



**Taberna Master Homeowners Association, Inc.**

**Monthly Board of Directors Meeting**

**Tuesday, October 22, 2013**

**Agenda**

- Call to order (3:00 pm):** James Dugan, President
- Roll call of members present:** Louise Vondran, Secretary
- Establish a quorum
  - Introduction of others present
- Minutes of last meeting:** Louise Vondran, Secretary
- Committee reports:**
- Architectural Control Committee Richard Turner, Chair (emailed report)
    - Landscape Plan Guidelines, Procedures, and Reviews
    - Satellite Dishes
  - Building and Grounds Committee Joe Kelly, Chair
    - Taberna Landing Paving Project Update
    - OTW Review of Painting Reimbursement Request
  - Finance Committee Craig Baader, Chair
- Officer and Community Manager Reports:**
- Treasurer's Report Craig Baader, Treasurer
  - Manager's Report Brooke Baughn, Community Manager
    - Covenant enforcement activity
    - Status of liens, judgments, and payments
    - Bad Debt Write-Offs
- Special orders – (Important business previously designated for consideration at this meeting):**
- Unfinished business:**
- Annual Meeting – Location – Notice to Owners – Budget - Proxies
  - Covenants – Review of Policies for satellite dishes, landscaping, etc.
- New business:**
- Taberna Townes
  - Committees and Offices – new member approval(s)
- Announcements:**
- Confirm Next Meeting: 3:00 pm, Tuesday, November 26, 2013

**Adjournment:**



## October – 2013

### Minutes of Board of Directors Meeting Taberna Master Homeowners Association, Inc. October 22, 2013

#### Board Members Attending

James Dugan	President
Gene Sharer	Vice-President
Craig Baader	Treasurer
Louise Vondran	Secretary
Joe Kelly	Member at Large

#### Committee Members Attending

Joe Kelly

#### CAS Attending

Brooke Baughn, Community Manager

#### Guests Attending

John Carrigan  
Bill Gent  
Jean Hanson  
Kristie Miles

#### Call to Order

The meeting was called to order at 3:00 p.m. by James Dugan, President. Bill Gent, Jean Hanson and Kristie Miles were acknowledged as proposed candidates for the 2014-2015 Board

#### Roll Call of Members Present

- A roll call conducted by Louise Vondran determined that a quorum was present

#### Minutes Review/Approval

- There were no objections or corrections to the September minutes. The following motion was approved by the Board:  
MOTION to approve the September minutes as presented

#### Architectural Control Committee Report

- Jim Dugan reported that Dick Turner submitted the following report via email:
- The ACC approved the following:
  - Removal of a damaged tree in rear yard
  - Removal of a dead tree in front yard
  - Removal a damaged tree
  - Installation of a satellite dish
  - Removal of two pine trees, two diseased maple trees and trim two other trees
  - Removal of two trees in rear yard
- Craig Baader raised the issue of a satellite dish that has been installed in the front yard on Geneva
- Gene Sharer reported that Dick Turner has not responded appropriately to the Board regarding wetland guidelines. Gene will follow-up with Dick Turner regarding this issue

### Buildings & Grounds Committee Report

- Joe Kelly is waiting for the contractor to get back to him with the date for moving forward with the Taberna Landing paving project. As soon as Joe has the date he will notify both the Board and the Taberna Landing residents
- Bill Bradbury of One Taberna Way submitted an invoice totaling \$650 for the painting of his steps and shutters. \$400 was for the shutters and \$250 was for the steps. Joe Kelly reported that he had pre-approved the painting of the steps. There was a discussion regarding the proper procedure for handling maintenance issues at One Taberna Way. In the future all maintenance on One Taberna Way properties will be done through the Buildings and Grounds Committee. The following motion was approved by the Board:
  - MOTION to reimburse Mr. Bradbury \$250 for the painting of his steps
- John Carrigan addressed the Board regarding several issues involving One Taberna Way. He presented the details of a maintenance agreement that was approved by the residents of One Taberna Way on October 12, 2011. It was pointed out to Mr. Carrigan that this agreement was non-binding and, in fact, was not in accordance with the Covenants for the One Taberna Way subdivision. Jim Dugan explained that all outside maintenance is the responsibility of the HOA and is contracted by B&G. Funding is from the OTW operating and reserve funds. The Covenants clearly state that the only responsibility of the One Taberna Way committee is to provide input for the annual budget. Given that there was no input from the committee this year, the Board developed the OTW budget based on past experience and projected expenses going forward
- Joe Kelly explained to Mr. Carrigan that despite reports to the contrary the only property they own is the footprint under their house
- Jim Dugan called time on Mr. Carrigan's filibuster and Joe Kelly requested that One Taberna Way be put on the agenda for a future meeting
- Joe Kelly reported that the vendor he used to clean the gutters at One Taberna Way in the end did not have sufficient insurance coverage to enable CAS to cut him a check. Joe Kelly will pursue having this invoice resubmitted through Kut-Rite

### Finance Committee

- Craig Baader reported that Gary Thirkell agreed to serve as Assistant Treasurer for the remainder of the year. The following motion was approved by the Board:
  - MOTION to appoint Gary Thirkell to fill the unexpired term of Paul Tracewell and to serve as interim Assistant Treasurer due to the departure of Paul Tracewell

### Treasurer's Report

Craig Baader reported the following:

- The financial reports were received about a week late from CAS which caused a delay in the review and preparation of a written Treasurer's report
- The coding changes that were put into effect seem to be improving things
- Links have finally been established to all the bank accounts enabling necessary action to be taken to insure liquidity through year-end

- It was requested that Brooke Baughn provide a reconciliation of mailbox and post billings
- Coding errors in the handling of Rent and Utilities payments will be corrected by CAS
- Current legal fees seem to be extraordinary. Craig requested that a separate meeting be scheduled to address our legal direction including our approach to judgments, liens, etc.
- Brooke Baughn reported that she had the attorneys put a hold on all Taberna activities until the Board provides further direction
- A formal Treasurer's Report will be written up and forwarded to the Board

