

July Minutes – 2011

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

Board Members Attending:

John Serumgard	President
Russell Packard	Vice President
James Dugan	Treasurer
Chris McCausland	Member at Large
Rick Layton	Member at Large

Members Absent:

Chip Rice	Secretary
Al Lefebvre	Member at Large

Also Attending:

Ron McCausland	B&G Committee Chair
Dick Turner:	ACC Chair

Guests:

Cathie Johnston	CAMS
Hilton Tetterton	CAMS

MINUTES
PACKAGE

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

Presidents Remarks

Al Lefebvre is at home recuperating from his recent surgery. He is doing well and expects to attend next month.

CAMS Presentation

The President introduced Cathie Johnstone, Senior Vice President of CAMS, who made a presentation of her company's homeowner association management capabilities. Ms Johnstone introduced Hilton Tetterton, a CAMS associate who would serve as our property manager if they were selected as our management contractor. During her presentation, the following points were made:

- CAMS has more than 20 years experience in HOA management;
- CAMS has a client service department that assists the manager and can handle all calls from homeowners;
- CAMS has highly standardized procedures and a specialized software system that captures all information and provides transparency to the residents and the Board;
- CAMS can handle or assist with covenant enforcement; architectural reviews; contractor selection and management; all accounting and bookkeeping functions; budget preparation; annual meeting preparation; web site management; email list management; and other functions.
- Pricing is based on a fee per house per month, plus certain administrative fees charged on a per use basis.

The presentation concluded with a question and answer session. The President thanked the CAMS representatives for their presentation

Adding wells to ACC responsibilities

Dick Turner, Chair of the ACC, made a presentation on wells. He noted that several residents have had individual wells installed on their lots recently. At present the only reference to wells in the covenants requires that the location of wells be indicated on lot plans when a new house is submitted for approval. The ACC is recommending that we adopt a new rule that requires homeowners seek ACC review and approval before drilling a well. Concerns are that wells might be located within set back lines without notification of neighbors, wells might need to be screened; and well locations might be limited to back yards. Following discussion, the consensus of the Board was that we should work on a rule to cover wells, and that we should determine what the legal requirements affecting wells might be.

B&G Report on Maintenance Landscape Contract Proposals

Ron McCausland, Chair of the Building and Grounds Committee, presented the results of the committee's evaluation of landscape maintenance contractor proposals for the 2012 – 2013 contract years. He noted that 14 packages requesting bids had been sent out, but that only a couple of new contractors submitted bids. He presented the committee's evaluation and recommendations. The recommended contractors are:

- | | |
|--|---------------------------|
| • Contract number one (Front entrance) | Reed Landscape Irrigation |
| • Common areas | Kut Rite Landscape, LLC |
| • Emmen Road | Kut Rite |
| • Arbon and Todd Denson Park | Reed |
| • Bushhogging | Youngs Bushhog |
| • Taberna Landing | Youngs |

In addition to these HOA contracts, the following contracts as recommended by their respective sub-associations were presented:

- | | |
|-------------------|----------------------------------|
| • Boleyn Creek | Kut Rite |
| • One Taberna Way | Club and Agronomy Services, Inc. |
| • Abbington Woods | Kut Rite |

Following extensive discussion, the Board voted to approve the recommendations for all contractors. Final contract language will now be developed and discussed with the selected contractors, before being signed. Ron will provide the maps that go with the contract.

During this discussion additional issues included:

- Request of B&G to prepare a Beautification Proposal for next year;
- Agreement to get involved parties to agree on trim levels for wax myrtles along Emmen Road;
- Discussion of replacement of dead trees along Emmen and at front of Club.

Repair of Front Sign Lights

Ron McCausland presented the results of a meeting with the city regarding options to reconnect the front sign lights that had been improperly connected to a city street light circuit. The city offered to run a new power line to the west entrance lights at a cost to Taberna of \$847. We would have to install a new meter base and breaker box, and replace and connect the lights. On the east side, we would also have to install a meter base and breaker box, and replace and connect the lights, but the city would connect power to the meter base at no additional charge, as the run is very short.

Following discussion it was concluded that we would take the following actions:

- Investigate whether the east side lights are already connected to an existing Taberna meter base and breaker box;
- Investigate the use of a solar powered lighting system for the sign lights;
- Investigate alternative light placement to eliminate the possibility of damage from mowers; and
- Investigate the costs of installing the meter bases and breaker boxes as the city proposed.

