

**Minutes of Board of Directors Meeting**  
**Taberna Homeowners' Association**  
**June 10, 2009**

**Board Members Attending:**

Gene Peele	President
Linda Pickens	Secretary
Suzanne Forsythe	Treasurer
Willis Vincent	Member at Large
Rick Layton	Member at Large

**Absent:** George McNulty, Vice President  
Steve Harman, Member at Large

The Meeting was called to order by Gene Peele at 5:30pm, there being a quorum present.

**Minutes:**

Rick Layton made a motion to approve the Minutes of the May 13, 2009 Meeting, which was seconded by Suzanne Forsythe. The Minutes were unanimously approved and accepted.

**Treasurer's Report:**

The Treasurer gave the following report:

**Cash and Accounts Receivable:** The total cash in the operating checking accounts as of June 10, is \$149,931. Total Accounts Receivable as of June 5, 2009 is \$8,867, as compared to \$14,293 as of May 13, 2009.

**Late Fees:** 18 late fees were mailed out in the first week of June to delinquent property owners based on open balances as of May 31, 2009. The Treasurer provided the Board with information on one property owner and, after discussion, the Board decided to place a lien on the property and to continue to charge the owner late fees.

**Liens:** One property owner having four liens on her property for unpaid dues and late fees has now paid in full. Currently, there are 8 outstanding liens on 4 properties. The Board discussed the legal options available for collection. The Board approved the Treasurer's recommendation to commence legal action on the one property owner having four liens.

**Accounting Contracts:**

The HOA accountant will submit written contracts for services for calendar year 2010 to the Board to review. There will be no increase in accounting fees in 2010.

### Open Items:

- 1) Website: Gene Peele met with Alva Windham to discuss upgrades to the HOA website to include more links to golf and tennis activities, community and area activities, and description of neighborhoods to give it an enhanced community feel. Alva will meet with the website developer to determine the cost of the upgrades.
- 2) Easement for Fence at Front Entrance: No change in status.
- 3) Landscape Maintenance Contracts and Beautification Plan: Bid proposals have been received from interested contractors responding to the requests for proposals for all common areas and Sub-Associations in Taberna. The bids are now being reviewed and evaluated by the Building & Grounds Committee and the Sub-Association representatives. They will present their recommendations to the Board at the July meeting. The Board had previously agreed that the existing landscaping on Emmen Rd. had been neglected and required action this year to prevent continued deterioration. Therefore, B&G moved quickly to reevaluate the bids received for the Emmen Rd. contract, which will be for the remainder of 2009 and for the years 2010-2011. The Board approved utilizing the unexpended funds remaining in the Beautification Plan to fund the remedial work this year on Emmen Rd. in order to conform its overall appearance with other common areas in Taberna. The work to be performed on Emmen Rd. in 2009 includes fertilizing the existing grass, weed control, trenching and mulching beds, and trimming shrubs to a uniform and neat appearance. The Board approved awarding the contract to Kut-Rite.
- 5) Todd Denson Park: Based on feedback from residents, the Board agreed to solicit bids to determine the cost to fence the rear of the Park (between the two existing side fences) to prevent access to the swamp/wetlands. Having only three sides fenced would allow the space to continue to be utilized for multiple purposes. The Board agreed that, depending on the cost (which the Board is estimating to be around \$1,000), the fence would be installed later this year if funds are available. A Motion was made by Suzanne Forsythe to obtain bids on installing the fence, which was seconded by Rick Layton. The motion was unanimously approved.
- 6) Community Picnic: The Community Picnic is scheduled for September 26. The Board discussed the possible contributions by the Taberna Tribune and BB&T Bank to offset the cost of the picnic.
- 7) Easement with Country Club. The owner of the Country Club has yet to sign the Easement Agreement relating to the landscape bed and Taberna sign installed on Country Club property at the Old Airport Rd. entrance and the trees installed on Country Club property which the owner agreed to maintain. Gene Peele will talk with the owner about the Agreement and the HOA's concern that most of the trees have died
- 8) Repairs to Canoe Dock: A cost proposal was received to install new stairs at the canoe dock at a cost of \$180. The Board approved the cost and new stairs will be installed. The Building & Grounds Committee is also reviewing options to remove the graffiti on the gazebo.

- 9) Wetlands Maintenance: Gene Peele will ask Bob Costanzo (Wetlands Committee Chairman) to attend the August Board meeting to provide information on the HOA responsibilities for maintaining the designated wetlands within Taberna.
- 10) Repairs at 4-Way Stop Sign: Further repairs were made to the area to improve drainage so that water drains properly. Gene Peele will set up a meeting with Max Freeze and other City officials to discuss the existing the drainage issues in and around the main entrance and the Association's desire to install a decorative barrier to prevent damage caused by vehicles driving on the shoulders.