### Manager's Report

- Brooke Baughn provided the summary report on covenant violations that was requested by the Board
- It was agreed that a Hearing Meeting to address the violations by the homeowner at 118 Nyon Rd. will be scheduled for Thursday, October 31<sup>st</sup> at 3:00 p.m. Gene Sharer and Craig Baader will represent the Board. Brooke will send a letter to the homeowners informing them of this date and time. Jim Dugan suggested that a penalty of \$100/day be put on the property if compliance is not met as a result of this meeting
- There was an issue raised regarding the scheduling of compliance runs by CAS. For the month of October these runs were conducted on the 16<sup>th</sup> and the 22<sup>nd</sup>. The terms of our contract call for a run to be done every two weeks. Brooke will look into this
- Brooke reported that today's run yielded 9 repeat infractions. The report from the 16<sup>th</sup> did not contain any new violations
- Brooke reported that a property owner on Mellen Ct. submitted a request to park an 8' by 24' vehicle in their driveway for a weekend to accommodate visiting family. The Board was silent in this regard and requested Brooke to inform the owner to "do what he needs to do"
- The follow motions were approved by the Board:
  - MOTION to write-off \$1,567.25 in Accounts Receivable as a result of the foreclosure of a property on Neuchatel
  - MOTION to write-off \$769.40 in the Abbington Woods sub-association Accounts Receivable as a result of the foreclosure of a property on Neuchatel
- Jim Dugan requested that CAS make a journal entry to remove a \$.40 discrepancy in the Abbington Woods account which was caused by an error in CAS billing and is appearing on the books on an ongoing basis

### Unfinished Business

- Jim Dugan proposed a packet for the Annual Meeting mailing. This packet was discussed and with the exception of one minor change was approved by the Board.
- Brooke Baughn will put the packet containing the following 4 items in the mail on November 1<sup>st</sup>:
  - . Notice of the Annual Meeting (blank on side 2)
  - . Master HOA Budget and Community Budgets (printed on 2 sides)
  - . Ballot and Proxy and Ballot and Proxy Notes (printed on 2 sides)

- . A pre-addressed non-stamped envelope
- Jim Dugan will add a copy of the Annual Meeting Agenda to the HOA website prior to the first of Decembert
- On the day of the Annual Meeting Brooke Baughn will provide alphabetical listings of all lot homeowners indicating which proxies have been received. Brooke will also provide a count of proxies and a tabulation of votes
- Gene Sharer will follow-up with Dick Turner regarding satellite dishes

**Announcements**

Due to Thanksgiving travel, the following motion was approved by the Board:

- MOTION to move the November meeting from Tuesday the 26<sup>th</sup> to Tuesday, November 19<sup>th</sup> at 3:00 p.m.

**Adjournment**

The meeting was adjourned at approximately 5:15 p.m.

Approved by the Board of Directors:

Submitted by:   
Louise Vondran, Secretary

Approved by:   
James Dugan, President

Date: 11-19-13

Date: 19 NOV 2013

Architectural Control Committee  
Minutes of Meeting  
9 October 2013

Time: 3:30PM

Place: HOA Office, Hwy 70E

In Attendance: C. Dannemann, S. Harman, D. Turner, D. Willard, J. Willard

Old Business

- Lot 672, Dallessandro. Remove a damaged tree at rear of lot. (Approved 9/20/13)
- Lot 113, Bass. Remove a dead tree in front yard. (Approved 9/24/13)
- Lot 285, Wodenshek. Remove a damaged/close proximity tree. (Approved 10/2/13)
- Lot 187, Reddick. Install a satellite dish at rear of property. (Approved 10/8/13)
- Lot 53, Jacobsen. Remove two pine trees, two diseased maples, trim one dogwood, and one corkscrew willow.(Approved 10/9/13)
- Lot 470, Frankson. Remove two trees at rear of property. (Approved 10/9/13)

J. Willard

## TREASURER'S REPORT

BOARD MEETING – SEPTEMBER 24, 2013

**OPERATING REPORTS: 8/31/13** Operating reports were submitted by CAS to all board members for review. These reports have been submitted to the Finance Committee for their review and approval. Significant items requiring corrections or areas requiring further analysis were communicated to CAS by the Treasurer. Errors continue to occur regarding correct codes for landscape billings. Consideration should be given for having all landscape invoices forwarded to the Treasurer via email by CAS for proper coding prior to payment.

A recap of the August Income Statement is attached for your review.

Comments regarding Operating reports:

**Expenses: Taberna Master and Sub-Associations:** Expenses are being managed within the overall budget for all communities. Individual accounts that are exceeding budget are:

- Master – 06005 – Negotiated Options - 06081 Naturpark – 07040 – Legal Fees  
07090 – Web Marketing

### Accounts Receivable:

	8/31/13	7/31/13	Accounts with attorney
• Taberna Master	15,639.58	14,312.69	(10 accounts - \$11,913.12)
• Abb. Woods	3,339.77	4,572.27	( 4 accounts - \$2,180.00)
• Boleyn Creek	60.00	1,090.00	-0-
• O.T.W.	4,241.15	4,155.00	(1 acct. - \$4,241.15)
• Tab. Landing	-0-	270.00	-0-
<b>Total</b>	<b>23,280.50</b>	<b>24,399.96</b>	

**79% of Accounts Receivable is with attorney.**

**BANK ACCOUNTS:** See attached financial report for account balances as of 8/31/13. Alliance Financial Services (Bank of Nevada) is the primary operating account – We also have added an account with their Torrey Pines Bank (Alliance Financial Services) for the Master Operating Fund so we don't exceed the \$250,000 FDIC amount at any one institution. Funds in this account will be transferred back to the Bank of Nevada operating account as needed to meet monthly obligations. A transfer of \$20,000 was made during August. Alliance also maintains reserve accounts for all communities as well as the emergency fund currently in money market and CD

accounts. North State Bank holds operating CD's for Taberna Master Operating and reserve accounts for the master and all sub communities except Taberna Landing. BB&T holds a reserve CD for OTW. Vantage South Bank also holds reserve CD's. All individual bank balances are under the \$250,000 FDIC insured amount. All of Taberna's investments are in FDIC insured CD's or money market accounts.

