



Taberna Master Homeowners Association, Inc.

**Monthly Board of Directors Meeting
Tuesday, June 24, 2014
Agenda**

Call to Order	Gene Sharer
Establish Quorum	Jean Hanson
Approval of May 27, 2014 Minutes	Jean Hanson
Discussion of: National Night Out	Nick DAlassandro
Officer's Reports Vice President Report Treasurer Report	Louise Vondran Craig Baader
Committee Reports Architectural Control Building & Grounds Finance Others	Dick Turner Joe Kelly Bill Gent as needed
Manager's Report Property Owner action status Lien Status Covenant Violations Adjudication Committee Schedule	Michelle Massarelli
President's Comments Commercial Lots Cleanup Review of action items from prior meeting(s)	Gene Sharer Jean Hanson
Old Business (not previously covered)	
New Business Web Site Administrator Replacement	
Next Meeting	3:00 PM July 22, 2014
Adjourn	



June 2014
Minutes of Board of Directors Meeting
Taberna Master Homeowners Association, Inc.
June 24, 2014

Board Members Attending

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

Committee Members Attending

Joe Kelly
Dick Turner

CAS
Michelle Massarelli

Board Member Absent

Billy Gent

Guests

Don Elsass
Nick D'Alessandro

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 May minutes were approved.

National Night Out

Nick D'Alessandro, the Taberna Crime Watch chairman, updated the Board on the plans for National Night Out. He has applied for the permit to close Taberna Way from the tennis courts to Airport Road. The amount of food (hot dogs, chips) will be doubled from last year. The signs from last year will be used with the new date, August 5. He needs to get some fliers printed to be put in mailboxes and will check with local printers for the best price. \$250 has been allocated for this night and Pat Schaible, our alderman, is donating another \$200 from her budget. He still needs to get water, 3 large coolers, 2 eight foot tables, someone to purchase ice cream sandwiches and a speaker or bull horn. Five homeowners have agreed to help Nick with this event.

Nick also told the Board about Coffee with a Cop which will be held on July 8 for Carolina Colors and Taberna. This is an opportunity to meet the police officers in our neighborhood. The event will be held at Carolina Colors. Sgt Brown of the New Bern Police asked Nick if someone would be willing to donate some donuts. The Board agreed to give \$50 for this meeting.

Vice President Report

- Welcome Package
 - The Welcome Package material has been given to the Welcome Committee.
- Taberna Imaging Project
 - The committee met this month and prepared a questionnaire to get a profile of the community. This questionnaire will be published in the Taberna Tribune, available on line and available at National Night Out. Hard copies of the survey can be dropped off at the Country Club or brought to National Night Out. Names of those who complete the survey will be put in a drawing. The drawing will be held at National Night Out. Winners will be given a gift card to be used at Taberna Country Club. You will not need to be present to win nor will you have to be a member of the club to use the gift cards. The Board approved the questionnaire and gave \$200 for the gift cards.
- Real Estate Scorecard
 - The website, <http://realestatescorecard.com>, is used by people who are moving into southern communities. Louise encouraged Board Members to look at the site and fill out the survey. It gives you an opportunity to rate Taberna. It was discussed if this website should be made known to the entire community. It was decided not to do it at this time. The Imaging Committee will consider it.

Treasurer's Report

- Invoices are being paid promptly.
- The two largest delinquent accounts could be resolved in the coming months.
- There are about 10-12 accounts over \$1000.
- Bank accounts have been moved to ensure FDIC coverage.
- Legal fees are going down.
- Baader has met with Lande to review what is currently included in the budget for OTW and what they would like to include in the budget in the future.

Architectural Control Committee Report

- Nine change requests were approved.
- Both new home constructions are slightly behind schedule.

Building and Grounds Committee Report

- Boat on Lugano needs to be moved. It has been there for more than ten days.
- A homeowner who recently moved into Taberna took it upon himself to remove the furniture that was left by the dumpster in the dog park and took it to the dump. Kelly sent him an email to thank him.
- A sign will be put on the dog park dumpster saying unlawful users will be prosecuted. The police will be patrolling this area more often and would like to be notified if there is more unlawful dumping.
- The dumpster across from the club house needs to be enclosed. Kelly will contact Todd Holt, Golf Course Superintendent.

- Some areas where the golf course and homeowner association property meet needs to be cleaned up. Kelly will contact Told Holt.
- Satellite issue on Geneva
 - Renter agreed to call Direct TV and ask for a signal check. A Board Member will be present when the check is done.

Finance Committee

- The Finance Committee did not meet this month.

