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**Date:** Thursday, October 23, 2014 1:26 PM

**From:** Gene Sharer <gene@sharerassociates.com>

**To:** 'Vondran, Louise' <rtglv2@embarqmail.com>, 'Baader, Craig' <craigbaader@verizon.net>, hansonje@suddenlink.net, 'Kelly, Joe' <jvkelly@suddenlink.net>, 'Gent, Billy' <bgent1@suddenlink.net>, 'Starr, Lora' <lo@montestarr.com>

**Cc:** 'Michelle Massarelli' <michelle@casnc.com>

**Subject:** 2014 Annual Meeting Mailing.doc

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All-

Attached find the Notice, Proxy and Ballot for the upcoming annual meeting for your perusal.

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Taberna Master Home Owners Association Inc.

P.O. Box 3308

New Bern, NC 28564-3308

November 1, 2014

«NAME»

«STREET»

«STREET2»

«CITYLINE»

## NOTICE OF ANNUAL MEETING

The Eighteenth Annual Meeting of the Taberna Master Homeowners Association, Inc. will be held on **Thursday, December 11, 2014, 7:00 PM** at **Creekside Elementary School** located at 2790 Landscape Drive (the intersection of Old Airport Road and Landscape Drive), New Bern, NC.

The principal business of this meeting is to elect new directors and receive reports on the financial and operational status of your association.

A complete agenda for the meeting will be available on the TMHOA website ([www.tabernahoa.org](http://www.tabernahoa.org)) no later than December 1, and will be available at the meeting. A preliminary copy of said agenda is included in the materials herein provided. If you do not have

access to the internet, please call Michelle Massarelli 910-295-3791 x1303 and a copy will be mailed to you.

Financial information, including the 2014 budget for the Taberna Master Homeowners Association and the four communities, is set forth on the following two pages. There will be no increase in Master Association dues this year. A small increase in community supplemental dues for One Taberna Way owners generally reflect increased charges for landscape maintenance requested by the property owners.

The third year with CAS as our management company has been positive. Your Board has elected to engage CAS for an additional two year period. There will be no increase in the management fees for 2015 or in 2016 under the new agreement.

This year the association will elect three Board members to two year terms, to replace retiring members. We thank the retiring directors – Craig Baader, Gene Sharer and Louise Vondran – for their service to the community. As more residents were interested in Board participation than we had open positions, the Board followed the by-laws and appointed a nominating committee to review all the applicants and recommend a slate equal to the number of openings. The nominating committee recommended slate, approved by the Board, is set forth on the enclosed Ballot and Proxy.

A Ballot and Proxy form is included for out-of-town homeowners and lot owners, and any residents who cannot or do not wish to attend. ***In addition The Board asks you to return the completed Proxy and Ballot even if you plan to attend. It can be revoked if you attend, and having the proxy helps meet our quorum requirements.*** The return address is:

Taberna Master Homeowners Association, Inc.  
C/O CAS  
4002 Executive Park Blvd., Suite 100  
Southport, NC 28461

TABERNA MASTER HOMEOWNERS ASSOCIATION, INC  
EIGHTEENTH ANNUAL MEETING DECEMBER 11, 2014  
BALLOT / PROXY

Please review the following information.

In order to establish a quorum, the Board of Directors asks that you sign and return this Ballot/Proxy, even if you plan to attend the meeting. If you do attend the meeting, you have the right to revoke this proxy as stated in Note 7 on the reverse of this page.

- 1. **To cast your vote for the Directors recommended by the Taberna Homeowners Board of Directors, check Box A, sign this form below and mail this ballot to the HOA at the address shown on the reverse side of this letter.**

A I, the undersigned member of the Taberna Homeowners Association, vote to elect the Directors proposed by the Taberna Master Homeowners Association.

