

April Minutes – 2011

Minutes of Board of Directors Meeting Taberna Homeowners' Association April 6, 2011

Board Members Attending:

John Serumgard	President
Russell Packard	Vice President
Chip Rice	Secretary
James Dugan	Treasurer
Rick Layton	Member at Large
Chris McCausland	Member at Large
Al Lefebvre	Member at Large
Bob Costanzo	Finance Committee

The meeting was called to order by John Serumgard at 5:30, there being a quorum present.

Presidents Remarks

John Serumgard commented on the roadwork being done near the main entrance. They completed work on one project and then created a new construction area. The work is being monitored.

Minutes Review/Approval

Chip Rice submitted the minutes from the March meeting of the Board for approval; they were approved as read and will be added to the Website.

Treasurer's Report

Jim Dugan provided his report which is attached. The Federal and State returns for 2010 are completed and filed.

Covenant Enforcement

Rick Layton stated that he is investigating a complaint of multiple real estate signs. A recurring issue with a house on Geneva not maintaining their grounds will be pursued. The house on Ticino that is unoccupied has grounds that need to be cleaned up again. Some property owners bought their own numbers that are not standard. The HOA provides numbers for free - John will mention in the next Taberna News.

Old Business

- **Landscaping Maintenance Contracts** – One Taberna Way would like to continue with their current landscape company. As long as they submit a bid for a two year contract consistent with the other bids the board sees no reason for multiple bids. The Cover Letter, Instruction and General Conditions, and Scope of Work documents were reviewed. Distribution of the bid requests was discussed and Chris will work with Ron McCausland to develop a list of potential landscape companies to send packages. Once ledger entries have been established the account numbers will be added to the name of each contract.
- **Accounting Services Contract** – Bob Costanzo, finance committee, requested the board to consider having a two year contract for our accounting firm. There is a considerable start-up cost related moving to a new accounting firm. No decision was made.

- Website Updates – Russ Packard stated the website is up-to-date. He is waiting for updates from the crimewatch committee. He also stated several companies have inquired about having their business added to the site. This could be a revenue producing opportunity. Statistics show that eighty percent of the hits are from out-of-state, showing potential buyers may be accessing the site.
- Taberna Country Club – John attended the court proceeding in Wilson and little occurred other than minor issues.
- Office Lease Renewal – It has been renewed and is in the file.
- Insurance Renewal – It is being reviewed by underwriters and should be renewed soon.

New Business

- Taberna Stormwater Permit – The State wants to initiate a review of our drainage areas against the filed permit. The state will provide a copy of the map with areas specified for review. We will have to do a walkthru with the state and address any issues that are identified. Some of these may result in both homeowner and HOA responsibilities.
- Denson Park Pedestrian Bridge Repairs – A motion to approve work to be done by Decks and Docks to replace deckboards and a girder and piling was approved.
- Boleyn Creek Blacktopping – A motion to approve work to be done by Property Maintenance Services to seal coat Boleyn Creek Alley was approved.
- Piedmont Gas – After a discussion on HOAs role in the effort to get gas lines in Taberna, we agreed to have Piedmont come to the May meeting to bring the board up to speed on the feasibility of this project. The effort is currently being pushed on Tabmail for homeowners to repond via surveys.
- Emmen Road Project – A question of more landscaping on Emmen was presented to John. After discussion no new landscaping will be done.

Good of thhe Association

A management firm, CAMS, has asked if they can make a presentation to the board on what they could potentially do for us. John suggested the board review their website and discuss this at the next meeting.

Meeting Schedule

The next meeting is scheduled for Wednesday, May 4, 2011

The meeting was adjorned at 7:22.

Approved by the Board of Directors:

By: _____
John Serumgard, President

_____ Date

Treasurer's Report
James Dugan, Treasurer
Wednesday, April 6, 2011

Income Tax Returns: Federal 1120-H and NC State CD-405 Income Tax Returns for 2010 have been completed and filed on time. The Federal tax was \$1,481 and State tax was \$351.

Aged Receivable:

Aged receivables as of March 31, 2011, are \$9,771.50; \$3,335.50 from prior years and \$6,436 from this year. Current year HOA dues are 97.0% collected.

The HOA has a 2009 judgment and a July 2010 lien on one property. Balance owed is now \$1,885.50; \$300 of which is for 2011. Late fees continue to accrue at \$20 per month.

We currently have six liens against properties. Late fees are being assessed to the properties for dues not paid by March 31st.