#### **Invasive Plants:**

It was brought to the Board's attention that eleagnus is considered an invasive plant. There are eleagnus hedges on common areas which provide screening. The Board determined that replacing the existing hedges was cost prohibitive and may not be acceptable to residents as any replacements would be considerably smaller than the existing hedges, some of which were planted over 10 years ago. It was agreed that the resident would be asked to write an article for the Taberna Tribune to educate residents on the impact of invasive plants on the ecosystem.

#### **Covenant Violations:**

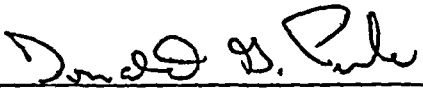
Willis Vincent reported on Covenant violations pertaining to a possible home business, trash cans and propane tanks.


#### **2010 Budget Preparations:**

The Board reviewed the 2009 Budget to identify areas of possible cost savings for the 2010 Budget. The Board noted that the largest Budget expenses are the landscaping maintenance costs, which is a fixed expense. The Board's recommendations will be forwarded to the Finance Committee for its consideration when developing the proposed 2010 Budget. The increase in City water and electrical rates and its impact on the 2010 Budget was discussed. Gene Peele will send an email to Jim Wilson, Chairman of B&G, requesting conservation efforts to limit water expenses. Areas where a savings in water costs may be achieved were operating the sprinklers at the main entrance to Taberna only when insufficient rain has fallen and adjusting the sprinklers so that water is not sprayed on the street.

There being no further business before the Board, a Motion was made by Rick Layton to adjourn, which was seconded by Willis Vincent. The Motion passed and the meeting was adjourned at 7:40 pm. The next meeting of the Board of Directors will be held on **July 8, 2009** at 5:30 pm.

**Approved by the Board of Directors:**

  
By: Gene Peele, President

  
Date:

**Taberna Homeowners Association  
Board of Directors  
Agenda  
June 10, 2009 @ 5:30**

- |              |  |   |
|--------------|--|---|
| <b>I.</b>    | <b>Opening Remarks</b>   | <b>Gene Peele</b>   |
| <b>II.</b>   | <b>Adoption of Minutes</b>   | <b>Linda Pickens</b>  |
| <b>III.</b>  | <b>Treasurer's Report</b>  | <b>Suzanne Forsythe/</b>  |
| <b>IV.</b>   | <b>Old Business</b>  |   |
|              | <ul style="list-style-type: none"><li>• <b>Status of Action on Liens</b></li><li>• <b>Status of New Contract Bid Requests</b></li><li>• <b>Status Old Business Open Items</b></li><li>• <b>Budget Guidance for Finance Committee</b></li></ul> | <b>Suzanne Forsythe/</b><br><b>Gene Peele</b><br><b>Gene Peele/All</b><br><b>Gene Peele/All</b> |
| <b>V.</b>    | <b>New Business</b>  |   |
|              | <ul style="list-style-type: none"><li>• <b>Invasive Plants within Taberna</b></li><li>• <b>Review of Covenant Violations</b></li></ul>   | <b>Gene Peele</b><br><b>Willis Vincent</b>  |
| <b>VI.</b>   | <b>Good of the Order</b>   |   |
| <b>VII.</b>  | <b>Confirm Next Meeting</b>  |   |
| <b>VIII.</b> | <b>Adjournment</b>   |   |

**BACKGROUND  
MATERIAL  
FOR  
MATTERS  
DISCUSSED  
AT  
BOARD  
MEETING**

## 2010 Budget Guidance

The following is a **draft** for discussion at the 10 June BOD meeting. It contains initial thoughts on guidance to help the Finance Committee prepare the 2010 budget to be presented to the Board 12 Aug 09. The format reflects the process as outlined in the May 5, 2009 Budget Guide. Per the Guide this guidance should be provided to the Finance Committee by 12 June.

The following lists the **minimum/bare bone** line items of our proposed budget. These are necessary to keep the wheels on and avoid deterioration of the HOA functions and maintaining the value of our Taberna community and properties:

- Landscaping contracts as selected for 2010 – these provide the minimum necessary maintenance to sustain the appearance of our common areas and our sub-associations.
- Utilities (water and electric) – budget at actuals for past 2 years plus projected water cost increases.
- Admin Expenses – budget at historical average for past 5 years
- Insurance – gotta have it
- Office Rent – what are you going to do if it rains
- Taxes – probably less than 2009 because of low interest rates but you gotta pay them
- Web site – reduce to cost of operating/maintaining it
- Annual meeting expenses – budget at 5 year average
- Accounting – necessary to maintain the fiscal integrity of dues paid by homeowners. Budget at 5 year historical average
- Legal – necessary to deal with issues that arise in conjunction with enforcing covenant and interfacing with commercial properties. Budget at 80% of 2009 budget.
- Building and Grounds, Miscellaneous Maintenance – budget at 5 year historical average. This is a tricky line item as it covers a lot of unplanned, unexpected costs (e.g., the expensive repair at the 4 way stop, replacement of plants, bridge maintenance, canoe docks, etc). The problem is we don't have a good way to estimate things that we can't predict.
- Misc small line items (\$500 or less):
  - Crime watch
  - Annual picnic

The following are the **Mid Range** items that are considered necessary to keep our community looking nice and ensure it remains competitive with neighboring communities for attracting people to live here. These costs may be considered for deferral to another year to hold the annual assessment down. This could also include increasing the level of funding for a line item included in Part 1 that was funded at a bare bones level.