HOA Proposed Directors:

For a regular two year terms: **Craig Baader, Bryan Scoggins and Katie Shorter**

(Continuing Directors: Billy Gent, Jean Hanson, Joe Kelly, Lora Starr)

- 2. **To cast your vote for other qualified persons as Directors check Box B and fill in the names in the spaces provided below. Sign this form below and mail this letter to the HOA at the address shown on the reverse side of this letter.**

B I, the undersigned a member of the Taberna Home Owners Association, vote to elect the Directors as shown below. Note: Write in below names of three persons you choose to vote for as directors of the corporation provided they are Taberna property owners and have agreed in writing in advance to serve if elected

\_\_\_\_\_

(Name of write-in for two-year term)

(Name of write-in for two-year term)

\_\_\_\_\_

(Name of write-in for two-year term)

- 3. **To appoint a Proxy to act and vote on your behalf at the meeting, complete the following.**

I, a member of the Taberna Homeowners Association do hereby constitute and appoint

\_\_\_\_\_, my proxy, with full power of substitution to act and vote on my behalf, at the Annual Meeting of members of the association to be held at 7:00 p.m.,

Thursday, Dec. 11, 2014 and at any adjournments thereof. My proxy is instructed to vote for the candidates listed in Section B above if I have checked that box and entered qualified names.

*(If no name is included the proxy will be voted by the President of the HOA.)*

\*\*\*\*\*

WITNESS MY HAND on the date set forth below:

Member's Name (signed) \_\_\_\_\_ Lot No.

\_\_\_\_\_

on address)

(Found

Members Name (print) \_\_\_\_\_

Date: \_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

*See over for notes and mailing instructions*

### Taberna HOA Ballot / Proxy

#### Notes:

1. Board Membership: The Board of Directors consists of seven members elected to two year terms by the membership. All Directors must be lot owners and must agree to serve.

Nominees for two years terms are:

- |                |                 |
|----------------|-----------------|
| Craig Baader   | 116 Nyon Road   |
| Bryan Scoggins | 103 Vaud Court  |
| Katie Shorter  | 113 Walden Road |

Continuing members are:

- |            |                    |
|------------|--------------------|
| Billy Gent | 100 Appenzell Lane |
|------------|--------------------|

Jean Hanson	108 Reinach Lane
Joe Kelly	607 Taberna Way
Lora Starr	108 Friburg Road

2. **The Board of Directors asks as many members as possible to complete this proxy and ballot to assist in establishing a quorum even if you are planning to attend the meeting.**
3. You may write in a maximum of three names of persons for whom you instruct your proxy to vote for as directors of the corporation provided they are Taberna property owners and have agreed in writing in advance to serve if elected. If you do not write in names for all three directors, or have written in names of persons not qualified to serve, your proxy may vote in his/her discretion for those positions for which you did not enter a name or did not enter a qualified person.
4. Your appointed proxy will vote upon any other business that may properly come before the meeting or any adjournment thereof.
5. Should there be no named holder of the proxy set out above, the President of the Taberna Master Homeowners Association Board of Directors shall be deemed authorized to vote this proxy.
6. Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy may be revoked if the undersigned member attends the meeting in person and requests of the Secretary of the association, prior to the Call to Order of the meeting, that the proxy be revoked. Any proxy received after the date of the meeting will be considered invalid.

**Mailing Instructions:**

Mail no later than December 1<sup>st</sup> to insure that the Ballot and Proxy will be received prior to the meeting.

Return this form to:

Taberna Master HOA  
C/O CAS  
4002 Executive Park Blvd., Suite 100  
Southport, NC 28461

**Remember to check Box A or B if you are mailing this Ballot and Proxy and sign and date this Form on the reverse side.**



**TREASURER'S REPORT**  
**BOARD MEETING – December 11, 2014**

**OPERATING REPORTS:** The 11/30/14 Operating reports were submitted by CAS and distributed to the board and finance committee on 12/11. All invoices for October were paid promptly and are represented in the month end financial statements distributed.

	YTD	
	<u>Income/Loss</u>	<u>Variance</u>
Master	\$28,657.49	\$18,422.43
AW	\$10,469.69	\$5,935.10
BC	\$3,932.81	\$2,185.04
OTW	\$3,852.24	\$1,181.15
TL	\$1,214.86	\$642.36
<b>Total</b>	<b>\$48,127.09</b>	<b>\$28,366.08</b>

**Comments regarding Operating reports:**

Any negative variances are more than offset by the positive variances in other accounts that resulted in a positive year to date variance of \$18,422.43 for the Master HOA and combined \$28,366.08 for the Master and all sub-associations.

