



July 2015
Minutes of Board of Directors Meeting
Taberna Master Homeowners Association, Inc.
July 28, 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 3:02 pm by Craig Baader, President.

Establish Quorum

Katie Shorter determined that a quorum was present.

Minutes Review/Approval

The June 2015 minutes were approved. Katie motioned, Bill seconded it.

Vice President's Report

Jean Hanson has nothing to report; she is on vacation.

Treasurer's Report

- The same errors on account codes/statements that occurred last month showed up again for this month. Craig copied Bill G. on email correspondence to the accounting office of CAS to try to attempt to re-organize the 6000 accounts, particular the 6090 account, which seems to have been created by CAS (landscape miscellaneous). Craig wants every 4-digit account to remain consistent from year to year. Bill is expecting that July's reports will be squared away as it is very important for the upcoming budget work.

Finance Report.

- The Finance Committee will meet by the next board meeting.
- 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 screened enclosure to be built over an existing patio, one simulated wrought iron fence, and a removal of 2 trees. We have a new construction application from Andrew Kemske on Neuchatel Court. Both the \$1,000 new build check and a check for the mailbox were handed over to Michelle at CAS by Dick Turner.
- Craig asked if the newly-installed, fully exposed satellite dish on the front lawn of 113 Geneva has been addressed by the owners. The current renters, who have been resident of Taberna for years, have tried to screen the dish with a few potted trees. They are only going to live there for 6 months, so they attempted an intermediary fix. The burden still falls on the owner to inform residents of the non-compliance of the dish location. Since this was a prior issue that went as far as an adjudicatory hearing already, the HOA board stipulates that a fine can be assessed for this new violation immediately. The resident tried to ask the Direct TV installation representative to install the dish on the roof, however, the technician refused to do so because the resident did not own the house. Out of courtesy, the board asked CAS to give them a chance to rectify the issue before assessing any fine. Next step is for Michelle to send a warning letter to the owner with a deadline of August 30 to either plant something permanently or allow the renters to install the dish on the roof; otherwise, fines will be assessed.

Building and Grounds Committee

- Park Renovation Status: Nearly finished. Landscape ties have all been replaced, area around monument has been enlarged...only thing left is getting this area mulched and the same mulch will be used as is used at the playground. Bench was fixed, the 2 grills were cleaned and painted, both bridges have been pressure washed and look clean and free of any moss or mildew buildup. Town has agreed to contribute \$200 toward our park expenditures (already received and deposited). Craig instructed the town office to send the check to CAS; Michelle will follow up to make sure the check is applied to the correct account (where expenses were placed). The park overhaul was over \$2,000. There is a little more work to be done just to the right of the monument. Joe reported that Bo Wernersbach would be taking care of the horse shoe pit and the bocce ball court.
- Building and Grounds committee will be meeting soon; they were hoping to meet July 28 but Joe was having some challenges coordinating schedules.

- Bill asked if we are advertising openly for new vendors to service our contracts? At this time, the current service providers are interested in continuing, and the club has expressed interest in bidding. CAS also has several contractors that they are recommending. All vendors will be provided bid packages, informed of date for a bidders' conference and given a bid submittal deadline, per Joe. Several board members noted that given the decline in the quality of the golf course's maintenance and the uncertainty of the club's ownership, the Board will have reservations regarding their ability to perform on the contract(s).
- Delays in payments of invoices in June. The contractors send invoices to Joe. Joe makes his rounds to ensure the work that was billed has indeed been completed. Then Joe sends the invoices to Bill to be paid. Then Bill codes the invoices and sends them to Michelle for processing/verification before sending on to Jean in accounts payable. This lengthy process concerns Joe. He suggests that this process be streamlined. For example, a vendor sent an invoice to Joe on June 12; Joe sent it to Bill that day for approval. There was a lag until 6/22 until the invoice was sent on to CAS; Bill happened to be on vacation. Craig responded that the process was instituted to make sure that everyone that needed to see money leaving and coming had a chance to view all the transactions. Otherwise, the treasurer is left out of the picture. Joe responded that we have promised contractors that if they submit the invoices by the end of the month, they should receive payment in approximately 2 weeks (based on their normal processing time). Michelle explained the internal process, which can be slowed down by missing addresses, new addresses, and delays in each step of the routing of the invoice at CAS. We are not the only community having issues with internal processes of Accounts Payable at CAS. **Finally, it was decided that any straight recurring contract work can go straight to Michelle at CAS for payment, while carbon copying Bill; anything outside of those contract accounts should go through Bill first.**
- New signs for pond have been installed to eliminate trespassing on areas surrounding the lake where the houses touch the lakeside after residents complained that families visiting the lake were walking on their property.
- Bush hogging has been going on almost as often as once every 4 weeks. Joe wants to make sure that the board is aware of the frequency of the need for more maintenance than in the past two years. Michelle mentioned that these properties also need to have their curbside weeds removed, because residents are being cited for excessive overgrowth in weeds at their curbs.
- Boleyn Creek lot (309 Taberna Circle) has an out-of-state owner. They received a note in June about overgrowth on their lot. It used to be maintained but is no longer being maintained.
- Emmen Road fence distance was measured at 320 feet at \$19.50 per foot for \$6,240 in materials plus installation. We have previously discussed that some residents are resigned that it will continue to happen but none are happy with the traffic coming through there. Dogs, strollers, etc. are coming through there. Craig asked that everyone give it some thought and we could continue discussion at our next meeting.