- Beautification Projects – per the originally approved plan in 2006 we could add a line item for \$20K or we could elect to fund it at a lower level depending on what level of annual assessment we choose to go with.
- Lake Aquatic Mgmt – need Suzanne's thoughts

The following are the Part 3 (Optimum) items that provide desirable improvements in services to our community but may be deferred for budgetary reasons to keep the annual assessment from growing to its highest level:

- Todd Denson Park Improvements
  - Pet fencing
  - Basketball court
  -
- Operations Contingency Fund -

The committee is requested to provide a summary of funding to date for our capital reserve requirements and identify needs for reserve funding in 2010.



# TABERNA PRELIMINARY 2010 BUDGETS

done 05/02/09

	2007 Actual	2008 Actual	2009 Budget	2010 BareBones	2010 Mid Range	2010 Optimum
<b>MASTER HOA</b>			\$235 / \$258			
DUES:(# Lots: 757 / 2 / 17)			/ \$265			
<b>Cash Receipts</b>						
Dues	\$ 179,100	\$ 183,105	\$ 182,916	\$ -	\$ -	\$ -
Misc/ Gifts	\$ 1,256	\$ -	\$ -	\$ -	\$ -	\$ -
Fines/ Late fees	\$ 3,180	\$ 3,580	\$ -	\$ -	\$ -	\$ -
Interest Income-Reserves	\$ 2,928	\$ 2,228	\$ 4,840	\$ 2,500	\$ 2,500	\$ 2,500
Interest Income-Operating	\$ 562	\$ 2,802	\$ 2,148	\$ 1,000	\$ 1,000	\$ 1,000
Prior Year's \$ Appropriation	\$ -	\$ -	\$ 593	\$ 5,000	\$ 5,000	\$ 5,000
<b>TOTAL RECEIPTS</b>	<b>\$ 187,026</b>	<b>\$ 191,715</b>	<b>\$ 190,497</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>
<b>Cash Disbursements</b>						
Landscaping-Contracts	\$ 84,247	\$ 89,670	\$ 94,240	\$ -	\$ -	\$ -
Bldg/Grounds Mtnc-Misc	\$ 13,757	\$ 14,990	\$ 15,000	\$ -	\$ -	\$ -
Lake Aquatic Mgmt.	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -
Community Beautif. Project	\$ 25,258	\$ 20,171	\$ 20,000	\$ -	\$ -	\$ -
Capital Improvements	\$ -	\$ -	\$ 6,757	\$ -	\$ -	\$ -
Water Drainage Upkeep	\$ 2,375	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities - water	\$ 4,852	\$ 6,110	\$ 3,850	\$ -	\$ -	\$ -
Utilities - electricity	\$ 2,030	\$ 2,526	\$ 2,860	\$ -	\$ -	\$ -
Crime Watch / EMT	\$ 233	\$ 220	\$ 500	\$ -	\$ -	\$ -
Admin. Expenses	\$ 2,283	\$ 2,358	\$ 3,000	\$ -	\$ -	\$ -
Misc/ Web/ Marketing	\$ 2,478	\$ 686	\$ 4,500	\$ -	\$ -	\$ -
Accounting/Audit	\$ 3,663	\$ 7,443	\$ 7,500	\$ -	\$ -	\$ -
Legal	\$ 7,710	\$ 4,200	\$ 5,000	\$ -	\$ -	\$ -
Insurance	\$ 4,620	\$ 4,155	\$ 4,650	\$ -	\$ -	\$ -
Rent of HOA Office space	\$ 3,225	\$ 3,700	\$ 4,100	\$ 4,200	\$ 4,200	\$ 4,200
Annual Meeting expenses	\$ 808	\$ 645	\$ 1,200			\$ -
Taxes	\$ 941	\$ 727	\$ 2,100	\$ -	\$ -	\$ -
Mailboxes & Posts	\$ 249	\$ 6	\$ -	\$ -	\$ -	\$ -
Lot Front Mowings	\$ 127	\$ (26)	\$ -	\$ -	\$ -	\$ -
Bushhogging	\$ -	\$ 185	\$ -	\$ -	\$ -	\$ -
Replacement Reserves	\$ 14,000	\$ 14,424	\$ 10,000	\$ 10,425	\$ 10,425	\$ 10,425
Operations Contingency Fnd	\$ 11,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -
Oper. Fund Usage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To ALLOCATE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 183,856</b>	<b>\$ 185,190</b>	<b>\$ 185,657</b>	<b>\$ 14,625</b>	<b>\$ 14,625</b>	<b>\$ 14,625</b>
<b>Excess (Deficiency)</b>	<b>\$ 3,170</b>	<b>\$ 6,525</b>	<b>\$ 4,840</b>	<b>\$ (6,125)</b>	<b>\$ (6,125)</b>	<b>\$ (6,125)</b>