**Expenses: Taberna Master and Sub-Associations:** Expenses remain within the overall budget for all communities although there was significant spending in the B&G Miscellaneous Maintenance account (06010) for the second portion of the naturewalk addition (\$3,657.46).

There have been no updates regarding the delinquent property in the OTW sub-association settled in late October. This would result in the collection of over \$7,300 in receivables for the one account. Unfortunately, Mr. and Mrs. Anderson continue to be unresponsive and there is little legal recourse that we may exercise against them given their lack of equity/liquidity.

**BANK ACCOUNTS/Reconciliation:** Lou had to cash additional CD's to replenish the Master HOA checking account. Our current spending forecast indicates that this should provide the liquidity required thru year end.

**EMERGENCY FUND:** On track to reach \$50,262.68 at year end when our books are closed for the calendar year and the transfers are made. As per board discussions, this line item remains in the 2015 budget to ensure the adequacy of the account when we are impacted by severe weather.

**HOA INVOICES:** All invoices continue to be processed in a reasonable time from submittal.

**Legal Fees:** Another discussion with Bonnie and Katie will be held in the near future to determine any required actions on open accounts (> \$1,000).

**One Taberna Way:** The sub-association lead and several committee members worked with us on their 2015 budget and are satisfied with the data incorporated in the 2015 budget. Once again, the catch up landscape work is included but is contingent on the collection of the past due OTW funds from the delinquent account (motion to approve budget included this caveat).

**2015 Budget Preparation:** Approved by board at October meeting and materials were provided to CAS on 11/10 for inclusion in mailing for election and annual meeting. Supplemental schedule of replacement reserve expenditures was included in the mailing in lieu of general balance sheet data previously distributed.

**General Comments regarding the remainder of 2014:** We are almost finished with the major projects for the year and the remainder of the payments due on the existing landscape contracts. The Nature Park Walkway renovation and extension is now completed and CAS was provided with the last of the invoices on 11/6.

The sign replacement/renovation project was awarded to Joe's Signs as their price of \$7,950 was well below the \$19,000+ bids submitted by M&W and Bender signs. Joe has also engaged a firm to power wash the columns and monuments on which the signs are mounted at a cost of approximately \$700. This project is now completed and the signage within the community looks great. Invoice has already been processed. Joe is having our landscape contractor perform a final trim of the bushes surrounding them to ensure visibility. Joe is also obtaining the data files which Joe's retains for the artwork used to create all signage within the community. The vendor has acknowledged that he was provided with the data by Weyerhaeuser and that we retain the data rights.

The project regarding the replacement trees on Emmen Road has been completed with 2 trees at this point. Vendor will re-evaluate the additional tree in the spring as it appears that it might still be healthy.



## **Proposal to Taberna Master HOA**

Taberna has an aging population and an increasing number of widows and widowers. Some of them are unable to perform small tasks that were once routine for them, or for their spouses. Fortunately, many of our older citizens are still able to handle those things, and would volunteer to help others. There are younger residents who would also be happy to help the older folks. Right now there is no way for those who would help to know who needs help or when they need it.

Fairfield Harbour has an organization called Harbour Helpers. This organization of between 35 and 40 volunteers works through a coordinator with the blessings, but no financial support, from the Fairfield Harbour POA. Harbour Helpers is listed in the Fairfield Harbour Community Directory, and refrigerator magnets have been passed out to residents.

Harbour Helpers is set up to do things that require two hours or less. They are mainly the little tasks that the requester once did, or that her or his spouse once handled. Some examples: changing out light bulbs, hanging a picture, changing smoke alarm batteries, picking something up at the grocery, moving a piece of furniture, sewing on a button, sitting with a shut-in while the care giver shops for groceries, or driving someone to a doctor's appointment.

