



**April 2014**

**Minutes of Board of Directors Meeting  
Taberna Master Homeowners Association, Inc.  
April 22, 2014**

**Board Members Attending**

Gene Sharer	President
Louise Vondran	Vice-President
Craig Baader	Treasurer
Billy Gent	Asst Treasurer
Jean Hanson	Secretary
Lora Starr	Asst Secretary
Joe Kelly	Member at Large

**Committee Members Attending**

Joe Kelly  
Ren Klawson  
  
**CAS**  
Katie Patnode

**Call to Order**

The meeting was called to order at 3:00 pm by Gene Sharer, President.

**Establish Quorum**

Jean Hanson determined that a quorum was present.

**Minutes Review/Approval**

The March minutes were approved.

**Nomination for Replacement Director**

Lora Starr was nominated to replace Kristie Miles as Asst. Secretary.

- A motion was made and approved.
- She will also help Louise Vondran with the Imaging Project.

**Vice President Report**

- The Welcome Committee would like to add Joyce Weller to their group.
  - Motion was made and approved.
- The Welcome Committee still needs updated information from the ACC for the welcome package.
- A new introductory letter will also be included in the welcome package.
- The Revised Taberna Directory has been delivered. It was noted that about 75% of our homeowners are listed in the directory. Homeowners are not required to be included.
- Imaging Project
  - Louise Vondran would like to meet with Gene Sharer regarding the direction of this project. She believes it will require some funding and more guidance.
  - Louise Vondran will also work with the TCC on this project.

### Treasurer's Report

- The treasurer's report was reviewed.
- CAS has a problem charging some subassociation prepaid fees correctly. Homeowners are not sending the coupon with their check. Sometimes it is being charged to the wrong account and then has to be corrected.
  - CAS will send out a letter to subassociation homeowners asking them to include the coupon with their payment or make their check out to the subassociation.
- A book audit is underway. It was suggested a full audit be included in the budget for next year.
- Due to the fees charged by Ward and Smith, it was suggested that all existing collection activities be moved to Craige and Fox.
  - Motion was made and approved.

### Architectural Control Committee Report

- The ACC approved four requests this month.

### Building and Grounds Committee

- B&G Committee recommended that garbage cans should not be put on the loop.
  - Louise Vondran will contact the homeowner who requested them and let him know the decision.
- Twenty new Taberna banners were ordered for the light poles at the entrance. The town will put them up.
  - Joe Kelly will get the cost.
- The fishing lake at the front of the subdivision has a water and weed problem.
  - It was approved that City Wide will treat the water three times and trim the weeds.
- Louise Vondran will follow up with the homeowner who offered to put a bench on the loop.
- Ruts in the grass on Taberna Way were discussed. Joe approached City Wide about using a roller to eliminate the ruts in the grass.
  - Joe Kelly will find out the cost.
- Gene Sharer will contact OTW regarding the letter sent by homeowner complaining about landscaping.
- It was questioned when paving at Taberna Landing will be done.
  - Joe Kelly will follow up.

### Finance Committee

- Finance Committee did not meet this month.
- Still working on procedures for getting bids out for contracts.

### Manager's Report

- There were 51 violations this year; 43 have been closed.
- Two hearings need to be scheduled.
- Our new CAS property management person will start next month.

### New Business

- New OTW landscaper will start April 23. Payment schedule was discussed.
  - Craig Baader will make the changes to the contract for the payment schedule.
- Flower beds by OTW garden club will not be allowed.
  - Joe Kelly will tell the OTW our decision.
- OTW contract was formally approved.
- Alva Windham will be on the Flag Committee.
  - Motion was made and approved. Joe Kelly will notify him.
- Ren Klawson spoke about the NaturPark. He said a portion of the wood walkway needs to be replaced for safety reasons. It was agreed the boards should be replaced rather than removing and re-installing as per the bid submitted. The Committee would also like to extend the path walkway which was built last year.
  - Joe Kelly will get a price for replacing the ruined boards and extend the existing walkway.
  - There is a reserve account to replace the ruined boards.
- Pump house enclosure at the dog park needs to be fixed.
  - Joe Kelly will get a cost to replace it.
- There is a CenturyLink sign on our property on Airport Road.
  - Joe Kelly will try to reach CenturyLink again telling them we want the sign down or we will remove it since it is on our land.
- We have four water meters that we feel are too large for our use. We can save money if we reduce the size of the pipe. It is suggested that we have the meters sizes reduced if possible.
  - Craig Baader will verify the costing data with the City of New Bern and confirm that the meters can be downsized.