# TABERNA PRELIMINARY 2010 BUDGET COMPARISONS

done 05/02/09

<b>ABBINGTON WOODS</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Budget</b>	<b>2010 BareBones</b>	<b>2010 Med.Range</b>	<b>2010 Optimum</b>
DUES (lots)	\$650 (62)	\$725 (62)	\$786 (62)	\$xxx (62)	\$xxx (62)	\$xxx (62)
<b>Cash Receipts</b>						
Dues	\$ 40,174	\$ 44,950	\$ 48,732	\$ -	\$ -	\$ -
Misc. Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income-Reserve	\$ 9	\$ 113	\$ 214	\$ 250	\$ 250	\$ 250
Prior Years' \$ Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>	<b>\$ 40,183</b>	<b>\$ 45,063</b>	<b>\$ 48,946</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>
<b>Cash Disbursements</b>						
Landscaping - Mtnce	\$ 37,200	\$ 40,920	\$ 44,640	\$ -	\$ -	\$ -
Accounting	\$ 834	\$ 780	\$ 860	\$ 860	\$ 860	\$ 860
Admin/ Inc. Tax expense	\$ 123	\$ 218	\$ 132	\$ -	\$ -	\$ -
Fence Repl. Reserves	\$ 1,800	\$ 3,100	\$ 3,100	\$ 3,100	\$ 3,100	\$ 3,100
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 39,957</b>	<b>\$ 45,018</b>	<b>\$ 48,732</b>	<b>\$ 3,960</b>	<b>\$ 3,960</b>	<b>\$ 3,960</b>
<b>Excess (Deficiency)</b>	<b>\$ 226</b>	<b>\$ 45</b>	<b>\$ 214</b>	<b>\$ (3,710)</b>	<b>\$ (3,710)</b>	<b>\$ (3,710)</b>

# TABERNA PRELIMINARY 2010 BUDGET COMPARISON

done 05/02/09

<b>BOLEYN CREEK VILLAS</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Budget</b>	<b>2010 BareBones</b>	<b>2010 MidRange</b>	<b>2010 Optimum</b>
DUES (lots)	\$625 (23)	\$683 (23)	\$718 (23)	\$xxx (23)	\$xxx (23)	\$xxx (23)
<b>Cash Receipts</b>						
Dues	\$ 14,375	\$ 15,709	\$ 16,514	\$ -	\$ -	\$ -
Interest Income-Reserves	\$ 10	\$ 81	\$ 59	\$ 75	\$ 75	\$ 75
Interest Income - Other	\$ 19	\$ 9	\$ 12	\$ 5	\$ 5	\$ 5
Prior Years' \$ Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>	<b>\$ 14,404</b>	<b>\$ 15,799</b>	<b>\$ 16,585</b>	<b>\$ 80</b>	<b>\$ 80</b>	<b>\$ 80</b>
<b>Cash Disbursements</b>						
Landscaping - Mtnce	\$ 13,680	\$ 14,340	\$ 15,060	\$ -	\$ -	\$ -
Accounting	\$ 475	\$ 500	\$ 560	\$ 560	\$ 560	\$ 560
Admin & Inc. Tax Expenses	\$ 54	\$ 84	\$ 78	\$ -	\$ -	\$ -
Replacement Res. Usage	\$ -	\$ 2,165	\$ -	\$ -	\$ -	\$ -
Road Replacement Reserve	\$ 250	\$ 805	\$ 828	\$ 851	\$ 851	\$ 851
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 14,459</b>	<b>\$ 17,894</b>	<b>\$ 16,526</b>	<b>\$ 1,411</b>	<b>\$ 1,411</b>	<b>\$ 1,411</b>
<b>Excess (Deficiency)</b>	<b>\$ (55)</b>	<b>\$ (2,095)</b>	<b>\$ 59</b>	<b>\$ (1,331)</b>	<b>\$ (1,331)</b>	<b>\$ (1,331)</b>