**BANK RECONCILEMENT:** See attached reconciliation of bank balances to ledger balances as of 8/31/13.

**EMERGENCY FUND:** The balance stands at 42,155 as of 8/31/13.. The remaining 8,000 is scheduled for the 2014 budget. This will bring the fund back to the established goal of 50,000.

**HOA INVOICES:** As of 9/24/13, all invoices received by the Treasurer have been submitted to CAS for processing.

**2014 BUDGETS –** Proposed budget numbers have been reviewed by the Finance Committee and approved for submittal to the Board for adoption. The proposed budgets were emailed to all Board members for review prior to the Board meeting.

**LANDSCAPE CONTRACTOR PAYMENTS –** A motion was approved at the last Board meeting to establish a billing period and payment schedule for all payments to landscape contractors for work performed on a monthly basis. Billing by the contractor should be submitted no earlier than the 25<sup>th</sup> of the month in which payment is due with payment to be made by CAS within 15 days of receipt. Payments for Bush hogging and Front Lot mowing will be processed upon completion of the work with billings to the lot owners occurring at the same time.

**CERTIFICATES OF DEPOSIT.** The \$60,000 in CD purchases in August is now reflected in the 8/31/13 Investment Report. Additional CD's from Scott & Stringfellow have matured and will be deposited into the money market account balance.

**TREASURER:** Due to relocation, I hereby resign my position as Treasurer effective as of this date 9/24/13.

**TREASURER'S REPORT**



**BOARD MEETING – October 22, 2013**

**OPERATING REPORTS:** 9/30/13 Operating reports were submitted by CAS to all board members and the Finance Committee for review about a week late this month (10/18). Given this, a detailed review has not yet been conducted although during a cursory review there were a number of errors discovered in the current and prior periods that need correction which Craig will communicate the details to Brooke later in the week. The new process of reviewing and coding invoices before processing by CAS for payment seems to be working properly as all invoices have been processed promptly in concert with the B&G Chair.

**Comments regarding Operating reports:**

**Expenses: Taberna Master and Sub-Associations:** Expenses are being managed within the overall budget for all communities with few exceptions. The most significant variance realized year to date are our legal fees and the delayed billing for our annual audit.

**Accounts Receivable:**

	<u>9/30/13</u>	<u>8/31/13</u>	<u>Accounts with attorney</u>
• Taberna Master	\$14,570.70	\$15,639.58	(10 accounts - \$12,444)
• Abbington Woods	\$3,212.27	\$3,339.77	( 4 accounts - \$2,770)
• Boleyn Creek	60.00	60.00	
• O.T.W.	\$4,843.25	4,241.15	(1 acct. - \$4,843)
• Tab. Landing	-0-	-0-	
<b>Total</b>	<u>\$22,686.25</u>	<u>\$23,280.50</u>	

**91% of Accounts Receivable is currently with attorney.**

**BANK ACCOUNTS:** Have worked with Paul over the past week to obtain the links, passwords and access to our various financial accounts. Alliance Financial Services (Bank of Nevada) is the primary operating account and we also have an account with their Torrey Pines Bank for the Master Operating Fund so we don't exceed the \$250,000 FDIC amount at any one institution. Funds in this account will be transferred back to the Bank of Nevada operating account as needed to meet our projected monthly obligations. Alliance also maintains reserve accounts for all communities as well as the emergency fund currently in money market and CD accounts. North State Bank holds operating CD's for Taberna Master Operating and reserve accounts for the master and all sub communities except Taberna Landing. BB&T holds a reserve CD for OTW. Vantage South Bank also holds reserve CD's. All bank balances and Taberna's investments are in FDIC insured CD's or money market accounts.

**BANK RECONCILEMENT:** Will be provided with next report.

**EMERGENCY FUND:** The balance stands at \$42,051 as of 8/31/13. The remaining 8,000 is scheduled for the 2014 budget. This will bring the fund back to the established goal of \$50,000.

**HOA INVOICES:** As of 10/21/13, all invoices received by the Treasurer have been submitted to CAS for processing. By all indications, the payment cycle objective has been met.

**2014 BUDGETS –** Completed and approved by the board at the September meeting.

**CERTIFICATES OF DEPOSIT -** Will take action on the Money Market accounts for Taberna Master and OTW now that access has been gained.

**Taberna Violations Summary 2013**

<b><u>Violation</u></b>	<b><u>Number YTD</u></b>	<b><u>In Compliance</u></b>	<b><u>% Complied</u></b>	
Trash Can	9	6	0.666666667	67%
Boats and Trailers	14	11	0.785714286	79%
Lot Maintenance	7	5	0.714285714	71%
Property Maintenance	78	54	0.692307692	69%
Yard Maintenance	57	53	0.929824561	93%
Play Equipment	8	4	0.5	50%
Signage	12	9	0.75	75%
Noise Complaint	1	1	1	100%
ARC Default	3	2	0.666666667	67%
<b><u>Total</u></b>	<b><u>189</u></b>	<b><u>145</u></b>	<b><u>0.767195767</u></b>	<b><u>77%</u></b>

Chart for Taberna Master Homeowners Association, Inc.

