

January Minutes – 2012

Minutes of Board of Directors Meeting Taberna Master Homeowners Association January 4, 2012

Board Members Attending:

John Serumgard	President
Chris McCausland	Vice President
Chip Rice	Secretary
James Dugan	Treasurer
Al Lefebvre	Member at Large
Nick D'Alessandro	Member at Large
Paul Tracewell	Member at Large
Joe Kelly	Member at Large

CAS Attending

Katie Patnode	Community Manager
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Committee Members Attending

Russell Packard	Transition Committee
Dick Turner	Architecture Control Committee

Absent:

Rick Layton	Transition Committee
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Guests Attending:

Phil Swain	
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The meeting was called to order by John Serumgard at 3:10, there being a quorum present.

President's Remarks

John Serumgard welcomed the new Board members and Katie Patnode, CAS, to their first official meeting. He then updated the board on several issues that have been resolved: Trees on the bank lot, townhouse mowing, gas company equipment complaint, and downspout piping.

Minutes Review/Approval

Chip Rice submitted the minutes from the December meeting of the Board, minutes from the Annual Homeowners meeting, and minutes from the meeting held to elect 2012 officers for Board approval; All three were approved as read and will be added to the Website.

Treasurer's Report

Jim Dugan provided his report which is attached. Several topics related to finance were discussed. They are:-

- Building and Grounds (B&G) invoices – Regular contracted invoices should go to CAS; Katie & Joe will meet to determine how new (day-to-day) invoices should be handled
- The water meter was requested to be turned off, but was not; Need to review bill
- All billing for annual and first quarter dues has been completed
- A motion to authorize the President and Treasurer as Check Signatories for the reserve accounts was made and approved
- Getting outstanding funds to CAS should be done by cashier check and sent to Pinehurst

Building and Grounds Report

Joe Kelly reported:

- The front entrance lights were now operational and each has extra outlets for use on special occasions.
- The park dumpster lock is not working as the lid can be opened slightly. Discussion about the dumpster resulted in a motion to remove it if John Reed agrees to remove park debris and there is no contract with GDS. Joe will pursue.
- Poop Bags for the park need to be ordered; Joe will get the information for ordering the bags to Katie. She will order and have them delivered to Judy Gilbert

Architecture Review Committee Report

Dick Turner reported:

- There are no new home requests, but several of the normal tree removal, porch enclosure, and shutter/shingle color change requests are being processed.
- The committee only meets when significant activity requires it. Katie requested an invite to the next meeting.
- Katie requested an electronic copy of the ARC rules. Dick will email them to Katie. During discussions it was noted that the Request Form on the website is not usable. Dick will provide a copy to Russ for updating the website.
- Any checks required by the ARC should be forwarded to CAS for depositing.

Covenant Violations

Joe Kelly received complaints about a boat on Ticino Court. He pursued and called the police (no tag) after which the owner moved it to his driveway. Katie handled the report by sending a violation letter. Joe also heard complaint about a sign posted in the park related to owners not picking up after their dogs. The Nydegg property continues to be an issue, ?????? WAS ANY ACTION defined

A discussion on how to handle violations ensued and it was agreed that ALL complaints must be sent to Katie where a standard violation protocol will be used. Katie reviewed the CAS violation process and will email the policy to Board members.

New Business

Transition Committee - John presented a resolution establishing a Transition Committee to assist with the implementation of CAS as our community manager. The resolution was approved by the Board.

Standing Committee Chairs/Members – John submitted a list of the current committees and their membership. A motion to approve the list was made and approved. The list will be submitted to our insurance carrier.

Board Meeting Schedule – John presented a draft meeting schedule. After discussion it was agreed to hold the meeting later in the month so CAS can have financial reports available. The third Wednesday was proposed and approved. NOTE: After reviewing calendars, it was agreed via email to meet on the fourth Wednesday of the month at 3:00.

Old Business

One Taberna Way (OTW Issues – John presented a copy of a letter that will be sent to all OTW homeowners addressing both the landscape maintenance and painting issues presented at the December Board meeting.