# **TABERNA PRELIMINARY 2010 BUDGET COMPARISONS**

done 05/02/09

<b>ONE TABERNA WAY</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Budget</b>	<b>2010 BareBones</b>	<b>2010 MidRange</b>	<b>2010 Optimum</b>
<b>DUES (lots)</b>	<b>\$2000 (16)</b>	<b>\$2000 (16)</b>	<b>\$2000 (16)</b>	<b>\$xxxx (16)</b>	<b>\$xxxx (16)</b>	<b>\$xxxx (16)</b>
<b>Cash Receipts</b>						
Dues	\$ 32,000	\$ 32,000	\$ 32,000	\$ -	\$ -	\$ -
Interest Income - Reserves	\$ 739	\$ 788	\$ 1,243	\$ 700	\$ 700	\$ 700
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Years' \$ Appropriation	\$ -	\$ -	\$ 600	\$ 3,200	\$ 3,200	\$ 3,200
<b>TOTAL RECEIPTS</b>	<b>\$ 32,739</b>	<b>\$ 32,788</b>	<b>\$ 33,843</b>	<b>\$ 3,900</b>	<b>\$ 3,900</b>	<b>\$ 3,900</b>
<b>Cash Disbursements</b>						
Landscaping	\$ 18,366	\$ 22,498	\$ 25,400	\$ -	\$ -	\$ -
Accounting	\$ 605	\$ 520	\$ 580	\$ 580	\$ 580	\$ 580
Admin & Inc Tax expenses	\$ 93	\$ 237	\$ 300	\$ -	\$ -	\$ -
Reserves for: Ext. Painting & Roof Repl.	\$ 5,760	\$ 5,760	\$ 6,320	\$ 6,656	\$ 6,656	\$ 6,656
Use of Reserves	\$ -	\$ 3,800	\$ -	\$ -	\$ -	\$ -
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 24,824</b>	<b>\$ 32,815</b>	<b>\$ 32,600</b>	<b>\$ 7,236</b>	<b>\$ 7,236</b>	<b>\$ 7,236</b>
<b>Excess (Deficiency)</b>	<b>\$ 7,915</b>	<b>\$ (27)</b>	<b>\$ 1,243</b>	<b>\$ (3,336)</b>	<b>\$ (3,336)</b>	<b>\$ (3,336)</b>

## **TABERNA PRELIMINARY 2010 BUDGET COMPARISON**

done 05/02/09

<b>TABERNA LANDINGS</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Budget</b>	<b>2010 BareBones</b>	<b>2010 MidRange</b>	<b>2010 Optimum</b>
<b>DUES (lots)</b>	<b>\$1000 (6)</b>	<b>\$1355 (6)</b>	<b>\$1355 (6)</b>	<b>\$xxxx (6)</b>	<b>\$xxxx (6)</b>	<b>\$xxxx (6)</b>
<b>Cash Receipts</b>						
Dues	\$ 6,000	\$ 8,130	\$ 8,130	\$ -	\$ -	\$ -
Interest Income-Reserves	\$ 133	\$ 192	\$ 135	\$ 50	\$ 50	\$ 50
Prior Years' \$ Appropriation	\$ -	\$ -	\$ 270	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>	<b>\$ 6,133</b>	<b>\$ 8,322</b>	<b>\$ 8,535</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>
<b>Cash Disbursements</b>						
Landscaping - Mtnce	\$ 3,320	\$ 3,316	\$ 3,520	\$ -	\$ -	\$ -
Accounting	\$ 425	\$ 380	\$ 460	\$ 460	\$ 460	\$ 460
Admin & Inc Tax Expenses	\$ 8	\$ 35	\$ 100	\$ -	\$ -	\$ -
Road Replacement Reserve	\$ 2,190	\$ 4,320	\$ 4,320	\$ 1,620	\$ 1,620	\$ 1,620
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 5,943</b>	<b>\$ 8,051</b>	<b>\$ 8,400</b>	<b>\$ 2,080</b>	<b>\$ 2,080</b>	<b>\$ 2,080</b>
<b>Excess (Deficiency)</b>	<b>\$ 190</b>	<b>\$ 271</b>	<b>\$ 135</b>	<b>\$ (2,030)</b>	<b>\$ (2,030)</b>	<b>\$ (2,030)</b>

**TABERNA HOMEOWNERS ASSOCIATION  
RESERVE COMPARISONS  
YEAR-END BALANCES**

done 05/02/09	<u>Actual Balance 12/31/2007</u>	<u>Actual Balance 12/31/2008</u>	<u>Projected Balance 12/31/2009</u>	<u>Projected Balance 12/31/2010</u>	<u>2010 est. usage</u>
Taberna Mstr: Replacement	\$ 66,733	\$ 83,156	\$ 93,156	\$ 103,581	\$ -
Abbington Woods - Fences	\$ 5,923	\$ 9,135	\$ 12,235	\$ 15,335	\$ -
Boleyn Creek Villas - Alley	\$ 4,383	\$ 3,089	\$ 4,003	\$ 4,854	\$ -
One Taberna Way: Ext. painting/roof replacemnt	\$ 36,454	\$ 39,169	\$ 45,226	\$ 51,882	\$ -
Tab. Landings - Road	\$ 8,503	\$ 13,015	\$ 17,335	\$ 18,975	\$ -
<b>TOTAL REPLACEMENT RES.</b>	<b>\$ 121,996</b>	<b>\$ 147,564</b>	<b>\$ 171,955</b>	<b>\$ 194,627</b>	<b>\$ -</b>
Taberna Master: Operations Contingency Fund	\$ 35,474	\$ 49,567	\$ 50,000	\$ 50,000	\$ -
Less: Usage	\$ -	\$ -	\$ -	\$ -	\$ -
Balance at 12/31/xx	\$ 35,474	\$ 49,567	\$ 50,000	\$ 50,000	\$ -
<b>TOTAL ALL RESERVES</b>	<b>\$ 157,470</b>	<b>\$ 197,131</b>	<b>\$ 221,955</b>	<b>\$ 244,627</b>	