130500

Future Action

Association	Debtor(s)	Demand Letter Sent	Claim of Lien Filed	Property Description	Notes	Future Action
Taberna	Lamm, Allard W. and Judy K.	06.14.2013	07.10.2013	119 St. Gallon Court	10.03.2013 Clerk issued the Writ of Execution and delivered to the Craven County Sheriff for execution on the Judgment against the Lamms. 10.15.2013 Claim of Lien for sub-association debt was mailed to Clerk for filing in the amount of \$2,116.15.	Claim of Lien - Once filed claim of lien is returned, we will serve it on the Lamms. Judgment Execution - Now that the writ of execution is outstanding, the Craven Sheriff will search for assets that can be seized and sold at auction. We will provide updates along the way as we receive them from the Sheriff.
Abbington Woods	Drago, Alfred N. and Katrina Ann		07.16.2013 Claim Against the Estate of Alfred N. Drago.	310 Neuchatel Road	10.01.2013 Filed Cancellation of Claim of Lien with the Clerk. 10.09.2013 Closed file.	No further action at this time. Since the last update, our file has been closed.
Abbington Woods	Anderson, Lester Gordon & Catherine Pike			904 Taberna Circle	10.04.2013 Claim of Lien filed with the Clerk.	Association has up to three years from the date of filing to enforce the Claim of Lien. Enforcement includes a small claims collections lawsuit and/or foreclosure of the lien. We are waiting on board response as to whether or not they would like to execute on the Judgment. If not, we will close our file. If a sale of the property does occur, please contact our office to get an accurate payoff quote that accounts for the Judgment, the Claims of Lien, and all legal fees incurred.
Abbington Woods	Butler, Caesar			325 Neuchatel Road	10.08.2013 Demand letter mailed to debtor. Demand period expires on 10.24.2013	Once the demand period expires, we will file our Claim of Lien.

AGED OWNER BALANCES: AS OF Oct. 21, 2013  
STREET ORDER SEQUENCE

\* - Previous Owner or Renter

ADDRESS	NAME						STATUS	
902 TABERNA CIRCLE	ANDERSON	0.00	570.00	405.00	2925.50	3900.50	AT ATTORNEY	Active
203 BADEN COURT	SIMMONS	0.00	20.00	20.00	1760.00	1800.00	AT ATTORNEY	
310 NEUCHATEL ROAD	DRAGO*	72.75-	380.00	845.00	415.00	1567.25	Closed File	Closed
111 TICINO ROAD	GILKEY	0.00	20.00	20.00	917.00	957.00	AT ATTORNEY	Lien
128 TEUFEN ROAD	RUSSO	0.00	20.00	20.00	905.00	945.00	AT ATTORNEY	Lien
119 ST. GALLEN COURT	LAMM	0.00	175.00	20.00	695.00	890.00	AT ATTORNEY	Search
417 NEUCHATEL ROAD	DORRMAN	0.00	20.00	261.23	590.00	871.23	AT ATTORNEY	Lien
302 TABERNA CIRCLE	FLAGER	0.00	20.00	259.39	590.00	869.39	AT ATTORNEY	Lien
325 NEUCHATEL ROAD	SCHIFFINO	0.00	245.00	195.00	415.00	855.00	AT ATTORNEY	Lien
118 NYON ROAD	TEGTMEIER	0.00	20.00	20.00	635.00	675.00	AT ATTORNEY	
710 TABERNA CIRCLE	LASKEN	0.00	301.18	0.00	0.00	301.18		
118 TEUFEN ROAD	EBRON	0.00	136.00	0.00	0.00	136.00		
120 LUGANO ROAD	KIEFER	0.00	73.00	0.00	0.00	73.00		
116 MELLEN ROAD	MARTIN	0.00	73.00	0.00	0.00	73.00		
207 TICINO COURT	SUITT	0.00	0.00	0.00	60.00	60.00		
512 NEUCHATEL ROAD	CAPONE	0.00	0.00	0.00	59.00	59.00		
216 MELLEN ROAD	TURNER	43.02	0.00	0.00	0.00	43.02		
107 USTER COURT	SIMMON	0.00	43.02	0.00	0.00	43.02		
101 VALAIS COURT	DANIEL	43.02	0.00	0.00	0.00	43.02		
223 TICINO COURT	FEDERAL*	0.00	0.00	0.00	38.36	38.36		
203 WALDEN COURT	HUMPHREY	0.00	0.00	0.00	20.00	20.00		
	TOTAL:	13.29	2116.20	2065.62	10024.86	14219.97		

AGED OWNER BALANCES: AS OF Oct. 21, 2013  
STREET ORDER SEQUENCE

\* - Previous Owner or Renter

ADDRESS	NAME	STATUS
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REPORT SUMMARY

COD N/A	DESCRIPTION	ACCOUNT	CURREN	OVER 30	OVER 60	OVER 90	TOTAL
A1	DUES		72.75-	0.00	0.00	5760.86	5688.11
01	Late Fees		0.00	200.00	200.00	3420.00	3820.00
03	Doc Proc. Fee		0.00	0.00	0.00	175.00	175.00
05	Attorney Fees		0.00	1290.00	1865.62	610.00	3765.62
07	Lot mowing		0.00	0.00	0.00	59.00	59.00
08	Bushhogging		0.00	282.00	0.00	0.00	282.00
10	Mailbox Charge		86.04	344.20	0.00	0.00	430.24
	GRAND TO		13.29	2116.20	2065.62	10024.86	14219.97