Transition – It was evident in the meeting that workflow in several areas need clarification

- Define points of contact and escalation procedures
- Developing contractor checklists
- Developing an emergency response plan
- Website integration
- Publicize contact information

Taberna Landing Issues – No discussion was held on this issue

- Community or Association responsibility for common area maintenance (excluding road)
- Dedication of road to City of New Bern

Good of the Association

John handed out a draft mission, goals, and objectives for 2012 statement. He requested the board to review and provide input prior to next month's meeting.

Meeting Schedule

The next meeting is scheduled for Wednesday, February 22, 2012 at 3:00.

The meeting was adjourned at 5:15.

Approved by the Board of Directors:

By: 
John Serumgard, President

2/22/2012
Date

Treasurer's Report
James Dugan, Treasurer
Wednesday, January 4, 2012

Aged Receivables:

Aged receivables for the Master HOA as of December 29, 2011, are \$5,246.50; of these \$3,990.50 are over 90 days. Current year HOA dues status are 778 paid, or otherwise resolved, and 3 unpaid; which is 99.4% collected or resolved for 2011. Liens are in place on the three properties. Late fees will continue to be assessed to the properties for dues not paid by December 29th.

Community Aged Receivables:

As of the December 29, 2011, Aged Receivables:

Abbingtton Woods:	Aged receivables total	\$937.50
Boleyn Creek Villas:	Aged receivables total	\$375.00
One Taberna Way:	Aged receivables total	\$1,125.00
Taberna Landing:	Aged receivables total	\$0.00

Liens and Judgments:

The HOA has a 2009 judgment, July 2010 lien, and July 2011 lien on one property. Balance owed at end of year is \$2,045.50.

We currently have a July 2010 lien and a July 2011 lien against two properties. One of these properties was foreclosed December 20, 2011, with a balance owed of \$780.00. Usually a foreclosure will eliminate liens and receivables on the property. Balance owed on the other property at end of year is \$880.00.

A lien on one of the One Taberna Way properties for \$1,125 past due for 2nd, 3rd, & 4th quarter dues plus \$140 late fees, for a total of \$1,265. Balance at end of year is \$1,285.00.

HOA Invoices: All invoices received by December 25th have been sent to the Accountant for payment. One invoice received after accountant closed for New Year's holiday is on hold.

Management Transition:

CAS, the new management company, has completed computerization of owner accounts and sent annual and first quarter invoices. They have also set up new checking accounts for the HOA and four communities..

The past accounting firm was directed to end transactions on December 31st and forward any payments and invoices received after that date to CAS. The past accounting firm will also handle the closing and reporting of the fourth quarter and year end reports.

Starting January 1st, CAS will handle all collection and expenditure of operating funds.

Branch Banking and Trust Accounts:	Beginning of Year 2011	Dec 1st (Online)	Jan 1st (Online)
Taberna Master Deposit Account (IDA)	\$26,907.85	\$52,127.72	\$40,037.21
Taberna Master Operating Account	15,265.18	14,207.46	11,667.82
Abbington Woods Operating Account	8,265.80	11,344.31	11,344.31
Boleyn Creek Villas Operating Account	1,844.24	3,787.20	2,385.70
One Taberna Way Operating Account	8,286.60	7,174.10	3,406.80
One Taberna CD	8,702.46	8,789.49	8,789.49
Taberna Landings Operating Account	1,393.52	2,812.18	1,362.18
Taberna Landings CD	5,085.01	5,135.86	5,135.86

Scott & Stringfellow:	Beginning of Year 2011	Dec 1st (Online)	Jan 1st (Online)
Taberna Master Reserve	\$109,525.53	\$116,090.36	\$116,075.49
Taberna Emergency Reserve	51,773.56	38,214.38	38,209.16
Abbington Woods	15,886.11	20,724.60	20,759.46
Boleyn Creek Villas	4,903.75	4,225.81	4,618.04
One Taberna Way	45,915.48	54,810.33	54,817.71
Taberna Landings	14,330.27	15,086.14	16,451.67

"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. The advantage over every other type of investment is that the principal is guaranteed through FDIC for up to \$250,000.