**Linda Pickens**

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**From:** Gene Peele [dgpeele@embarqmail.com]  
**Sent:** Monday, June 01, 2009 3:14 PM  
**To:** 'Gene Peele'; 'George McNulty'; 'Linda Pickens'; 'Rick Layton'; 'Steve Harman'; 'Suzanne Forsythe'; 'Willis Vincent'  
**Cc:** Jimdotty@aol.com; moore1929@suddenlink.net  
**Subject:** Recommendation for Emmen Rd Contract  
**Attachments:** ApprovalRequestEmmen LandscapeContract\_Bids.doc; \_AVG certification\_.txt

**Contractor Selection Sensitive Information (Not to be discussed or disclosed outside of Board/Committees)**

Attached is the summary of the bids received for the Emmen Rd contract and the summary of the bid evaluation by the selection members. This committee included: Ed Gorzalski, John and Judy Simon, Rick Layton, and B&G (Jim Wilson, Bill Rounds, Ron McCausland) and myself.

Award of the contract requires Board approval. If we do the sod work we should proceed as soon as possible.

I will be out of town until Thursday a.m. I will try to check my email and you can reach me on my cell phone (703) 402-3820.

Thanks, Gene

<b>Emmen Rd Landscape Maintenance Contract Bids</b>			
	<b>Webb Landscape</b>	<b>Kut-Rite</b>	<b>Reed Landscape</b>
<b>I. Priced Requirements for 2009</b>	\$2,700	\$2,600	\$3,670
<b>II. Total Price of Upgrade Options in 2009</b>	\$5,750	\$6,347-6,947	5,190-7,400
- Sod Bare Spots	\$1200 (3,900 sq ft)	\$ 2347 (3200 sq ft) - note 3	\$ 2000 (3600 sq ft)
- Aerate grass	\$300	Included in sod cost above	Included in sod cost above
- Irrigate Sod areas	\$650	Did not propose scheduled watering (note 1) - will water as required to avoid loss of sod.	Did not propose scheduled watering (note 1)
<b>- Mulch</b>			
-- Pine Straw	\$3600 (see note 2)	\$4000 (10 ft wide)	\$3190 (10 ft wide)
-- or Hardwood	\$3600 (Tuscarora Compost) (see note 2)	\$4600 (10 ft wide)	\$5400 (10 ft wide)
<b>III. 2010 and 2011 Follow-on Maintenance</b>			
2010	\$6890	\$8700	\$11520
2011	\$7235	\$9150	\$11520
<b>Summary of Bid Evaluation</b>			
	<b>Webb Landscape</b>	<b>Kut -Rite</b>	<b>Reed Landscape</b>
<b>Price Comparison</b>	Lowest Cost	Intermediate Cost	Highest Cost
<b>Response to Proposal Reqt's</b>	Addressed all requirements	Addressed all requirements except irrigation. (see note below). Will water as required.	Addressed all requirements except irrigation
<b>Adequacy of Resources for job</b>	Must hire staff to perform work. Rents equipment for large jobs. Adequacy and location of business is a concern (see note below). Charlie Webb appears to be day to	Uses existing staff to supervise and perform the work	Uses existing staff to supervise and perform the work

	day supervisor		
Past Performance and Experience	Has a large base of home customers and does common area support for Creekside HOA. Has performed small jobs for B&G. Has not performed any of the major Taberna contracts.	Has a large base of home customers and performs the HOA contracts for Taberna Landing and Boleyn Creek	Has a large base of home customers and performs the Front Entry, Taberna Park, and Arbon Green HOA contracts.
Adequacy of Insurance	Has minimum of \$1M general liability. Does not have workers compensation as of bid submission. Has a binder from insurance company to provide coverage within 48 hours.	Has minimum \$1M general liability and workers compensation insurance	Has minimum \$1M general liability and workers compensation insurance
References	Good reputation for home landscape work within Taberna	Good/Excellent reputation for home and HOA landscape work within Taberna.	Good reputation for performance of the HOA contracts. Some homeowner concerns regarding late responsiveness to customer calls and requests.

Note 1: Neither Kut Rite nor Reed proposed to regularly irrigate the new grass areas because of the difficult logistics and costs to set up water. This presents a significant risk that the new grass may not take hold, especially if we don't get adequate rain. Kut Rite provided assurance that they would water if required to avoid loss of sod.

Note 2: Webb bid \$900 for mulch. This is based on an unrealistically low requirement for mulching the berms. They proposed 2 feet wide when it is probably more like 8-10 feet wide (average) to cover the berms. A more realistic, adjusted cost for Webb based on covering 8-10 feet is about 4 times what they proposed or a minimum of \$3600. Webb proposed Tuscarora compost at the same cost as pine straw.