### Action List

- Gene Sharer
  - Contact OTW regarding letter sent by homeowner complaining about landscaping.
- Louise Vondran
  - Contact Dick Turner to get the desired ACC information which will be included in the welcome package.
  - Meet with Gene Sharer and work with the TCC regarding the Imaging Project.
  - Contact the homeowner who requested garbage cans be put on the loop and tell him it was not approved.
  - Follow up with the homeowner who offered to put a bench on the loop.

- Craig Baader
  - Make changes to the City Wide contract regarding the payment schedule, effective date, etc.
  - Verify the water meter data.
- Billy Gent
  - Contact the renter regarding the removal of the satellite dish.
- Joe Kelly
  - Price the Taberna banners.
  - Cost to repair the ruts in the grass on Taberna Way.
  - Follow up on Taberna Landing paving.
  - Let OTW know flower beds are not approved.
  - Contact Alva Windham, the new Flag Committee
  - Price for replacing the ruined boards and extending the existing walkway at the NaturPark.
  - Cost to replace the pump house enclosure at the dog park.
  - Contact CenturyLink regarding their sign on our property.
- CAS
  - Send out a letter to subcommunity homeowners asking them to include the coupon with their payment.
  - Schedule two hearings.
  - Contact Ward and Smith. All existing collection activities will be moved to Craige and Fox.

**Announcements**

The next meeting will be Tuesday, May 27, 2014, 3:00 pm.

**Adjournment**

The meeting was adjourned at 5:00 pm.

Approved by the Board of Directors:

Submitted by: Jean Hanson  
Jean Hanson, Secretary

Approved by: Gene Sharer  
Gene Sharer, President

Date: 5/27/14

Date: 5/27/14



**Taberna Master Homeowners Association, Inc.**

**Monthly Board of Directors Meeting**

**Tuesday, April 22, 2014**

**Agenda**

<b>Call to Order</b>	Gene Sharer
<b>Establish Quorum</b>	Jean Hanson
<b>Approval of March 25, 2014 Minutes</b>	Jean Hanson
<b>Nomination of replacement Director Seating of said director</b>	Jean Hanson
<b>Officer's Reports</b>	
<b>Vice President Report</b>	Louise Vondran
<b>Treasurer Report</b>	Craig Baader
<b>Committee Reports</b>	
Architectural Control	Dick Turner
Building & Grounds	Joe Kelly
Finance	Bill Gent
Others	as needed
<b>Manager's Report</b>	Katie Patnode
Property Owner Settlement status	
Lien Status	
Covenant Violations	
Adjudication Committee Schedule	
<b>President's Comments</b>	Gene Sharer
Review of action items from prior meeting(s)	Jean Hanson
<b>Old Business (not previously covered)</b>	
<b>New Business</b>	
OTW Contractor – City Wide Landscape, Inc.	Joe Kelly
Flag Committee Chairman	Joe Kelly
Nature Park Walkway Repairs	Ren Clawson
<b>Next Meeting</b>	3:00 PM May 27, 2014
<b>Adjourn</b>	