Emergency Reserve Funds:

The storm recovery expenses totaled \$18,570.

The Emergency Reserve Fund before the storm was \$52,000 in CDs and \$114.71 in cash.

The HOA operating account covered the Emergency Reserve expenses. To date, maturing CDs and interest have reimbursed the operating fund \$14,197.18. The next CD available is for \$7,000 maturing 01/05/2012. This CD will be used to cover the balance of the storm recovery expenses and the required portion will be transferred to the HOA operating account in January.

The Emergency Reserve Funds will be brought back up to the \$50,000 goal (based on an estimated \$18,570 expense and \$2,000 fund excess) by adding \$10.60 per lot to dues in 2013 and 2014.

Reserve Funding:

The annual reserve funding has been transferred to Scott & Stringfellow for the HOA Master, Abbington Woods, Boleyn Creek, One Taberna Way, and Taberna Landing.

Comparing Reserve Schedule Projected Funds to *Actual (*online figures) Reserves:

HOA / Communities	Analysis	*Actual	Difference	Comments
Taberna Master Reserve	\$166,075	\$116,075.49	\$0	updated analysis
Taberna Emergency Reserve	50,000	*38,209.16	*(16,164)	*refer to above
Abbington Woods	21,226	20,759.46	(467)	
Boleyn Creek Villas	4,999	4,618.04	(381)	
One Taberna Way	63,793	63,607.20	(186)	
Taberna Landings	22,308	21,587.53	(720)	

Note: Once actual year-end financial reports are approved, the actual end-of-year funds should be brought up to Projected Fund balances by appropriate transfer to reserves from operating funds.



Taberna Master Homeowners Association Inc.

January Monthly Meeting

January 4, 2012

Agenda

- 1) President's Remarks John Serumgard
 - a) Welcome to Community Manager Katie Patnode
 - b) Miscellaneous items: trees on bank lot, townhouse mowing, gas company equipment, downspout piping
- 2) Review and approval of minutes Chip Rice
 - a) December Board Meeting
 - b) Annual Meeting
 - c) Board Meeting Post Annual Meeting
- 3) Treasurer's report Jim Dugan
 - a) Transition to new accounting system and address for bills.
 - b) Billing for annual and quarterly Dues
 - c) Resolution on signatories for Scott and Stringfellow reserve accounts
- 4) Standing committees and membership John Serumgard
 - a) Resolution on establishment of Transition Committee and appointment of members
 - b) Resolution on membership on existing standing committees
- 5) Report from Buildings and Grounds Committee Joe Kelly
- 6) Report from Architectural Control Committee Dick Turner
 - a) Possible meeting conflict
- 7) Covenant violations Joe Kelly
 - a) How to handle complaints of violations
- 8) Manager's Report Katie Patnode
 - a) Continuing transition issues
 - (1) Developing contractor check lists
 - (2) Developing emergency response plan
 - (3) Web site integration
 - (4) Publicize contact information
 - b) Other items
- 9) Old Business
- 10) New Business
 - a) Goals and Objectives for 2012
- 11) Good of the Community
- 12) Confirm Next Meeting: Wednesday, Feb 1, 2012

Taberna Master Homeowners Association, Inc.
Meeting Schedule: 2012

(All regularly scheduled meetings of the Board of Directors will be held at the HOA offices at 3940 Highway 70 East, unless otherwise notified. The meetings will begin at 3:30 PM unless otherwise notified.)