Note 3: Kut Rite's estimated area for grass renovation was low. The eroded areas and the two spots on the right side of Emmen that are mostly weeds require about 3200 sq ft minimum. His estimated cost of \$1687 for 2300 sq ft has been adjusted to 3200 minimum or a cost of \$2347.

### **Summary and Recommendation of Selection Committee:**

**Cost Risk** - the bids came in as expected with Webb the low bidder, Kut Rite in the middle, and Reed the high bidder. Webb wants to gain entry into the major HOA contracts and, accordingly, appears to have priced his bid on the low side. As an example, Webb's sod cost is significantly less than proposed by either Kut Rite or Reed yet it is proposed for a larger area. This likely means he would use the thinner sod from Williams Farm. His cost for mowing in year 2010 is significantly lower (25%) than what we pay Young today for mowing the Emmen Rd area of the common areas contract (estimated as 1/3 of the commons contract). The committee believes there is potential risk that Webb could cut corners in the performance of the work to make up for his low bid.

**Performance Risk** – Kut Rite and Reed are well positioned with people and equipment resources to perform this work and based on performance of existing HOA contracts offer the least risk. There is significantly more risk with Webb. He needs to hire people and there is a significant concern regarding who would be supervising the work. Currently it appears that Charlie Webb is the active supervisor of work. He has been observed taking calls while playing on the golf course relating to work they were performing.

This leads to another issue and concern regarding the appropriateness of awarding a contract to Webb. He is currently under Adjudicatory Panel jurisdiction for violating HOA covenants in 2008 for landscape storage and operations, pursuant to the improper conduct of a business from his residence in Taberna. Although he has indicated that he no longer is doing these improper actions, recent inputs from neighbors in his area indicate that from time to time he has continued to do so. These recent allegations are being reviewed to determine if there is a pattern of his returning to improper conduct of a landscape business from his residence.



**Recommendation:** the committee believes Kut Rite offers the best value and recommends they be awarded the Emmen Rd landscape contract. The risks of the low cost bidder are too significant to warrant an award. B&G recommended the award to either Kut-Rite or Reed. While Reed is well qualified, the lower cost and reputation of Kut-Rite justifies it receiving the award.

Further recommendation: B&G recommends that we use hardwood mulch versus pine straw as it will give us an extra 6-8 months of life before needing to be refreshed. Emmen Rd is also a wide open area and the hardwood will withstand the winds better than the pine straw.

If awarded to Kut-Rite, the 2009 cost would be \$2,600 if we did none of the line item II options, (sod bare areas and mulch the berms), outlined above. If we included all the options and used hardwood mulch the cost in 2009 would be \$9,547 for doing items I and II.

### **Background information**

This is the request for quotation that went to bidders. Young, Fred Leonard and New Bern Lawnsapes declined to bid the job.

**Request for Quotation  
Taberna Master Homeowner Association Inc. (HOA)  
Emmen Rd Upgrade for 2009 and Follow-on Maintenance for 2010 and 2011**

This is a firm fixed price contract for maintenance upgrades to Emmen Rd in 2009 with priced options for additional improvements in 2009 that the HOA may chose to implement. The contract provides for follow-on landscape maintenance of Emmen Rd in 2010 and 2011 and maintenance of plant beds at the corner of Sursee Rd and two entrances to Taberna from Airport Road. The Emmen Rd area is identified on Plan #92110-P.

### **I. Priced Maintenance Requirements for 2009**

1. Upon contract award, trim the Eleagnus Shrubs on the right side of Emmen Rd. Trim to a uniform, neat appearance of about 8' high and 8' deep from front to back. Don't trim between them so that the plants grow to close the gaps between them.
2. Upon contract award, trim residual weeds growing in the berms and apply post emergent broadleaf and grass weed control to all grass areas and the berms along Emmen Rd. Care must be taken to avoid injury to Wax Myrtles and Eleagnus.
3. After application of weed controls, fertilize all grass areas to help the existing grass get healthier and spread into areas where weeds are being killed.
4. Trench edge (4" minimum) and refresh the mulch at the beds at the two entrances to Old Airport Road and the bed at the corner of Sursee Court. Trench edge the tree beds along Emmen Road.
5. Keep the mulched beds and trees free of weeds by chemical spray or by pulling.
6. Apply a pre-emergent weed control for winter grasses in late Oct/early Nov.

Quotation for the above work is to be firm fixed price and shall be billed and paid when performed.

2009 cost for above tasks \_\_\_\_\_

## II. Priced Upgrade Options for Emmen Rd in 2009

Each item below shall be separately priced as firm fixed price.