Water bill

The Board discussed a monthly bill from one water meter that exceeded \$1400 and represented 262,000 gals. of water used. Ron McCausland will talk with John Reed about this meter and its operation. Jim Dugan will review the billing from this meter in 2010.

Minutes Review/Approval

John Serumgard submitted the minutes from the June meeting of the Board for approval; they were approved as presented and will be added to the Website.

Treasurer's Report

Jim Dugan provided his report which is attached. Highlight is that we have collected all master HOA dues except 7 properties, so we have collected 99% of our billings.

In preparing a first cut at the next year's budget, the Treasurer will include a proposal that includes a management company.

Covenant Violations

There was a discussion of a few possible violations. A few improper signs have been noted.

Old Business

- Insurance: The General Liability Policy has been received as well as the bill for the first year installment. The policy cost represents a slight increase.
- An inquiry was received about whether pot bellied pigs could be kept as pets. The President will check with the city on this matter.
- Piedmont Gas is actively seeking contracts from residents and has four representatives working on it. In addition the company is seeking a location to stage materials for installation.
- A resident inquired about people putting yard debris at the curb before Tuesday. The discussion concluded that the city pick-up truck came through the community on days other than Tuesday. No further action will be taken on this matter.
- It was noted that the Taberna Country Club has passed its first major hurdle in the bankruptcy court and the owners will continue in control of the club.

Good of the Association

The Board discussed whether to pursue the management company option. Following discussion, it was concluded that we should seek proposals from some additional companies, before making a final decision.

Meeting Schedule

The next meeting is scheduled for Wednesday, August 3, 2011.

The meeting was adjourned at 8:30.

Approved by the Board of Directors:

By: 
John Serumgard, President

8/3/2011
Date



Taberna Home Owners Association

July Monthly Meeting

July 6, 2011

Agenda

1. Presentation of proposal by CAMS Cathie Johnson
2. President's Remarks John Serumgard
3. Review and approval of minutes John Serumgard
4. B & G Report on Landscape Contract Recommendations Ron McCausland
5. Treasurer's report Jim Dugan
 - A. Review of Financial Statements
 - B. Status of liens and foreclosures
6. Covenant Violations Rick Layton
7. New Business
 - A. ACC Request to include wells within its jurisdiction John Serumgard
8. Old Business
 - A. Update on Piedmont Gas
 - B. City proposal on entrance sign lighting
 - C. Taberna Country Club
9. Good of the Community
10. Confirm Next Meeting: Wednesday, August 3, 2011
11. Adjournment

Memorandum

TO: Taberna Homeowners Association Board

FROM: John Serumgard, President

Date: July 3, 2011

Subject: Meeting with New Bern Electrical Dept. Regarding Front Sign Lights

John Serumgard and Joe Kelly met with Carl Tolar, the head of New Bern's Electric Department on Friday, July 1, 2011 to review options regarding the lights that illuminate the two Taberna signs that flank the front entrance from Highway US 70. Also with Mr. Tolar were two interns from NC State.

To recap the problem: The two lights illuminating the right hand sign (Dunkin Donuts side) were earlier discovered to have been connected to the city's street light circuit instead of to any Taberna circuit. City personnel had disconnected that connection. It was assumed that a similar connection existed on the left side lights as well. The city representatives said they would consider possible options and present them to us. This meeting on July 1 was to present these options.

Mr. Tolar recounted that at an earlier meeting we had discussed the possibility of allowing the Taberna lights to remain connected to the city circuit, and to charge Taberna a flat rate for the electricity and connection. It appears that this has happened in the past under slightly different situations in other locations where the city also maintains the lights. He said this would not be possible at the Taberna location. With the changes in city manager and other positions in city offices, and with the slightly different light configuration, that option would not be offered. Instead the city is proposing that we install an electric meter base and a breaker box in close proximity to the lights at our expense, and the city would run a feed from the nearest transformer to the meter base. For the right side lights, the feed would come from a transformer near Dunkin Donuts and would cost Taberna \$847. For the left side lights, there would be no charge for the feed as there is a transformer very near the lights.