Sub-Association Dues:

Abbington Woods: Aged receivables total \$382.50. One military owner provided checks to be deposited when due through the 3rd quarter of 2011 due to deployment to Afghanistan.

Boleyn Creek Villas: Aged receivables total \$25.00.

One Taberna Way: Aged receivables total \$1,875.00, all from one property. A lien is in place on this property for the first three quarters of 2010 dues and an additional lien will be placed later this month on the balance.

Taberna Landing: All dues have been paid.

HOA Invoices: All invoices received by March 31st have been forwarded to the Accountant for payment.

Sub-Association Quarterly Invoices: Invoices for second quarter sub-association dues have been mailed. Invoices were dated April 1, 2011, and are thus not included in the account receivables of March 31st.

Checking Accounts for HOA and Sub-Associations:

We are in the process of converting from hand-written checks to computer generated checks. The transition will take place as supplies of existing checks are exhausted.

Boleyn Creek Checking Account:

We have changed the Boleyn Creek checking account to the same type business checking as the other sub-associations.

Reserve Funding:

The reserve schedules for the Master HOA and each of the four sub-associations have been updated to reflect the end-of-year 2010 balances and are being updated to extend analysis another ten years to 2045. In order to better ladder the CDs, deposits are now being made quarterly when operating funds are sufficient.

Financial Statements: Fourth Quarter (End of Year) Financial Statements have been received from our accountant, reviewed, revised, approved, and distributed to HOA Board and Finance Committee members. The originals are on file in the HOA Office.

Branch Banking and Trust Accounts:	Beginning of Year 2011	Feb 28th (Online)	Mar 31st (Online)
Taberna Master Deposit Account (IDA)	\$26,907.85	\$145,792.50	\$142,233.70
Taberna Master Operating Account	15,265.18	19,716.63	15,609.50
Abbington Woods Operating Account	8,265.80	9,270.30	6,983.52
Boleyn Creek Villas Operating Account	1,844.24	3,034.50	1,987.99
One Taberna Way Operating Account	8,286.60	10,425.84	7,850.84
One Taberna CD	8,702.46	8,702.46	8,702.46
Taberna Landings Operating Account	1,393.52	1,462.52	1,045.52
Taberna Landings CD	5,085.01	5,085.01	5,085.01

Scott & Stringfellow:	Beginning of Year 2011	Mar 2nd Actual	Mar 31st (Online)
Taberna Master Reserve	\$109,525.53	\$111,740.80	111,864.73
Taberna Emergency Reserve	51,773.56	51,970.63	51,983.51
Abbington Woods	15,886.11	18,937.98	18,967.60
Boleyn Creek Villas	4,903.75	5,094.96	5,098.27
One Taberna Way	45,915.48	48,806.96	48,822.71
Taberna Landings	14,330.27	15,001.06	15,008.27

"Online" bank balances do not reflect checks and deposits that have not cleared the bank.

"Online" S&S balances include unrealized gain/loss amounts. All of Taberna's investments with Scott & Stringfellow are in FDIC insured CDs or money market accounts. As CDs mature and as cash accounts reach \$1,000, they are being reinvested in new CDs in \$1000 increments. The advantage over every other type of investment is that the principal is guaranteed through FDIC for up to \$250,000.



"Quality Craftsmanship from
the Ground Up!"

1483 CRUMP FARM ROAD • NEW BERN, NC 28562
PHONE/FAX: (252) 637-1595
DECKSNDOCKS@EMBARQMAIL.COM • WWW.DECKSNDOCKS.NET

CUSTOMER PROPOSAL

**CERTIFIED MARINE
CONTRACTOR # 54587**

NAME: Mr. Ron McCausland	HOME:	252-636-5839
ADDRESS: Taberna Homeowners Assoc. - Taberna Circle	CELL:	
CITY, STATE & ZIP: New Bern, NC 28562	FAX:	
JOBSITE: Same as above - Taberna	DATE:	3/31/11

ronchris@suddenlink.net

MATERIALS:

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
10	Repair	Replace (10) deckboards	\$ 30.00	\$ 300.00
1	Repair	Replace (1) Girter	\$ 75.00	\$ 75.00
1	Repair	Add (1) 14' piling next to sunken piling and attach	\$ 900.00	\$ 900.00
			\$ -	\$ -
			\$ -	\$ -
		<i>No permit will be needed for this repair.</i>	\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			SUBTOTAL:	\$ 1,275.00

DEMOLITION:

			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			SUBTOTAL:	\$ -

Prices are based on standard 16' pilings for dock, pilings exceeding this length will be charged an additional cost per foot according to the following:

18'-20' @ \$12.50/per ft. - 25' @ \$14.00/per ft. 30' @ \$17.00/per ft. & 35' @ \$18.00/per ft.
40' pilings and higher: Special Order (ALL pilings are 2.5 treated unless otherwise noted.)