AGED OWNER BALANCES: AS OF Oct. 21, 2013  
STREET ORDER SEQUENCE

\* - Previous Owner or Renter

ADDRESS	NAME							STATUS
325 NEUCHATEL ROAD	SCHIFFINO	220.00	20.00	20.00	725.00	985.00		at attorney
405 NEUCHATEL ROAD	CHRISE	220.00	220.00	20.00	415.00	875.00		at attorney
310 NEUCHATEL ROAD	DRAGO*	4.40	20.00	20.00	725.00	769.40		at attorney
324 NEUCHATEL ROAD	BUTLER	220.00	20.00	45.00	440.00	725.00		at attorney
103 USTER COURT	BEAUCHAMP	245.00	20.00	20.00	200.00	485.00		15 day demand
318 NEUCHATEL ROAD	EDSALL	200.00	0.00	0.00	13.00	213.00		
407 NEUCHATEL ROAD	CHRISE	200.00	12.50	0.00	0.00	212.50		
308 NEUCHATEL ROAD	SIMON	200.00	0.00	0.00	0.00	200.00		
314 NEUCHATEL ROAD	STRAUB	200.00	0.00	0.00	0.00	200.00		
320 NEUCHATEL ROAD	ADAMS	200.00	0.00	0.00	0.00	200.00		
322 NEUCHATEL ROAD	CONLEY	200.00	0.00	0.00	0.00	200.00		
323 NEUCHATEL ROAD	FICKLE	200.00	0.00	0.00	0.00	200.00		
328 NEUCHATEL ROAD	WINKLEY	200.00	0.00	0.00	0.00	200.00		
406 NEUCHATEL ROAD	D'ANGELO	200.00	0.00	0.00	0.00	200.00		
415 NEUCHATEL ROAD	QUELETTE	200.00	0.00	0.00	0.00	200.00		
416 NEUCHATEL ROAD	KNIE	200.00	0.00	0.00	0.00	200.00		
417 NEUCHATEL ROAD	DORRMAN	180.00	0.00	0.00	20.00	200.00		at attorney
102 USTER COURT	WILSON	200.00	0.00	0.00	0.00	200.00		
105 USTER COURT	MERCIER	200.00	0.00	0.00	0.00	200.00		final notice
113 USTER COURT	COTHERY	200.00	0.00	0.00	0.00	200.00		
102 VALAIS COURT	ROBERTSON	200.00	0.00	0.00	0.00	200.00		
105 VALAIS COURT	DEAN	200.00	0.00	0.00	0.00	200.00		
111 VALAIS COURT	DALHOUSE	200.00	0.00	0.00	0.00	200.00		
110 VALAIS COURT	JOHAOC*	0.00	0.00	0.00	96.77	96.77		late notice
	TOTAL:	4489.40	312.50	125.00	2634.77	7561.67		

AGED OWNER BALANCES: AS OF Oct. 21, 2013  
STREET ORDER SEQUENCE

\* - Previous Owner or Renter

ADDRESS	NAME	STATUS
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REPORT SUMMARY

COD N/A	DESCRIPTION	ACCOUNT #	CURREN	OVER 30	OVER 60	OVER 90	TOTAL
A1	DUES	###	4364.40	12.50	0.00	2284.77	6661.67
01	Late Fees	###	100.00	100.00	100.00	300.00	600.00
03	Doc. Proc. Fee	###	25.00	0.00	25.00	50.00	100.00
05	Attorney Fees	###	0.00	200.00	0.00	0.00	200.00
	GRAND TOTA		4489.40	312.50	125.00	2634.77	7561.67



AGED OWNER BALANCES: AS OF Oct. 21, 2013  
STREET ORDER SEQUENCE

\* - Previous Owner or Renter

ADDRESS	NAME						STATUS
313 TABERNA CIRCLE	WHITE	200.00	0.00	0.00	20.00	220.00	
102 BOLEYN LOOP	BURCH	200.00	0.00	0.00	0.00	200.00	
111 BOLEYN LOOP	RAMSEY	200.00	0.00	0.00	0.00	200.00	
407 TABERNA CIRCLE	MARINI	200.00	0.00	0.00	0.00	200.00	
501 TABERNA CIRCLE	TABOR	200.00	0.00	0.00	0.00	200.00	
115 BOLEYN LOOP	SARGENT	180.00	0.00	0.00	0.00	180.00	
113 BOLEYN LOOP	RICHARDSON	160.00	0.00	0.00	0.00	160.00	
107 BOLEYN LOOP	SWAIN	20.00	0.00	0.00	0.00	20.00	
	TOTAL:	1360.00	0.00	0.00	20.00	1380.00	

AGED OWNER BALANCES: AS OF Oct. 21, 2013

STREET ORDER SEQUENCE

\* - Previous Owner or Renter

ADDRESS	NAME	STATUS
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REPORT SUMMARY

COD N/A	DESCRIPTION	ACCOUNT #	CURREN	OVER 30	OVER 60	OVER 90	TOTAL
A1	ASSESSMENT	###	1360.00	0.00	0.00	20.00	1380.00
		GRAND TOTA	1360.00	0.00	0.00	20.00	1380.00

## AGED OWNER BALANCES: AS OF Oct. 21, 2013

## STREET ORDER SEQUENCE

\* - Previous Owner or Renter

ADDRESS	NAME						STATUS
107 BRUGG COURT	SIEGMUND	250.00	0.00	0.00	0.00	250.00	
109 BRUGG COURT	SIMON	250.00	0.00	0.00	0.00	250.00	
111 BRUGG COURT	SAVAGE	250.00	0.00	0.00	0.00	250.00	
114 BRUGG COURT	MAJOR	250.00	0.00	0.00	0.00	250.00	
	TOTAL:	1000.00	0.00	0.00	0.00	1000.00	

AGED OWNER BALANCES: AS OF Oct. 21, 2013  
STREET ORDER SEQUENCE

\* - Previous Owner or Renter

ADDRESS	NAME	STATUS
---------	------	--------

REPORT SUMMARY

COD N/A	DESCRIPTION	ACCOUNT #	CURREN	OVER 30	OVER 60	OVER 90	TOTAL
A1	ASSESSMENT	###	1000.00	0.00	0.00	0.00	1000.00
	GRAND TOTA		1000.00	0.00	0.00	0.00	1000.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DELINQUENC AMOUNT
01100	Due Receivable	#
	TOTAL	#