While the possibility of running a feed under the entrance road was discussed so that we would need only one meter base, the cost as well as the complexity of the underground environment in that area suggests that not be considered.

While examining the breaker box and meter base installation about halfway down the left side of the entrance road, it was discovered that the Taberna side of that installation had an electric eye controller installed. The breaker box also contains two circuits, one clearly for the irrigation controller. This raises the possibility that the left side lights are already on a Taberna circuit.

Joe Kelly will have an electrician check out this possibility.

The lights in question also probably need to be replaced. There are two lights on each side. Only one of the four lights appears to be intact. One of the right side lights has its connection box broken. The two left side lights are laying on the ground. The lights are probably original to the installation.

Actions to be considered:

1. **Install breaker box and meter base on the right side, and have city run power to the base.**
Cost: City charge to run line: \$ 847
Install meter base and breaker box To be determined
Run power from breaker box to light To be determined
2. **Install breaker box and meter base on the left side, and have city run power to the base**
Cost: City charge to run line: \$ 0
Install meter base and breaker box To be determined
Run power from breaker box to light To be determined
3. **If Taberna power already runs left side lights, no additional cost**
4. **Replacement of lights**
Cost: Purchase of lights and installation To be determined

Treasurer's Report

James Dugan, Treasurer

Wednesday, July 6, 2011

Aged Receivables:

Aged receivables for the Master HOA as of June 30, 2011, are \$5,721.28; of these \$685.78 are 0-30 days; \$630.00 are 31-60 days; \$199 are 61-90 days; and \$4,206.50 are over 90 days. Current year HOA dues status are 773 paid and 7 unpaid; which is 99.1% collected. Late fees will be assessed to the properties for dues not paid by June 30th.

Sub-Association Aged Receivables:

Abbingdon Woods: None.

Boleyn Creek Villas: Aged receivables total \$25.00.

One Taberna Way: Aged receivables total \$375.00.

Taberna Landing: None.

HOA Invoices: All invoices received by June 30th have been forwarded to the Accountant for payment.

Liens and Judgments:

The HOA has a 2009 judgment and a July 2010 lien on one property. Balance owed is now \$1,945.50; \$360 of which is for 2011. Late fees continue to accrue at \$20 per month.

We currently have three liens from July 2010 against properties.

We initiated placing liens against thirteen accounts over six months due in HOA dues by sending out "Intent to Place Lien" letters on June 15th. Six have since paid their accounts. The remaining seven will have liens placed on July 15th if not paid.

Sub-Association Quarterly Dues:

Third Quarter dues for all sub-associations have been mailed.

Branch Banking and Trust Accounts:	Beginning of Year 2011	May 31st (Online)	July 6th (Online)
Taberna Master Deposit Account (IDA)	\$26,907.85	\$129,592.48	\$116,393.69
Taberna Master Operating Account	15,265.18	6,877.26	14,156.46
Abbington Woods Operating Account	8,265.80	10,423.76	7,932.94
Boleyn Creek Villas Operating Account	1,844.24	3,309.67	2,465.42
One Taberna Way Operating Account	8,286.60	9,712.24	7,645.46
One Taberna CD	8,702.46	8,702.46	8,702.46
Taberna Landings Operating Account	1,393.52	1,898.16	1,598.66
Taberna Landings CD	5,085.01	5,085.01	5,085.01

Scott & Stringfellow:	Beginning of Year 2011	May 31st Actual	July 6th (Online)
Taberna Master Reserve	\$109,525.53	\$112,436.05	112,383.36
Taberna Emergency Reserve	51,773.56	52,195.51	52,204.18
Abbington Woods	15,886.11	20,154.29	20,187.59
Boleyn Creek Villas	4,903.75	3,922.61	3,924.21
One Taberna Way	45,915.48	51,456.28	51,434.62
Taberna Landings	14,330.27	15,018.26	15,036.17

"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.

PRIVATE WELLS

Location & Screening:

- The Architectural Control Committee must approve placement on each lot.
- Well head to be located in such a way as to minimize the visibility of the head from the street, golf course or adjoining property.
- The Committee may impose screening requirements, such as artificial well cover rocks, fabricated structures, or vegetation as it deems appropriate.