Manager's Report

- There are 364 violations this year; 138 are in compliance.
- Wording of the violation letters was discussed but CAS feels that it is appropriate.
- The process for hearing notification meetings was discussed. Three meetings need to be scheduled as soon as possible. Notify Sharer when meetings are set.
- CAS, Michelle Massarelli, noted some covenant violations and got letters ready to send out without getting approval from Joe Kelly. Joe said he wanted to review all new violations, as he has done in the past, so that a letter would not be sent out if the violation was already corrected. He asked that a spreadsheet be sent to him listing all new violations. Michelle said she could do it but it was a lot of manual work for her to develop the worksheet. It was suggested that it would be less work for both Joe and Michelle if she did not have to make up a special spreadsheet and Joe did not have to go to the residence and verify the violation.
 - A motion was made that Joe would not have to verify the violation before Michelle sent out the first letter and that verbiage be added to the violation letter stating that if this issue has already been addressed, please disregard this letter.
 - Sharer, Vondran, Baader, Hanson, and Starr were in favor of the motion. Kelly voted against it.
 - This procedure can be re-evaluated if it does not seem to work.

New Business

- RV is being parked behind house on Taberna Circle.
- Commercial area in front of Taberna needs to be cleaned up. This area is covered by our covenants. CAS will contact the owner to spruce up the area.
- Trees in front of OTW between the sidewalk and the street need to be trimmed. Kelly will contact the landscaper.
- Some of the trees in front of the Tennis Court have died. This is TCC property. TCC will be contacted.
- Growth and vines at entrance to Naturpark needed to be trimmed. Kelly said the landscaper has taken care of this.
- Grass on street between curb and street needs to be removed. This is the homeowner's responsibility. It was suggested that a note be put in the Taberna Tribune reminding the homeowner to take care of this or a violation letter could be sent.

Website

- It was suggested by our current website administrator that the redesign of the website be postponed until a new administrator is found. He would like to send out a message on Tabmail asking if someone is willing to take over the website. Sharer agreed he could do this but would like to approve the message before it is sent out. It was also noted that only about 10% of the homeowners are using the website.

Action List

- Vondran
 - Send the 2013 Board Meeting minutes to CAS.
 - As part of the President's Message in the Taberna Tribune, include a note that it is the homeowner's responsibility to keep the area between the curb and street free of grass.
- Baader
 - Try to find the old invoice for the fence between Sellhorn and Emmen for Joe Kelly.
- Kelly
 - Replacement of two trees on Emmen will be delayed until fall. Dead trees need to be removed.
 - Get price for extending fence between Sellhorn and Emmen Rd.
 - Contact the golf course superintendent to put up a fence around the dumpster across the street from the club house and replace the dead trees in front of the tennis courts.
 - Contact landscaper to trim the trees between the walking path and sidewalk in front of OTW.
 - Meet with the B&G committee regarding the Naturpark walkway.
 - Taberna Landing paving
- Sharer
 - Approve message going out on Tabmail soliciting a new website administrator.
- CAS
 - Contact owner of commercial property at front of Taberna to clean up the area.
 - Send out a letter to subcommunity homeowners asking them to include the coupon with their payment
 - Schedule three adjudication meetings and notify Sharer regarding the schedule.

Announcements

The next meeting will be Tuesday, July 22, 2014, 3:00 pm.

Adjournment

The meeting was adjourned at 4:50 pm.

Approved by the Board of Directors:

Submitted by: Jean Hanson
Jean Hanson, Secretary

Approved by: Gene Sharer
Gene Sharer, President

Date: _____

Date: 7/22/14

Taberna Violations Summary June 2014

<u>Violation</u>	<u>Number YTD</u>	<u>In Compliance</u>	<u>% Complied</u>
Trash Can	20	18	90%
Boats and Trailers	22	17	77%
Lot Maintenance	12	6	50%
Property Maintenance	70	61	87%
Yard Maintenance	27	25	93%
Home Business	0	0	0%
Signage	12	10	83%
Noise Complaint	0	0	0%
Basketball Goals	0	0	0%
Satellite Dish	1	1	100%
ARC Default	0	0	0%
Total	164	138	0.841463415

0%

Hearing Notification

328 Neuchatel Rd	Trash Receptacle
111 Ticino	Yard Maintenance
110 Biel Rd	Expired Tags on vehicle
205 Mellon	Vehicles parked in yard

TREASURER'S REPORT
BOARD MEETING – June 24, 2014

OPERATING REPORTS: The 5/31/14 Operating reports were submitted by CAS on 5/18/14. We seem to have made it thru the glitch in processing invoices that occurred in mid – April as I was able to verify in the May financial statements that all invoices submitted during that month have been processed and paid. As a follow up to the hiccup during the month I reviewed our submission and check issuance dates and found that most invoices were paid within 10 days of submission to CAS (some within 2 or 3 days), so our payment cycle is very responsive to our vendors.