**TABERNA MASTER HOA, INC**  
**Violations Report - 4/22/14**

Address	Owner Name	Summary	Create Date	CCR Code	Active
<b>ARBON LANE</b>					
112 ARBON LANE	THOMAS & JOLYN MCLAUGHLIN	Yard Maintenance	4/22/2014	005	YES
<b>BIEL LANE</b>					
110 BIEL LANE	JOSEPH RAUN	Boats, Trailers, etc.	1/29/2014	001	YES
110 BIEL LANE	JOSEPH RAUN	Boats, Trailers, etc.	2/26/2014	001	YES
110 BIEL LANE	JOSEPH RAUN	Boats, Trailers, etc.	3/21/2014	001	YES
111 BIEL LANE	DUSTIN & MADONNA STAFFORD	Yard Maintenance	4/22/2014	005	YES
<b>BOLEYN LOOP</b>					
115 BOLEYN LOOP	WIN & BEATRICE SARGENT	Property maintenance	4/22/2014	006	YES
<b>BRUGG COURT</b>					
105 BRUGG COURT	BENJAMIN & MARCIA ALFORD	Boats, Trailers, etc.	4/22/2014	001	YES
<b>EMMEN ROAD</b>					
202 EMMEN ROAD	JAMES M & LINDSAY A SLOCUM	Yard Maintenance	4/22/2014	005	YES
504 EMMEN ROAD	ROBERT & MARY WOMACK	Property maintenance	4/22/2014	006	YES
<b>GENEVA ROAD</b>					
113 GENEVA ROAD	SHANE & CHRISTY STOVER	Satellite Dish	10/4/2013	011	YES
113 GENEVA ROAD	SHANE & CHRISTY STOVER	Satellite Dish	10/21/2013	011	YES
113 GENEVA ROAD	SHANE & CHRISTY STOVER	Satellite Dish	11/15/2013	011	YES
113 GENEVA ROAD	SHANE & CHRISTY STOVER	Satellite Dish	12/11/2013	011	YES
136 GENEVA ROAD	JANIE MARIE HASKINS	Yard Maintenance	4/22/2014	005	YES
<b>MELLEN COURT</b>					
302 MELLEN COURT	MARK & KELLY GOMEZ	Yard Maintenance	4/22/2014	005	YES
303 MELLEN COURT	DALE & HEIDI FENTON	Yard Maintenance	4/22/2014	005	YES
306 MELLEN COURT	STEVE & CYNTHIA KEENER	Property maintenance	4/22/2014	006	YES
<b>MELLEN ROAD</b>					
205 MELLEN ROAD	JOHN BASSAT	Parking	4/22/2014	001	YES
215 MELLEN ROAD	MARIA C BALOLONG	Property maintenance	4/22/2014	006	YES
<b>MONTREUX LANE</b>					
102 MONTREUX LANE	OSVALDO & HEATHER LOPEZ	Property maintenance	3/21/2014	006	YES
<b>NEUCHATEL COURT</b>					
203 NEUCHATEL COURT	WILLIAM & DENISE BOUDREAU	Property maintenance	4/22/2014	006	YES