ESTIMATED PROJECT COST: \$ 1,275.00

CUSTOMER SIGNATURE:

ACCEPTANCE DATE:

SPECIAL NOTICE:

Decks N' Docks takes great pride in providing an estimate that is true and accurate according to the original job specifications. Estimates provided by other companies may vary as much as 20% resulting in substantial additional costs after job is completed. If change to the unit price occurs, Decks N' Docks will issue a new estimate and review all changes with the customer. This proposal is good for 30 days from the date shown above. Payment is due in (4) installments of 25% each as one fourth of the project is completed, with final payment due within 25 days following completion of the project. Decks N' Docks reserves the right to charge interest of 20% per annum on any balance not paid within 25 days of when due, and will be entitled to recover reasonable attorneys' fees and costs of collection. Acceptance of this proposal is indicated by "Customer Signature" and "Date". Any drawings or specifications provided with this estimate are for the sole purpose of illustrating the project listed above. The drawings and/or specifications are property of Decks N' Docks and shall not be used for other bids or for construction purposes. Installation of boat lifts do not include any electrical wiring. All wiring shall be done by a third party at owner's discretion and not associated with Decks N' Docks. With the installation of the boat lift, Decks N' Docks will provide any adjustments needed to the boat lift FREE OF CHARGE (labor only) for a period of 1 month after the installation. Decks N' Docks reserves the right to charge for any service calls after the 1 month period. The minimum service fee cost will be \$70 per hour, with a 1 hour minimum. Decks N' Docks will not be responsible for any damage done to "Customer's" existing property before, during, or after construction of their project. And lastly, there will be an additional charge of \$900+ if Decks N' Docks has to drill/auger for the placement of pilings. You will be notified before pilings are driven if this additional charge will be necessary.

CUSTOMER INITIALS:

PROPERTY MAINTENANCE SERVICES LLC.

Parking Lot's • Driveways
Patchwork • Striping • Seal Coating
Lawn Maintenance • Pressure Washing

ADDRESS:
1711 Rhem Ave.
New Bern, NC 28560

PHONE:
William Hardee (252) 670-0074
Greg Cromer (252) 617-9646

PROPOSAL SUBMITTED TO <i>Boleyn Creek HOA</i>	PHONE	DATE <i>2-20-11</i>
STREET <i>Boleyn Loop</i>	JOB NAME <i>POC: Jim Wilson</i>	
CITY, STATE AND ZIP CODE <i>Taberna</i>	JOB LOCATION	
		JOB PHONE

We hereby submit specifications and estimates for:

PAVING

- On approx. _____ sq. ft. 12 hot Plant Mix
- Cut out _____ sq. ft.
- Base _____ sq. ft. with approx. _____" stone.
- Grade
- Pave approx. _____ sq. ft. with approx. _____"
- Tac coat
- Resurface _____ sq. ft. with approx. _____"
- Layout and stripe parking lot with white, yellow or blue paint.
- Other _____

SEAL COATING

- On approx. 7,612 sq. ft. of asphalt surface.
- Sweep and clean free of dirt and debris.
- Treat oil spots with Petro Seal.
- Clean and fill cracks as needed LI.
- Apply 2 coat "Rubberized" asphalt sealer with slag base.
- Layout and stripe parking lot with white, yellow or blue paint.
- Other _____

MAKE CHECKS PAYABLE TO: Property Maintenance Services LLC TERMS: Due on completion

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

One thousand one hundred dollars (\$ 1,100).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized Signature: *William Hardee*

Note: This proposal may be withdrawn by us if not accepted within 60 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: 3/2/11

Signature: *John R. Serunian*
PRESIDENT, TMA, INC.

Signature: *James Wilson*

Taberna Master Homeowners Association, Inc.

1001 Taberna Circle
New Bern, NC 28562

April 15, 2011

Kut Rite
ATTN:
Address

Dear Lawnscape Maintenance Professional:

The Taberna Master Homeowners Association, Inc. and three of its neighborhood subassociations are seeking proposals for the care and maintenance of all common property and three neighborhoods for calendar years 2012 and 2013. You are invited to bid on these contracts.