- Joe would like to see at least one of each sub association representative at the meeting where quotes are reviewed for contract services.
- One Taberna Way. There is a tree that is leaning over the roof line of a unit at OTW. The property closest to the tree wants to keep this tree. The resident is maintaining that it is his tree and he has his own homeowner's insurance and he will handle it if something happens. The covenants, however, indicate that the tree is not on his land, it is on Taberna common property. In addition, all upkeep, repairs and maintenance of any of the exterior structures of OTW are the responsibility of the sub association, not the owner. So, if this tree rubs or scrapes or inflicts any kind of damage on the unit, all of the other remaining units will share the cost of the repair. Bill pointed out that if the limbs in question are removed (as they have been since the initial observation), then does this not remedy the situation for the time being? If the resident can get another two years out of the tree before it MUST be removed, can we just leave it as is? If the tree is bringing the resident comfort and shade, can we just leave it be? Craig's biggest concern is the liability to the other units as far as it falling and damaging other units. Craig read the written correspondence that the HOA has had with the resident, who, along with his wife, then proceeded to approach a sub association representative with hostility and was verbally aggressive. Bottom line, the tree does NOT belong to the resident, it is on common area property, the health of the tree has been examined by one arborist thus far who recommends removal due to its unhealthy condition and its rotted trunk. Any potential damage caused by the tree would fall squarely on the sub association's shoulders. The owner is adamant that he owns the tree, that it is not coming down, and that he and his wife will stand under the tree if anyone tries to remove it. Bill wishes that we approach this with reasonable prudence; the resident has a regular home owners' policy with wind and hail coverage, etc. He is willing to file for any potential future damage with his own insurance. The board maintains that his policy would not be honored because the HOA is responsible for any external repairs. Finally, this issue is now in the hands of the HOA Board only. We will handle all of the correspondence from here forward. Next step is to have at least one more arborist come in and assess the tree's health. Before this arborist visits, a letter will be sent to the resident once more, explaining the property lines and that we plan to have another arborist come to visit. If the second arborist reports that the tree needs to come down, then the tree will need to come down. If there is a discrepancy between two arborists, we will pursue a third opinion.

Finance Committee Report

- Brian will get his committee together with Bill in the next month.
- Reports were given on two delinquent accounts. We have them a 15-day notice that we were going to file a lien, they then sent a check immediately and have sent a check since then. Owner says he will bring the one account up to date by mid August. Then we will continue to collect on the other account.

President's Report

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- The Route 70 Bypass meetings have been held; we have given them access to our office.
- Please promote upcoming board vacancies. Bill, Joe, Jean and Lora have completed their terms of office.
- The addition of a second turn lane (turning left) out of Taberna has been proposed.

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.
- 201 Walden Ct. is a large concern. Neighbors have voiced numerous concerns about mice, snakes, etc. and want to know what it going to happen. While waiting for the required legal processes to sort this property out, we are receiving no word – written or otherwise – to help resolve this alleged property abandonment. In the presumption of silence after executing numerous documented attempts to contact the owners, we can now proceed with action on the lot. CAS has cited them on 4 different violations, which we have to first do before we proceed to making the changes on the property. CAS will now send a second notice letter to the address on file (from which everything is returned), after which one of our landscape contractors will then come out and clean it up. We will then turn matters over to the City of New Bern to see what we need to have in order for them to possibly take over the maintenance of the property.

New Business:

- Katie reviewed 5 options for web design, three from local companies. She explained the advantages and disadvantages of going with a standard template design and then cutting and pasting all of the present content in. One local vendor stood out with a high level of personal customer attention and a very reasonable bid.
- Michelle at CAS would like to have email capability from the website (a built-in link).
- Katie would like to change the functionality of the website, as well as the fact that our website is not currently responsive. Katie proposed that we take new pictures for the website and would like to work with a local photographer, Zach Frailey.
- Bryan Scoggins motioned that Katie proceed with selecting the vendor and photographer and facilitate the re-modeling of the HOA website. Bill Gent seconded it. Vote was taken, majority ruled that Katie go ahead coordinate the website overhaul, not to exceed \$6,000.
- Back to School Day at Todd Denson Park was approved. Motion was made to approve usage of park, Bill seconded it, majority voted for the event to be allowed to take place at the park on August 22.

Action Items:

Baader:

- He would like to find the OTW plat.
- Send follow up letter to OTW family regarding tree issue

CAS:

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- Please send warning letter to Geneva Road owner about the satellite non-compliance by the current renters, giving them until August 30 to resolve it before fines are assessed.
- See if a check arrives from the City of New Bern for \$200, which needs to be applied to the account under which the charges for the park clean up were placed.
- What do we have to do to assess a \$100/day fine for 201 Walden Ct's negligence?

Katie:

- Facilitate web re-design with New Bern Web Designs

Joe:

- Start sending any contract invoices straight to Michelle at CAS – emailing a copy to Bill. Any invoices for services outside of the contracts go to Bill first.
- Upon notification of OTW resident, schedule a second opinion on the tree in question.
- Delay the decision on the Emmen Road fence.

Announcements

The next meeting will be Tuesday, August 25, 2015 at 3 p.m.

Adjournment

The meeting was adjourned at 4:50 p.m.

Approved by the Board of Directors:

Submitted by: _____
Katie Shorter, Secretary

Approved by: _____
Craig Baader, President

Date: _____

Date: _____