**TABERNA MOUNTAIN HOA, INC**  
**Violations Report - 4/22/14**

Address	Owner Name	Summary	Create Date	CCR Code	Active
<b>NEUCHATEL COURT</b>					
207 NEUCHATEL COURT	ANTHONY & LINDA POLETTO	Lot Maintenance	4/22/2014	007	YES
207 NEUCHATEL COURT	ANTHONY & LINDA POLETTO	Signs	4/22/2014	008	YES
<b>NEUCHATEL ROAD</b>					
103 NEUCHATEL ROAD	NANCY GOCKE LYONS	Yard Maintenance	4/22/2014	005	YES
104 NEUCHATEL ROAD	PAUL K & JANET M DIXON	Property maintenance	4/22/2014	006	YES
126 NEUCHATEL ROAD	HELEN MONNIER	Property maintenance	4/22/2014	006	YES
126 NEUCHATEL ROAD	HELEN MONNIER	Yard Maintenance	4/22/2014	005	YES
328 NEUCHATEL ROAD	FIRST CITIZENS BANK	Trash Recepticles	1/22/2014	002	YES
328 NEUCHATEL ROAD	FIRST CITIZENS BANK	Trash Recepticles	2/26/2014	002	YES
328 NEUCHATEL ROAD	FIRST CITIZENS BANK	Trash Recepticles	3/19/2014	002	YES
400 NEUCHATEL ROAD	JOHAOC ASSET GROUP LLC	Boats, Trailers, etc.	4/22/2014	001	YES
407 NEUCHATEL ROAD	JOHN & MELODEE CHRISE	Property maintenance	4/22/2014	006	YES
417 NEUCHATEL ROAD	ROBERT DORRMAN	Property maintenance	4/22/2014	006	YES
427 NEUCHATEL ROAD	EARNEST & LUCILLE THOMAS	Yard Maintenance	4/22/2014	005	YES
427 NEUCHATEL ROAD	EARNEST & LUCILLE THOMAS	Property maintenance	4/22/2014	006	YES
<b>NYON ROAD</b>					
107 NYON ROAD	RAY & FRAN UNSER	Property maintenance	4/22/2014	006	YES
117 NYON ROAD	ALEXANDER S&ELIZABETH A KAPPES	Yard Maintenance	4/22/2014	005	YES
118 NYON ROAD	JESSE & JUDY TEGTMEIER	Property maintenance	4/22/2014	006	YES
118 NYON ROAD	JESSE & JUDY TEGTMEIER	Yard Maintenance	4/22/2014	005	YES
<b>SURSEE COURT</b>					
103 SURSEE COURT	ROBERT & NATALIA GRAYSON	Lot Maintenance	4/22/2014	007	YES
103 SURSEE COURT	ROBERT & NATALIA GRAYSON	Signs	4/22/2014	008	YES
<b>TABERNA CIRCLE</b>					
315 TABERNA CIRCLE	DAVID AUGUST MUELLER	Property maintenance	4/22/2014	006	YES
801 TABERNA CIRCLE	JAMES & KATHY HEISEY	Property maintenance	4/22/2014	006	YES
<b>TEUFEN ROAD</b>					
126 TEUFEN ROAD	STEVEN & LISA RODRIGUEZ	Property maintenance	4/22/2014	006	YES
<b>TICINO COURT</b>					
221 TICINO COURT	BRENT & LISA BREWER	Property maintenance	4/22/2014	006	YES
<b>TICINO ROAD</b>					

**TABERNA MOUNTAIN HOA, INC**  
**Violations Report - 4/22/14**

Address	Owner Name	Summary	Create Date	CCR Code	Active
<b>TICINO ROAD</b>					
107 TICINO ROAD	RUSSELL & RUTH WARNOCK	Yard Maintenance	4/22/2014	005	YES
111 TICINO ROAD	DANIEL & VICKI GILKEY	Yard Maintenance	1/24/2014	005	YES
111 TICINO ROAD	DANIEL & VICKI GILKEY	Yard Maintenance	2/26/2014	005	YES
111 TICINO ROAD	DANIEL & VICKI GILKEY	Yard Maintenance	3/19/2014	005	YES
111 TICINO ROAD	DANIEL & VICKI GILKEY	Property maintenance	4/22/2014	006	YES
<b>WALDEN COURT</b>					
201 WALDEN COURT	ROBERT N JOHNSON	Yard Maintenance	4/22/2014	005	YES
206 WALDEN COURT	GREGORY & BARBARA CLAYSON	Yard Maintenance	4/22/2014	005	YES
<b>WALDEN ROAD</b>					
105 WALDEN ROAD	JOHN & CATHERINE ADAMS	Property maintenance	4/22/2014	006	YES
126 WALDEN ROAD	JAMES & MICHELLE LUKEHART	Property maintenance	4/22/2014	006	YES
130 WALDEN ROAD	THOMAS & VICKI HARMON	Property maintenance	4/22/2014	006	YES



**TREASURER'S REPORT**  
**BOARD MEETING – April 22, 2014**

**OPERATING REPORTS:** 3/31/14 Operating reports were submitted by CAS to all board members and the Finance Committee on 4/14/14. The invoicing process continues to proceed fairly well although additional time was spent assuring the processing of invoices processed immediately before Brooke's departure on 3/28. It appears that several landscape invoices were delayed a bit but Katie followed up and had payments made on 4/3, so although the charges do not show up on the March statements, the vendors were paid on a timely basis.