People who need help must call at least one day in advance to request the help required. The coordinator listens to the request, asks a few questions to be sure she understands the need, and the abilities required, then she calls volunteers until a match is made. The volunteer then calls the person requesting help to set a time to do the task.

Not every request is accepted. There are things the organization's volunteers are not set up to do. Examples are: lawn work, plumbing, starting electric generators, painting, building, or carpentry work. They do not do repetitive work or house cleaning.

We propose that the HOA approve an effort to start such an organization.

[drafted by Tom Watson for Sandy Valentine]

**TREASURER'S REPORT**  
**BOARD MEETING – November 18, 2014**

**OPERATING REPORTS:** The 10/31/14 Operating reports were submitted by CAS and distributed to the board and finance committee on 11/12. All landscape invoices for September contract services were paid promptly and are represented in the month end financial statements distributed. One adjustment was discussed with Lou at CAS and is being made related to replacement reserve expenses which does not impact the income and expense statement.

	<u>YTD</u> <u>Income/Loss</u>	<u>Variance</u>
Master	\$46,583.95	\$19,423.81
AW	\$14,636.77	\$5,782.60
BC	\$5,459.40	\$2,116.39
OTW	\$6,316.57	\$1,127.40
TL	\$1,692.05	\$567.05
<b>Total</b>	<b>\$74,688.74</b>	<b>\$29,017.25</b>

**Comments regarding Operating reports:**

The variances during the month increased significantly based on pre-paid dues recognized as current and YTD income for several of the sub-associations. Any negative variances are more than offset by the positive variances in other accounts that resulted in a positive year to date variance of \$19,423.81 for the Master HOA and combined \$29,017.25 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 the expected offsetting overruns/underruns for unanticipated expenses, the majority of which continue to be collected in the B&G Miscellaneous Maintenance account (06010). This includes items like the unbudgeted treatment of the pond along Geneva Road to inhibit algae growth. We are trying to determine if the delinquent property in the OTW sub-association settled in late October. This would result in the collection of over \$7,300 in receivables for the one account. Unfortunately, Mr. and Mrs. Anderson continue to be unresponsive and there is little legal recourse what we may exercise against them.

**BANK ACCOUNTS/Reconciliation:** Lou had to cash another CD to replenish the Master HOA checking account which should provide the liquidity required thru year end.

**EMERGENCY FUND:** On track to reach \$50,262.68 at year end when our books are closed for the calendar year and the transfers are made. As per board discussions, this line item remains in the 2015 budget to ensure the adequacy of the account when we are impacted by severe weather.

**HOA INVOICES:** All invoices seem to be processed in reasonable time from submittal.

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The sign replacement/renovation project was awarded to Joe's Signs as their price of \$7,950 was well below the \$19,000+ bids submitted by M&W and Bender signs. Joe has also engaged a firm to power wash the columns and monuments on which the signs are mounted at a cost of approximately \$700.

The project regarding the replacement trees on Emmen Road will be wrapped up in the coming weeks as the weather has now turned and planting is advisable at this point. Expenses should clear before end of year.



**Taberna Master Homeowners Association, Inc.**

**Monthly Board of Directors Meeting  
3 PM Tuesday, November 18, 2014  
Agenda**

<b>Call to Order</b>	Gene Sharer
<b>Establish Quorum</b>	Jean Hanson
<b>Approval of October 28, 2014 Minutes</b>	Jean Hanson
<b>Officer's Reports</b> Treasurer Report	Craig Baader
<b>Committee Reports</b> Architectural Control Building & Grounds Finance	Dick Turner Joe Kelly Billy Gent
<b>Manager's Report</b> Property Owner action status Lien Status Covenant Violations Adjudication Panel actions	Michelle Massarelli
<b>President's Comments</b> Annual Meeting	Gene Sharer
<b>Old Business (not previously covered)</b> Review of action items from prior meeting(s)	Jean Hanson
<b>New Business</b> Neighbors helping Neighbors	Sandy Valentine
<b>Next Meeting</b>	7:00 PM December 11, 2014
<b>Adjourn</b>	