AGED OWNER BALANCES: AS OF Oct. 21, 2013  
STREET ORDER SEQUENCE

\* - Previous Owner or Renter

ADDRESS	NAME						STATUS
119 ST. GALLEN COURT	LAMM	470.00	602.10	666.15	3555.00	5293.25	at attorney
113 ST. GALLEN COURT	HUGHES	450.00	0.00	0.00	0.00	450.00	
123 ST. GALLEN COURT	MCCARTHY	450.00	0.00	0.00	0.00	450.00	
131 ST. GALLEN COURT	CAPONE	450.00	0.00	0.00	0.00	450.00	
117 ST. GALLEN COURT	CARRIGAN	300.00	0.00	0.00	0.00	300.00	p2p
	TOTAL:	2120.00	602.10	666.15	3555.00	6943.25	

AGED OWNER BALANCES: AS OF Oct. 21, 2013  
STREET ORDER SEQUENCE

\* - Previous Owner or Renter

ADDRESS	NAME	STATUS
---------	------	--------

REPORT SUMMARY

COD N/A	DESCRIPTION	ACCOUNT #	CURREN	OVER 30	OVER 60	OVER 90	TOTAL
A1	ASSESSMENT	###	2100.00	0.00	0.00	3535.00	5635.00
01	Late Fees	###	20.00	20.00	20.00	20.00	80.00
04	Interest	###	0.00	48.85	0.00	0.00	48.85
05	Attorney Fees	###	0.00	533.25	646.15	0.00	1179.40
GRAND TOTA			2120.00	602.10	666.15	3555.00	6943.25

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DELINQUENC AMOUNT
01100	Dues Receivable	#
TOTAL		#



Taberna Master Homeowners Association Inc.  
P.O. Box 3308  
New Bern, NC 28564-3308

November 1, 2013

## NOTICE OF ANNUAL MEETING

The Seventeenth Annual Meeting of the Taberna Master Homeowners Association, Inc. will be held on **Tuesday, December 10, 2013, 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. If you do not have access to the internet, please call Brooke Baughn at 877-420-9320, ext. 1303, 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 a small increase in Master Association dues this year. The small increases in community supplemental dues generally reflect increased charges for landscape maintenance included in the new two year contracts that were negotiated in 2013.

The second year with CAS as our management company has been positive. Your 2012 Board previously elected to engage CAS for a two year period. There will be a 3% increase in 2014 in the management fees under the agreement.

This year the association will elect four Board members to two year terms, to replace retiring members. We thank the retiring directors – Nick D'Alessandro, James Dugan, and Paul Tracewell, – for their service to the community. The Board appointed a nominating committee to review all the applicants and recommend a slate equal to the number of openings. The slate recommended by the nominating committee was approved by the Board and is set forth on the enclosed Ballot and Proxy.

A Ballot and Proxy form is included for lot owners. ***The Board asks you to return the completed Proxy and Ballot even if you plan to attend. Returning the proxy helps meet our quorum requirements and it can be revoked if you attend.*** The return address for Proxy and Ballot is:

Taberna Master Homeowners Association, Inc.  
C/O CAS  
1213 Culbreth Dr, Suite 112  
Wilmington, NC 28405

**TABERNA MASTER H/O**

	2009	2010	2011	2012	2013	2013	2014
	Actual	Actual	Actual	Actual	Budget	12/31 EST.	Budget
<b>Annual Dues</b>	235/258/265	220/243/249	220/243/249	270/295/295	270/295/295	270/295/295	280/305/305
<b>Cash Receipts</b>							
Dues	\$ 183,371	\$ 171,773	\$ 172,167	\$ 212,148	\$ 211,665	\$ 211,935	\$ 219,765
Misc/ Gifts	\$ 1,015	\$ -	\$ 190	\$ 56	\$ -	\$ -	\$ -
Fines/Late fees	\$ 3,728	\$ 3,759	\$ 5,665	\$ 3,060	\$ -	\$ 3,800	\$ -
Interest Income-Operating	\$ 791	\$ 757	\$ 426	\$ 22	\$ 200	\$ 1,400	\$ 1,400
Prior Year's Appropriation	\$ -	\$ -	\$ -	\$ -	\$ 4,781	\$ -	\$ 6,150
Transfer from Emerg. Reserve	\$ -	\$ -	\$ -	\$ 4,373	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>	<b>\$ 188,902</b>	<b>\$ 176,289</b>	<b>\$ 178,448</b>	<b>\$ 219,659</b>	<b>\$ 216,646</b>	<b>\$ 217,135</b>	<b>\$ 227,315</b>
<b>Cash Disbursements</b>							
Landscaping-Contracts	\$ 92,435	\$ 101,165	\$ 101,658	\$ 104,898	\$ 111,066	\$ 111,066	\$ 114,654
Bldg/Grounds Mtnce-Misc	\$ 10,553	\$ 7,609	\$ 9,017	\$ 8,964	\$ 11,000	\$ 11,000	\$ 14,000
Projects / Beautification	\$ 25,971	\$ 9,215	\$ 8,063	\$ 6,156	\$ 5,000	\$ 6,000	\$ 3,600
Other Improvements	\$ 5,352	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Drainage Upkeep	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities - water	\$ 5,066	\$ 7,806	\$ 8,006	\$ 6,286	\$ 6,000	\$ 4,600	\$ 5,200
Utilities - electricity	\$ 2,805	\$ 2,427	\$ 2,910	\$ 2,109	\$ 2,400	\$ 1,900	\$ 2,000
HOA - Office Utilities						\$ 540	\$ 600
Crime Watch / EMT	\$ -	\$ 192	\$ -	\$ -	\$ 300	\$ 350	\$ 350
Admin. Expenses	\$ 2,579	\$ 2,794	\$ 1,788	\$ 3,063	\$ 4,560	\$ 3,100	\$ 3,200
Misc/ Web/ Mktg/Functions	\$ 649	\$ 773	\$ 678	\$ 810	\$ 1,300	\$ 2,000	\$ 1,500
Accounting	\$ 6,521	\$ 8,414	\$ 8,594	\$ 714	\$ -	\$ -	\$ -
Audit & Tax Prep	\$ -	\$ -	\$ -	\$ 4,045	\$ 750	\$ 3,100	\$ 3,200
Legal	\$ 6,301	\$ 3,187	\$ 1,821	\$ 1,596	\$ 4,000	\$ 10,000	\$ 7,500
Management Fees	\$ -	\$ -	\$ -	\$ 38,736	\$ 38,784	\$ 38,784	\$ 39,898
Insurance	\$ 4,861	\$ 4,497	\$ 4,854	\$ 4,944	\$ 5,225	\$ 4,899	\$ 5,000
Rent of HOA Office space	\$ 3,900	\$ 3,900	\$ 4,125	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200
Annual Meeting expenses	\$ 853	\$ 945	\$ 588	\$ 200	\$ 1,500	\$ 1,500	\$ 1,600
Taxes	\$ 987	\$ 1,017	\$ 1,370	\$ 478	\$ 750	\$ -	\$ 500
Write Off Bad Debt	\$ -	\$ 1,703	\$ 100	\$ 780	\$ -	\$ -	\$ -
Mailboxes & Posts	\$ 248	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lot Front Mowings	\$ (255)	\$ 118	\$ -	\$ 74	\$ -	\$ -	\$ -
Bushhogging	\$ 256	\$ -	\$ 551	\$ 256	\$ -	\$ -	\$ -
Replacement Reserves	\$ 10,000	\$ 10,425	\$ 11,200	\$ 11,330	\$ 11,811	\$ 11,811	\$ 12,313
Operations Emergency Fund	\$ -	\$ -	\$ 100	\$ -	\$ 8,000	\$ 8,000	\$ 8,000
Oper. Emer. Fund Usage	\$ -	\$ -	\$ 18,570	\$ -	\$ -	\$ -	\$ -
Repl. Reserve Usage	\$ -	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 179,080</b>	<b>\$ 166,187</b>	<b>\$ 190,991</b>	<b>\$ 199,639</b>	<b>\$ 216,646</b>	<b>\$ 222,850</b>	<b>\$ 227,315</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$ 9,822</b>	<b>\$ 10,102</b>	<b>\$ (12,543)</b>	<b>\$ 20,020</b>	<b>\$ -</b>	<b>\$ (5,715)</b>	<b>\$ (0)</b>