Wednesday, January 4, 2012

Wednesday, February 1,

Wednesday, March 7,

Wednesday, April 4,

Wednesday, May 2,

Wednesday, June 6,

Wednesday, July 4 (????????) or 11

Wednesday, August 1,

Wednesday, September 5,

Wednesday, October 3,

Wednesday, November 7,

Wednesday, December 5

Annual Meeting

Wednesday, December 5 (Tentative)

Resolution Establishing Transition Committee

Whereas, The Taberna Master Homeowners Association, Inc. (hereafter THOA) has engaged a community management company to assist in the management of Taberna, beginning January 1, 2012; and

Whereas, the THOA desires to retain the experience of the immediate past Board members during this transition year, while providing them the coverage afforded by the THOA Directors and Officers Liability Insurance, and

Whereas, the THOA Board of Directors, under the covenants and bylaws applicable to Taberna has the power to establish such standing committees as may be needed and to appointed persons to serve on such standing committees,

Therefore be it resolved:

The THOA Board of Directors hereby establishes a standing committee to be known as the Transition Committee, whose members shall be the immediate past duly elected Board members; and

The Transition Committee shall meet with the Board at its regularly scheduled monthly meetings, and any other called meetings as provided for in the bylaws;

Without further action by the Board, the Transition Committee shall disband on December 31, 2012; and

The members appointed to the Transition Committee shall be Rick Layton and Russ Packard.

Adopted:



Taberna Master Homeowners Association Inc.
P.O. Box 3038
New Bern, NC 28560

**TABERNA HOA 2012
BOARD OF DIRECTORS, OFFICERS, AND COMMITTEES**

Board of Directors and Officers:

John Serungard, President	633-2119
Chris McCausland, Vice Pres.	636-5839
Chip Rice, Secretary	638-2820
James Dugan, Treasurer	637-5314
Paul Tracewell, Asst Treasurer	638-5439
Al Lefebvre, At Large	637-7254
Joe Kelly, At Large	636-6535
Nick D'Alasandro, At Large	637-3550

Transition Committee:

Russ Packard	670-5116
Rick Layton	633-1093

Adjudicatory Panel:

John Reichenbach	633-2133
Bryan Scoggins	636-9997
Frank McKee	638-4686
Monte Starr, Alt.	288-5531

Architectural Control Committee:

Richard Turner, Chair	634-3404
Charles Dannemann	634-1648
Steve Harman	638-3623
Deb Willard	635-9474
Jerry Willard	635-9474

Building & Grounds Committee:

Joe Kelly, Chair	636-6535
Judy Gilbert	637-9585
Ron McCausland	636-5839
Bernadette McNulty	636-6005
Bill Rounds	635-9247
Gordon Streeter	633-3444
Phil Weller	636-3950

NaturPark Committee:

Ren Klawson, Chair	634-2323
Bob Carnes	634-3570
Jim Gruenbaum	637-3583
Tom Watson	634-1783
Betty Rovins	634-9757

Crime Watch Committee:

Sue McCarthy, Co-Chair	672-4449
Tom Tucker, Co-Chair	288-5926

Finance Committee:

Paul Tracewell, Chair	638-5439
Bob Costanzo	637-6628
John Simon	636-3440
Gary Thirkell	637-4067

Wetlands Management Committee:

Betty Rovins, Chair	634-9757
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Community Associations

Abbington Woods:

Don Loudin	636-2913
Beverly Robertson	n/a
Mike Tully	633-3023

Boleyn Creek Villas:

Jim Wilson	636-5164
Paul White	638-5275
Jay Valentine	672-0020

One Taberna Way:

Bill Bradbury	637-2827
John Carrigan	633-1014
Fred Elsner	637-3742

Taberna Landings:

Tim Klaumann (Contact)	636-1487
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Taberna Home Owners Association
P.O. Box 3308
New Bern, NC 28564-3308

January 3, 2012

To: All Residents of One Taberna Way

From: John Serumgard, President, THOA

I trust you have all had a great holiday season and will enjoy a great new year.

I am writing to bring you up to date on a few issues that relate only to the One Taberna Way community in Taberna. As I am sure you all are aware, One Taberna Way has a unique position in Taberna. Under the covenants applicable only to your community, the Taberna Master Homeowners Association is responsible for maintaining the exterior of your individual homes, to include repair and replacement of your roofs and the painting of the brick. In addition the THOA is responsible for all of the landscape maintenance of your homes. In accordance with these covenants, which require that the expense of this exterior maintenance be borne only by the OTW homeowners, you all pay quarterly supplemental dues that pay for the annual landscape maintenance and fund a reserve to cover the cost of roof repair and replacement and painting when that is needed. The funding levels for the reserves have been carefully calculated based on the estimated costs to be incurred and the timetable for expected action. The aim is to have sufficient funds to pay for painting and replacement when it comes due, taking into account that your homes were placed into service over several years, and not all units will be handled in the same year.