1. Emmen Rd Grass Renovation – this provides the material and labor to renovate the existing turf grasses by over-seeding with a certified Centipede grass. Prior to over-seeding, to improve germination, the existing grass should be mowed to 1" and the soil prepared for seeding by using a vertical mower, slicer, spiker, or power rake to open the soil to a depth of about 1/4". Seeding shall be done in a crisscross pattern to obtain uniform seed distribution. After over-seeding, the area shall be dragged with fencing, cocoa mats, or some similar drag to help work the seed into the soil. Firm Fixed Price of \$ \_\_\_\_ to over-seed only the bare, eroded areas of Emmen Rd or Firm Fixed Price of \$ \_\_\_\_ to over-seed all of Emmen Rd starting at the corner of Sursee Ct.
2. Provide supplemental irrigation to help the germination and keep the newly seeded grasses alive during the hot summer weather. Firm Fixed Price of \$ \_\_\_\_
3. Apply pine straw or hardwood mulch along the Wax Myrtle and Eleagnus berms to provide weed and erosion control and to provide an enhanced landscape appearance. Firm Fixed Price of \$ \_\_\_\_ for pine straw or Firm Fixed Price of \$ \_\_\_\_ for hardwood mulch.

If implemented by the HOA, the optional tasks above will be billed and paid when performed.

Cost for option 1 above \_\_\_\_\_

Cost for option 2 above \_\_\_\_\_

Cost for option 3 above \_\_\_\_\_

\*\*\*\*\* The above stated requirements of the original bid request were amended as follows: \*\*\*\*\*

## Revised Priced Maintenance Requirements for 2009

Add the following work to the firm fixed price cost: Aerate (plugs or spiked) the grass areas on both sides of Emmen Rd (roadside area along Wax Myrtles on the left and roadside area along Eleagnus on right).

## Revised Priced Upgrade Options for Emmen Rd in 2009

1. The Emmen Rd Grass Renovation by sodding or over-seeding shall be limited to a few areas where there is no significant centipede (60% or more weeds and less than 40% centipede – this is on the right side of Emmen). Sod will be used to repair the large

eroded areas are the left side of Emmen. The sod areas shall be repaired by leveling and addition of soil, as needed, to prepare the area for sod. Provide a sketch with your proposal that identifies the areas that you are proposing for over-seeding and sodding and the approximate dimensions of each repair area.

2. Supplemental irrigation will be needed only for the repairs as outlined above
3. The application of mulch along the berms should also include trenching on the grass side to hold the mulch in place on the hillsides

### **III. Priced Service Requirements for Follow-on Maintenance in 2010 and 2011**

1. Emmen Rd area is identified on Plan #92110-P.
2. All grass in the common areas along Emmen Rd should be mowed starting in mid Apr and should be mowed every 7-10 days during the growing season through Oct. During the months of Nov – Mar the areas should be mowed once per month. Mower height to be set not higher than two inches.
3. Each mowing to include trimming around any obstacles such as trees, utility boxes, signs, etc and along the curb. Blow mowing and trimming debris off the roadsides.
4. Edge and mulch the beds at the two entrances to Old Airport Road and the bed at the corner of Sursee Court and edge and mulch the trees along Emmen Road once in early spring
5. Keep the mulched beds and trees free of weeds by chemical spray or by pulling
6. Fertilize the shrubs and perennials in the beds and the trees in April.
7. Plant annuals in the spring and fall at the three noted beds. Fertilize annuals when planted.
8. All grass shall be fertilized in the May.
9. Apply pre-emergent weed control to all grass areas in late Feb or early March and late Sep to late Nov timeframe.
10. In February prune and trim the shrubbery (Wax Myrtles and Eleagnus) along Emmen Rd and remove all trim debris.
11. Monitor landscaped area for pests and diseases and report incidences to the Building and Grounds Committee.

Quotations are to be firm fixed prices and will be paid monthly.

2010 yearly cost of \_\_\_\_\_ to be billed and paid in monthly amounts of \_\_\_\_\_

2011 yearly cost of \_\_\_\_\_ to be billed and paid in monthly amounts of \_\_\_\_\_

For the duration of the contract period, the selected contractor must maintain and show proof of comprehensive general liability and workers' compensation insurance coverage including employer's liability that complies with the applicable workers' compensation laws governing your company and all its employees, as well as proof of general liability and workers' compensation coverage for all subcontractors working for your company on work related to this contract. For the duration of the contract, the contractor shall maintain and show proof of a

license as required by the North Carolina Pesticide Laws for individuals applying pesticides in the performance of this contract. The contractor should place visible markers in areas that have been sprayed on the day of application to warn others that pesticides have been applied. The markers should remain in place for 24 hours

Either party may terminate the contract, in part or in full, for good cause, provided notification is given in writing 30 days prior to termination.

For further information or questions regarding this quotation contact:

Gene Peele

635-1684

Or

Rick Layton

633-1093

#### **Evaluation Criteria**

Price

How well response satisfies the request for quote requirements

Adequate of resources to do the job – personnel and equipment

Past performance on similar efforts

Adequate insurance

References