<b>BALANCE SHEET</b>	
<b>Projected @ 12/31/2013</b>	
<b>ASSETS</b>	
Cash	\$ 58,821
Reserves	
Replacement	\$ 139,492
Emergency	\$ 42,300
Receivables	\$ 8,600
<b>TOTAL ASSETS</b>	<b>\$ 249,213</b>
<b>LIABILITIES</b>	
Compliance Deposits	\$ 2,000
Mailbox Deposits	\$ 307
<b>TOTAL LIABILITIES</b>	<b>\$ 1,391</b>
<b>FUND BALANCE</b>	
B/F @ 1/1/2013	\$ 205,916
Res/Fund Additions	\$ 11,811
Fund Change	\$ 30,095
<b>FUND BALANCE</b>	<b>\$ 247,822</b>
<b>LIAB/FUND BALANCE</b>	<b>\$ 249,213</b>
<b>2014 HOA MASTER DUES</b>	
762 Lots	280
4 Commercial Lots	305
17 Lake Leman Lots	305



**TABERNA COMMUNITIES**

	ABBINGTON WOODS		
	2012	2013	2014
	Actual	Budget	Budget
<b>ANNUAL DUES</b>	\$750 (62)	\$800 (62)	\$840 (62)
<b>Cash Receipts</b>			
Dues	\$ 46,480	\$ 49,600	\$ 52,080
Fines/Late fees	\$ -	\$ -	\$ -
Interest Income - Other	\$ 25	\$ -	\$ 25
Prior Years' Appropriation	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>	\$ 46,505	\$ 49,600	\$ 52,105
<b>Cash Disbursements</b>			
Landscape Maintenance	\$ 42,114	\$ 48,128	\$ 48,360
Landscape Miscellaneous	\$ -	\$ 125	\$ 150
Administration-Supplies	\$ 170	\$ 107	\$ 250
Accounting	\$ 288	\$ -	\$ -
Income Tax Expense	\$ 33	\$ 140	\$ 30
Use of Reserves	\$ -	\$ -	\$ -
New Reserves	\$ 3,655	\$ 3,100	\$ 3,100
<b>TOTAL DISBURSEMENTS</b>	\$ 46,260	\$ 49,600	\$ 51,890
<b>REVENUES LESS EXPENSES</b>	\$ 245	\$ -	\$ 215

	ONE TABERNA WAY		
	2012	2013	2014
	Actual	Budget	Budget
<b>ANNUAL DUES</b>	\$1800 (16)	\$1800 (16)	\$1900 (16)
<b>Cash Receipts</b>			
Dues	\$ 28,800	\$ 28,800	\$ 30,400
Fines/Late Fees	\$ 340	\$ -	\$ -
Interest Income - Other	\$ -	\$ -	\$ 10
Prior Years' Appropriation	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>	\$ 29,140	\$ 28,800	\$ 30,410
<b>Cash Disbursements</b>			
Landscaping	\$ 16,800	\$ 16,850	\$ 16,850
Landscaping Miscellaneous	\$ 4,303	\$ 2,250	\$ 2,100
Building Miscellaneous	\$ 500	\$ 1,250	\$ 2,750
Administration-Supplies	\$ 58	\$ 190	\$ 120
Accounting	\$ 304	\$ -	\$ -
Income Tax Expense	\$ 149	\$ 148	\$ 30
Use of Reserves	\$ -	\$ -	\$ -
New Reserves	\$ 7,440	\$ 8,112	\$ 8,457
<b>TOTAL DISBURSEMENTS</b>	\$ 29,554	\$ 28,800	\$ 30,307
<b>REVENUES LESS EXPENSES</b>	\$ (414)	\$ -	\$ 103