Bid Summary Rev 1

Current Contracts

Contract #1 (front entrance plus): Reed \$76522
Taberna Park and Arbon Green: Reed \$10620
Common Areas: Young \$6160
Emmen Road: Kut-Rite \$10,100
Taberna Landing: Young \$3440
Bushhogging and Lot Fronts: Young \$144/acre, 14.75/lot front

Submitted bids

*Bid recommended by the Buildings & Grounds Committee

Contract #1

*Reed \$76646 Moore's \$61832/61047
Boyd \$64778/67929

Park and Arbon Green

*Reed \$10620
Boyd \$26020/26533

Common Areas

*Young \$6265 Moore's \$28424/29845
Boyd \$6160/6468

Emmen Road

*Kut-Rite \$16500/17760 Moore's \$23659/24842
Boyd \$21820/22152
Webb \$7800/8100

Taberna Landing

*Young \$3440 Moore's \$4612/5042.5
Webb \$3250
Boyd \$7000/7257

Bushhogging and Lot Fronts

*Young \$145/acre, 14.75 each lot front
Boyd \$160/165/acre, 35/40 each lot front
Webb \$70/acre, 15 each lot front
#Recommended by the Boleyn Creek committee

Boleyn Creek

#Kut-Rite \$15720/16500 Moore's \$15524/16300
Boyd \$15000/15306
Webb \$14200/14500

2141 Perrytown Loop Road
New Bern, North Carolina 28562

Reed
landscape
irrigation

252-637-2439

PROPOSAL SUBMITTED TO: <u>TABERNA HOA</u>	PHONE:	DATE: <u>7-7-11</u>
STREET:	JOB NAME: <u>REPAIR GRADE / REPLACE TURF</u>	
CITY, STATE, ZIP CODE:	JOB LOCATION: <u>SID BERM @ 4-WAY</u>	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR THE INSTALLATION OF LANDSCAPE MATERIALS TO CONSIST OF:

QTY	SIZE	DESCRIPTION	UNIT	TOTAL
		- SPRAY OUT EXISTING TURF		
		- WORK SOIL W/ ROTOVATOR (TILLING + GRADE)		
		- FINE GRADE		
		- PATCH IN SMALLER BAD TURF AREAS		
<u>400</u>	<u>YD²</u>	<u>CENTIPEDE SOD</u>		
				<u>\$ 1,940.00</u>
		<u>ADD TO IRRIGATION SYSTEM</u>		
<u>3</u>		<u>I-20 HUNTER ROTORS</u>		
				<u>\$ 380.00</u>
				<u>\$ 2,320.00</u>

One-Year Guarantee (Abuse, neglect or extreme acts of nature voids guarantee).

We Propose hereby to furnish material and labor for the sum of: \$ 2,320.00

Payment to be made as follows:

Net upon completion of installation Other _____

All material is guaranteed to be as specified. All work to be completed in a workman-manner according to standard practices. All agreements, contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature [Signature]
Note: This proposal may be withdrawn by us if not accepted within 90 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.

Signature _____
Date _____

2141 Perrytown Loop Road
New Bern, North Carolina 28562

Reed
landscape
irrigation

252-637-2439

PROPOSAL SUBMITTED TO: <u>TABERNA HOA</u>	PHONE:	DATE: <u>7-8-11</u>
STREET:	JOB NAME: <u>REGRADE + SEED LAWN</u>	
CITY, STATE, ZIP CODE:	JOB LOCATION: <u>HWY 70 @ ENTRY</u>	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR THE INSTALLATION OF LANDSCAPE MATERIALS TO CONSIST OF:

QTY	SIZE	DESCRIPTION	UNIT	TOTAL
		<u>WORK SOIL W/ ROTOVATOR (TILLING + GRADE)</u>		
		<u>FINE GRADE</u>		
		<u>SEED IMPROVED BERMUDAGRASS VARIETY</u>		
				<u>\$1740.00</u>
		<u>REPAIR IRRIGATION</u>		
		<u>ZONES 3+4</u>		
				<u>\$1,200.00 - \$1,450.00</u>

One-Year Guarantee (Abuse, neglect or extreme acts of nature voids guarantee).

We Propose hereby to furnish material and labor for the sum of: \$ _____

Payment to be made as follows:

Net upon completion of installation Other _____

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All agreements, contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature [Signature]

Note: This proposal may be withdrawn by us if not accepted within 90 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.

Signature _____

Date _____