	YTD	
	<u>Income/Loss</u>	<u>Variance</u>
Master	\$167,135.48	\$14,669.74
AW	\$4,465.81	\$4,434.56
BC	\$1,652.74	\$1,636.99
OTW	\$1,869.53	\$1,885.28
TL	\$349.50	(\$122.00)
<b>Total</b>	<b>\$175,473.06</b>	<b>\$22,504.57</b>

**Comments regarding Operating reports:**

The variances during the month were minimal once again as the activity at this time of year is very limited in all areas. The negative variances in the master and most sub-associations were more than offset by the positive variances in other accounts that resulted in a positive year to date variance of \$14,669.74 for the Master HOA and combined \$22,504.57 for the Master and all sub-associations. The only exception was Taberna Landing where the negative variance was caused by unbudgeted expenses incurred earlier this year.

**Expenses: Taberna Master and Sub-Associations:** Expenses remain within the overall budget for all communities although there continue to be some offsetting overruns/underruns. In the Master HOA the incorrect time phasing of our insurance billing and some internal transfers of legal expenses caused the vast majority of the \$9k positive variance. Fortunately, the significant delinquent account in OTW is continuing to make his scheduled \$1k monthly payments thru Ward & Smith, although this is slowed by the incurrence of additional legal fees for processing their payments thru Ward & Smith. Apparently the payment schedule proposed to Lester Anderson which would eradicate the debt prior to the expiration of the existing lien placed on his property was rejected. We await insight from our attorney regarding this to assess any other action which might favorably resolve the issue. The significant variance related to transfers to the emergency fund has been mitigated by the spreading over the transfer over the coming months and the actual transfer of the year to date budgeted amount.

**Accounts Receivable:** These amounts are not reported in detail this month since the number of accounts is still fairly large. The significant cases are still with the attorney with new cases being directed to our new credit collection firm by Katie at CAS.

**BANK ACCOUNTS:** I am currently reviewing the CD's maturing in the first half of 2014 and will roll them over to accounts within the Alliance group.

**BANK RECONCILIATION:** CAS continues to reconcile our accounts against the financial statements on a monthly basis by CAS.

**EMERGENCY FUND:** The balance stands at \$42,363.68 as of 12/31/13. The remaining \$8,000 is accounted for in our statements and the transfer to the balance sheet will either occur incrementally during the year or at year end. This will bring the fund back to the established goal of \$50,000. Continuation of this annual contribution will be considered in the preparation of the 2015 budget.

**HOA INVOICES:** As of 4/19/14, all invoices received have been approved, coded and submitted to CAS for processing. As noted in the operating report section above, the process documented in the Treasurer's manual is now being followed and even with the change in community managers seems to assure expeditious payment of our vendors.

**Legal Fees:** We have continued the policy of only seeking legal action where there is a reasonable chance of account, fine and legal fee recovery. CAS is continuing to take the initial collection action which saves us significantly on each account that falls in arrears. Ward & Smith's liens remain on a number of properties and we will continue to monitor the assigned accounts until they are closed at our direction.