Nine separate contracts will be awarded. You may bid on any or all. Three contracts cover three individual neighborhoods. One contract covers maintenance of vacant lots. The others each cover a specific area of common property or parkland. This package has all the information you need to bid.

- A set of Instructions and General Conditions, applicable to all contracts
- A Scope of Work for each contract that sets forth the work required under that contract, any specifics as to pricing requested for the contract, and the address to submit your proposal. *Note: Any changes from the requirements in prior contracts will be set forth in Italics.*
- A schedule of walk throughs (Mandatory for any contractor who has not held that contract.)
- A proposal checklist, including a timeline for further action.
- The Association requires references from all prospective contractors who do not currently hold a Taberna contract.

Proposals must be postmarked no later than June 10, 2011. All contracts will be awarded not later than September 7, 2011.

Proposals will be evaluated by either a committee of neighborhood homeowners or the Association's Buildings and Grounds committee. Contracts will be awarded only after final evaluation by the Taberna Homeowners Association Board of Directors.

Please consider making a proposal for any of these contracts. If you have any questions about this process, please direct them to Ron McCausland, Chair of the Building and Grounds committee, at 252-636-5839 or at ronchris@suddenlink.net or to John Serumgard, at 252-633-2119, or j.serumgard@suddenlink.net.

Thank you for your interest.

Ron McCausland, Chair
Building and Grounds Committee

John Serumgard, President
Taberna Homeowners Association, Inc

Time Line for Negotiation of 2012-2013 Taberna Landscape Maintenance Contracts

Review of 2010-2011 RFQs and Final Contracts Feb 15 – Mar 15

<u>Current Contracts</u>	<u>Responsibility</u>
One Taberna Way	OTW
Abbington Woods	Abbington Woods
Boleyn Creek	Boleyn Creek
Common areas	B&G
Lot Front mowing and Lot Bush Hog services	B&G
Arbon Greens and Park	B&G
Front Entrance and Taberna Way Common areas	B&G
Taberna Landing	B&G
Emmen Road (Including Canoe Dock)	B&G

Board final approval of RFQs	April 6
Invitation to Bid	April 15
Mandatory Bidder tours	Week of May 9-13
Bids due	Postmarked NLT June 10
Bid Evaluations	June 11 – July 5
Bid Summaries presented and Board review and approval	July 6
Preparation of Final Contracts	July – August
Contracts Awarded and Signed:	NLT September 7

Provision of By Laws Relating to Indemnification of Director, Trustees and Officers.

Taberna Homeowners Association

*By-Laws of Taberna Master Homeowners Association, Inc. *

ARTICLE XI. INDEMNIFICATION

Any person who at any time serves or has served as a director, officer, employee or agent of the Association, or in such capacity at the request of the Association for any other association, partnership, joint venture, trust or other enterprise, shall have a right to be indemnified by the Association to the fullest extent permitted by law against (a) reasonable expenses, including attorney fees, actually and necessarily incurred by him in connection with any threatened or pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, and whether or not brought by or on behalf of the Association, seeking to hold him liable by reason of the fact that he is or was acting in such capacity, and (b) reasonable payments made by him in satisfaction of any judgment, money decree, fine, penalty, or settlement for which he may become liable in any such action, suit or proceeding.

The Board of Directors of the Association shall take all such action as may be necessary and appropriate to authorize the Association to pay the indemnification required by these By-Laws, including without limitation, to the extent needed, making a good faith evaluation of the manner in which the claimant for indemnity acted and of the reasonable amount of indemnity due him and giving notice to, and obtaining approval of, the members of the Association.

Any person who at any time after the adoption of these By-Laws serves or has served in any of the aforesaid capacities for or on behalf of the Association shall be deemed to be doing or to have done so in reliance upon, and as consideration for, the right of indemnification provided herein. Such right shall inure to the benefit of the legal representatives of any such person and shall not be exclusive of any other rights to which such person may be entitled apart from the provisions of these By-Laws.

The Association shall have authority to assess the members of the Association, in the manner of a special assessment, to collect monies necessary to carry out its obligations in accordance with the indemnity provisions of this Article. Such assessment may be made, however, without vote of the members as is required for other special assessments, as the payment of such obligation is an obligatory, and not optional, payment of the Association.

I certify that this is a true copy of the provisions of the Taberna Homeowners Association By Laws relating to Indemnification of Directors, Officers and others.

(Seal)

Chip Rice

Secretary, Taberna Homeowners Association, Inc.

Date _____