	BOLEYN CREEK VILLAS		
	2012	2013	2014
	Actual	Budget	Budget
<b>ANNUAL DUES</b>	\$780 (23)	\$800 (23)	\$840 (23)
<b>Cash Receipts</b>			
Dues	\$ 17,940	\$ 18,400	\$ 19,320
Fines/Late fees	\$ 620	\$ -	\$ -
Interest Income - Other	\$ -	\$ -	\$ -
Prior Years' Appropriation	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>	\$ 18,560	\$ 18,400	\$ 19,320
<b>Cash Disbursements</b>			
Landscape Maintenance	\$ 15,610	\$ 16,500	\$ 17,325
Landscape Miscellaneous	\$ -	\$ 700	\$ 700
Administration-Supplies	\$ 72	\$ 100	\$ 110
Accounting	\$ 209	\$ -	\$ -
Income Tax Expense	\$ 4	\$ 134	\$ 30
Use of Reserves	\$ -	\$ -	\$ -
New Reserves	\$ 1,455	\$ 966	\$ 1,002
<b>TOTAL DISBURSEMENTS</b>	\$ 17,350	\$ 18,400	\$ 19,167
<b>REVENUES LESS EXPENSES</b>	\$ 1,210	\$ -	\$ 153

	TABERNA LANDING		
	2012	2013	2014
	Actual	Budget	Budget
<b>ANNUAL DUES</b>	\$1000 (6)	\$1000 (6)	\$1160 (6)
<b>Cash Receipts</b>			
Dues	\$ 6,000	\$ 6,000	\$ 6,960
Fines/Late Fees	\$ 40	\$ -	\$ -
Interest Income - Other	\$ -	\$ -	\$ 10
Prior Years' Appropriation	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>	\$ 6,040	\$ 6,000	\$ 6,970
<b>Cash Disbursements</b>			
Landscaping	\$ 3,425	\$ 3,440	\$ 3,520
Landscaping Miscellaneous	\$ 330	\$ 600	\$ 600
Building Miscellaneous	\$ -	\$ -	\$ -
Administration-Supplies	\$ 29	\$ 60	\$ 70
Accounting	\$ 193	\$ -	\$ -
Income Tax Expense	\$ 28	\$ 130	\$ 30
Use of Reserves	\$ -	\$ -	\$ -
New Reserves	\$ 2,309	\$ 1,770	\$ 2,730
<b>TOTAL DISBURSEMENTS</b>	\$ 6,314	\$ 6,000	\$ 6,950
<b>REVENUES LESS EXPENSES</b>	\$ (274)	\$ -	\$ 20

BALANCE SHEET	Abbington Woods	Boleyn Creek
Est. @ 12/31/2013		
<b>ASSETS</b>		
Cash	\$ 10,090	\$ 3,313
Reserves	\$ 27,924	\$ 7,230
Receivables	\$ 1,865	\$ 270
<b>TOTAL ASSETS</b>	\$ 39,879	\$ 10,813
<b>LIABILITIES</b>		
Liabilities	\$ -	\$ -
<b>TOTAL LIABILITIES</b>	\$ -	\$ -
<b>FUND BALANCE</b>		
B/F @ 1/1/2013	\$ 31,442	\$ 7,596
Res/Fund Additions	\$ 3,100	\$ 966
Fund Change	\$ 5,337	\$ 2,251
<b>FUND BALANCE</b>	\$ 39,879	\$ 10,813
<b>LIAB/FUND BALANCE</b>	\$ 39,879	\$ 10,813

BALANCE SHEET	OTW	Taberna Landings
Proj. @ 12/31/2013		
<b>ASSETS</b>		
Cash	\$ 2,027	\$ 940
Reserves	\$ 80,429	\$ 1,434
Receivables	\$ 4,105	\$ -
<b>TOTAL ASSETS</b>	\$ 86,561	\$ 2,374
<b>LIABILITIES</b>		
Liabilities	\$ -	\$ -
<b>TOTAL LIABILITIES</b>	\$ -	\$ -
<b>FUND BALANCE</b>		
B/F @ 1/1/2013	\$ 68,066	\$ 23,029
Res/Fund Additions	\$ 8,112	\$ 2,309
Fund Change	\$ 10,383	\$ (22,964)
<b>FUND BALANCE</b>	\$ 86,561	\$ 2,374
<b>LIAB/FUND BALANCE</b>	\$ 86,561	\$ 2,374

**TABERNA MASTER HOMEOWNERS ASSOCIATION, INC  
SEVENTEENTH ANNUAL MEETING DECEMBER 10, 2013  
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 6 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 regular two-year terms:  
Jean Hanson, Billy Gent, Joseph V. Kelly, and Kristie Miles

(Continuing Directors: Craig Baader, Gene Sharer, and Louise Vondran-Guthy)

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 member of the Taberna Homeowners Association, vote to elect the Directors as shown below. Note: Write in below names of up to four persons you choose to vote for as directors of the association 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)

\_\_\_\_\_  
(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 in my behalf, at the Annual Meeting of members of the association to be held at 7:00 p.m., Tuesday, Dec. 10, 2013, and at any adjournments thereof. My proxy is instructed to vote for the candidates listed in Section B above if I have check 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. \_\_\_\_\_  
(Found on Deed)

Member's 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:

Billy Gent	100 Appenzell Lane
Jean Hanson	108 Reinach Lane
Joseph V. Kelly	607 Taberna Way
Kristie Miles	409 Neuchatel Road

Continuing members are:

Craig Baader	116 Nyon Road
Gene Sharer	104 Liestal Lane
Louise Vondran-Guthy	118 Arbon Lane

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 four 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 four 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  
1213 Culbreth Dr., Suite 112  
Wilmington, NC 28405

**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.**