**Prepaid Fees:** CAS is continuing to have difficulty with the residents of Abbington Woods and Boleyn Creek not submitting coupons with their payments, resulting in general ledger posting entries. Lou has asked if there was some way for the HOA to probe them to ensure that they submit their coupons with their payments. There were about 6 detected errors that required correction in the past months

**One Taberna Way:** A significant amount of time has been spent by several board members dealing with the issues in this sub-community, the most financially significant of which is the landscape contractor and the ongoing transition. Prior to the landscape contract issue there was a shortfall of \$1,152 in the OTW operating budget for the year due to installation of pine straw (\$3,052 with \$2,100 available) and the allocation of \$200 for flowers to be used by their newly formed garden committee. This was not a large problem as the sub-association had a positive variance of \$1,637.60 in 2013 and a current equity fund balance of \$5,855.92, so this projected negative variance of \$1,152 would reduce their year-end equity balance to \$4,703.92.

The more significant financial dilemma comes from the landscape contractor transfer. Essentially, we made two level payments of \$1,400 to Club and Agronomy Services for the months of January and February. During this period they did very little work and walked away from the contract. A new contractor has been recommended by B&G at an annual cost of \$16,200, which along with the \$2,800 already paid out will exceed the \$16,850 budget for 2014 by \$2,150. We have two options to consider, we can acknowledge the overrun this year at the sub-association level, which would reduce their equity fund to \$2,553.92 and we execute a contract with a payment schedule for the work to be conducted during the year or we move to a fiscal year contract/schedule which would run from April 1<sup>st</sup> to March 30<sup>th</sup>. The benefit of the proposed fiscal action is that it defers \$4,050 of the annual contract expense into early 2015, although it would show up as a liability on the year-end balance sheet. On a negative side, it withholds income from the new contractor earned when the real work is performed during the

months of April – Dec and isolates this contract as the only obligation that the association holds on a fiscal year basis. This will undoubtedly involve significant discussion at the upcoming board meeting so please review the data provided and give it some thought before the meeting.

**Audit of 2013 Financials:** Although CAS was directed to engage the auditing firm on 3/13 this item seemed to have dropped in the crack. Katie and Lou are on board and authorization was given on 4/15. Since it is the same company used last year, I wouldn't think that it would take a long time to perform.



Taberna Homeowners Association, Inc.  
Post Office Box 3308  
New Bern, NC 28564-3308

Dear New Homeowner:

Welcome to Taberna! You are now part of the Taberna Master Homeowner's Association. The primary objective of this organization is to maintain the community in accordance with our By-Laws and Covenants.

As an aid in this endeavor we work with a property management firm, CAS, Inc. CAS will be the first point of contact for all your operational questions. You may want to check out their website at [www.casnc.com](http://www.casnc.com). Once there click on Community Pages and then on the Taberna tab. Here you will find an email link to our current CAS property manager as well as a link to the Taberna HOA website. This site contains forms, links and other important information regarding your community. You may also reach the CAS property manager assigned to Taberna by calling (910) 509-7197 Monday through Friday 8:30 a.m. to 5:00 p.m.

As a member of the homeowners association your assessments support the maintenance of the common areas throughout Taberna. Dues payment coupons/invoices are mailed to you upon your closing and then at the beginning of each calendar year (or as appropriate). Please take the time to read this information carefully and note the terms of payment. We ask that you make your check payable to the Taberna HOA, not CAS, and include your lot number on the face of your check to ensure proper credit.

Your homeowners' board meets monthly. These meetings are open to all members of the community. You may also want to check out the homeowners' website directly at [www.tabernahoa.org](http://www.tabernahoa.org). Board meetings are documented and posted to the website. In addition you will find the all latest information pertaining to your community.

We wish you all the best in your new home and, once again, we welcome you to Taberna.

Taberna Master Homeowners Association  
Board of Directors

# ACR SUMMARY

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1. Lot 398, Russo. Remove a tree adjacent to garage entrance. Roots of the tree are causing the concrete slab to lift. (approved 3/21/14)
2. Lot 398, Russo. Install an 18 ft. x 36 ft. in ground pool. 5 foot black metal fence enclosure. Pool equipment inside the fence at rear of building. (approved 3/26/14)
3. Lot 697, Garza. Trim/remove trees. (approved 4/9/14)
4. Lot 25, Salzler. Construct a fence at rear of property. (4/10/14)