually a resident's debris. The city has been unable to retrieve it because their truck cannot get to the curb because of contractors parking on the same side of the street. As a result, the yard debris has been there for a while. Katie will ask Dick if he has had a chance to talk to the contractors yet about the construction debris on the street.
- Joe should get a report shortly from the speed-monitoring device that was placed between the 4-way stop and Neuchatel for a week.

### **Finance Committee Report**

Bryan reported that there are 13 accounts right now that are in arrears in excess of \$500, most of which are currently reported as "at attorney." The report that Bryan had in hand was created manually by CAS; Craig had asked that it be generated on a monthly basis. Bryan mentioned that, as a former collector, he would like to see these accounts pursued more diligently by CAS, as that is one of the duties for which we pay them. He is not so sure that much is being done by CAS to collect this money. Nobody has provided him with anything to show him otherwise. Of these 13, a few of them are upside down notes. One resident still owes \$195 (a lien filing fee) that has been owed for a few months now. CAS has pursued this and has filed a lien for the \$195. One resident indicated an interest in coming up with a payment plan; they have not complied. Bryan's

question is, “when does the collection process stop?” The answer is when the lien is filed. Bryan would like to suggest that a collection agency intervene, but Craig noted that we lose a large percentage by doing that. At least when a lien is filed, we are in line to receive payment.

Most of these amounts are dues and quarterly fees.

### **President’s Report**

- Bill asked how long before the annual meeting does a potential dues increase need to be announced. Craig mentioned that a decision will need to be made by month’s end, even if a special board meeting is required. The intent is to announce any potential dues increase at the annual meeting and distribute in the mailing sent out prior to the meeting.
- Michelle mentioned that if the dues are increased and the dues are increased in part due to the additional maintenance, and the club does not hold up their end of the contract which causes us to stop our maintenance of the area, then any dues increase attributable to the additional maintenance should be refunded in the way of a dues adjustment in 2017. It was noted that until we receive the RFPs back, we have no idea if dues will indeed have to be increased.
- The Neighborhood Solutions organization used our building twice for their exploratory meetings.
- As of this meeting, Craig has only heard from one potential candidate for the upcoming vacancies on the board for 2016. Katie suggested that an article be placed in the Taberna Tribune, highlighting the positions available and the responsibilities involved for each position. Katie also mentioned she can put a notice on the website.

### **Manager’s Report**

- Michelle distributed the covenant compliance/violations summary, which indicates the number of violations sent out, what types of violations occurred (i.e. trash receptacles, yard maintenance, etc.) and percentage of those that have been resolved.
- Craig asked that Michelle look into whether a violation letter has ever been [REDACTED] [REDACTED] regarding a boat in the driveway.
- Craig told Michelle that the Adjudicatory Committee met.

### **Old Business:**

- Website is finished and ready to go. All changes have been implemented as requested, and it is now ready to go live. Katie’s battery died on her laptop and her hotspot would not work on her phone, so she was only able to demo the home page. There was discussion about the amendments to the covenants, which are – at this time – only available in paper format at this time. Members noted that the amendments are not accessed very often at all, and general membership does not have a great need to access these on even a rare basis. In Katie’s opinion, these need to be put into electronic form, which will involve either scanning them in or typing them from scratch, as the PDF-to-

word software is not transferring them accurately. This task would either be hired out to someone, or Katie will do it for a fee.

**Action Items:**

**Baader:**

- Taberna Tribune article: ask if there is an interest among residents in forming a Christmas decoration committee.

**CAS:**

- Please send out the manual report regarding the summary of “accounts in arrears” (that Craig asked Katie at CAS to generate) at least 4 days prior to each board meeting so Bryan has time to review it.
- Check to see if 107 or 109 Nyon has received a violation letter in the past regarding a boat in the driveway.

**Katie:**

- Ask Dick to follow up with Neuchatel building site contractor(s).
- Place a notice on the website that there are board vacancies that need to be filled.
- Change annual meeting date to Tuesday, Dec. 1, 2015.

**Joe:**

- **Nothing!!!**

**Dick:**

- Follow up with contractors on Neuchatel building site about debris and parking.

**Announcements**

The next meeting will be Tuesday, October 27, 2015 at 3 p.m.

**Adjournment**

The meeting was adjourned at 4:48 p.m.

Approved by the Board of Directors:

Submitted by: \_\_\_\_\_  
Katie Shorter, Secretary

Approved by: \_\_\_\_\_  
Craig Baader, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_