As I discuss issues that have been considered both in your own community meetings and at the THOA Board level, I want to assure you all that everyone is most sensitive to the level of supplemental dues that you already pay and we will do everything we can not to increase it.

Your representatives, Bill Bradbury and John Carrigan, brought to the Board the resolution you had approved to include periodic painting of the brick stoops, handrails and shutters within the scope of the exterior painting obligation that the THOA has. The Board agreed to this request. To carry it out, we will work to establish a timetable for this work, and to seek estimates of the cost involved. It will be our goal to pay for the work within the scope of the current supplemental dues. In doing this we will review the assumptions we previously made in establishing our reserve levels, and will utilize the expertise of our new community management firm to reach an updated schedule.

The second issue involves additions to the landscape of individual homes in light of the landscape maintenance requirements. In two other communities in Taberna the THOA is responsible for providing lawn mowing services, and perhaps mulching of beds, again with the expense being borne by the community residents. In OTW, the maintenance obligation extends beyond lawn mowing and includes care of the beds, shrubs and trees and some planting of perennials. Because of this obligation, the covenants require that any OTW resident seeking to plant additional shrubs or trees, or repair or maintain existing grass, must first seek approval from the THOA. This is to insure that the planting in question would be in keeping with the general tenor and size of the planting scheme, and that the maintenance contractor can be advised of any special maintenance requirements that the proposed planting might entail. Finally, we must insist that residents not bring in third party landscape maintenance contractors to do any work on plantings in OTW. We require all of our landscape maintenance contractors to provide proof of liability insurance, workers compensation coverage, and a state issued pesticide applicators permit. Only by limiting maintenance activity to our retained contractor can we be sure that chemicals are being used properly so as not to endanger people or pets and are not being used in excessive amounts. Your landscape representative, John Carrigan, works closely with the landscape contractor to oversee all landscape maintenance work. If you have a particular concern about anything around your home, please call him, and be prepared to work with him and the contractor to solve the problem. The more communication the better. We have a highly respected agronomist as our contractor for One Taberna Way, and he is fully capable of dealing with any landscape issues.

Thank you for your interest in making your community one of the stars of Taberna. If you have any questions about these matters, please contact your community representatives, or me. I can be reached at j.serumgard@suddenlink.net. If you have broader questions regarding Taberna, please contact our CAS community manager, Katie Patnode at Katie@casnc.com, or at 1-877-420-9320 ext. 1201. In addition, you can contact the CAS customer service department at 1-877-420-9320 ext 2.

Taberna HOA Mission, Goals and Objectives: 2012

Mission Statement: *The Board of the Taberna Master Homeowners Association is committed to providing the highest quality of life for our residents and owners through an aesthetically pleasing, well-maintained, and secure environment. We will operate from an ethical and community-oriented standpoint, follow prudent management practices, and conduct business in a transparent manner. To accomplish this mission, the Board has established the following goals and objectives for 2012.*

Goal 1—To successfully integrate operations with our management company

1. Integrate financial systems to include reaching an audit of accounts
2. Develop emergency response plan and other standardized protocols as needed
3. Consider integration of websites and improved communications with residents
4. Establish effective system for dealing with complaints and covenant violations

Goal 2—To provide for a high standard of living within the guidelines of the restrictive covenants and by-laws

1. Complete improvements to Naturpark

Goals 3—To encourage community involvement in HOA committees

1. Continue to seek new volunteers for standing committees.

Goal 4—To promote effective communication with residents

1. Maintain use of Taberna Tribune as communications vehicle to reach all residents.
2. Continued improvement to HOA web site
3. Publish semi-annual or quarterly newsletter to non-resident property owners