	YTD	
	<u>Income/Loss</u>	<u>Variance</u>
Master	\$141,370.68	\$25,302.60
AW	\$9,333.91	\$4,412.09
BC	\$3,469.77	\$1,656.27
OTW	\$2,602.17	\$22.58
TL	\$724.78	\$407.50
Total	\$157,501.31	\$31,801.04

Comments regarding Operating reports:

The variances during the month were minimal once again as the activity at this time of year is just starting to ramp up with the landscape contractors. Any negative variances in the master and sub-associations were more than offset by the positive variances in other accounts that resulted in a positive year to date variance of \$25,302.60 for the Master HOA and combined \$31,801.04 for the Master and all sub-associations.

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, positive variances in the 06001 (Front Entrance) and 06004 (Emmen Road) landscape contracts along with a positive variance in the B&G Miscellaneous account (06010) contract made up 75% of the YTD positive variance under the grounds expense area. A positive year to date variance in legal fees (yes, you read it correctly) accounts for 62% of the positive variance in the Administrative area now that the yearly insurance invoice has cleared. There appears to be a chance that we could resolve the two largest delinquent accounts within the coming months as the homeowner in OTW has put their house up for sale and has assured us that it would clear all amounts due when settled and the our attorney has had some interface with Mr. and Mrs. Anderson regarding their past due accounts and they are working toward a resolution. Our attorney was given approval to suspend fines for several months on the OTW property while the property sells. Our credit manager at CAS (Katie) is interfacing with the attorney on our behalf and is party to all discussions/decisions.

Accounts Receivable: Now that we appear to have a handle on the two major delinquent accounts we will focus on the remainder of the accounts >\$1k to assess the efforts being made to bring the accounts up to date. I will coordinate this with Michelle and Katie.

BANK ACCOUNTS/Reconciliation: Lou has taken the action to create the new accounts with the funds transferred from the matured CD's at BB&T and has moved the other accounts to ensure FDIC coverage.

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 at year end. This will bring the fund back to the established goal of \$50,000.

HOA INVOICES: After we conferred with Lou at CAS regarding their check issuance schedule, Joe Kelly has sent notification to all landscape vendors instructing them to invoice us after all scheduled work is completed for the month (for monthly service contracts). Invoices will then be processed for approval, coding and submission to CAS for payment (normally a 10 - 15 day window). This will ensure that all work is completed, inspected and approved prior to payment.

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. Craige and Fox is now initiating any legal actions at significantly less cost to the association.

One Taberna Way: I sat down with Bob Lande several weeks ago to review what is currently budgeted annually and what they would like to budget in the future. I told Bob that we could work up the cost data for additional services that their sub-association would like to consider and volunteered to meet with them to establish concurrence amongst the residents prior to finalization of the sub-association budget and assessment amount for 2015. He and I will come up with the list of addition items (power washing driveways, power washing gutters and downspouts, etc.) prior to submission to B&G for pricing.

Audit of 2013 Financials: The preliminary audit report was positive and unqualified, which means that our year-end financial statements fairly represent the financial position of the master and sub-associations. I have requested the final report via Michelle from the auditing firm.

Report for the THOA on National Night Out

Things are moving along smoothly for our August 5th NNO. We sent the application for a permit to the City of New Bern to close Taberna Way from the Tennis courts to Airport road (same as last year).

Mike Markham will take care of cooking the Hot Dogs and buying the chips. We will have 200 Hot Dogs with Rolls. Last year we ran out and purchased 100 so this year we are doubling the quantity.

We will be using the signs we used last year. The only change we need to make is to change the number 6 to number 5 for the 5th of August.

We have a tent, I believe it is 10x20 ft. We need to get about 750 flyers printed and will have each Captain to distribute them to their area.

We have about 250.00 dollars available in our HOA budget and Pat Schaible is donating another 200.00 dollars from her budget.

The following is a check list of things needed to be done. I am counting on my Captains to help fill these items.

Contact Lisa from the Taberna Magazine to take pictures.

3 large coolers for the bottle water which we need to buy.

We need about 2 eight foot tables

We need someone to purchase ice cream sandwiches, about 100 of them. We also need a speaker or Bull Horn and we need to contact the police and fire dept. to see who and what equipment they will bring.

If anyone can think of anything else we need let me know

Thanks

Nick Dalessandro