

**Minutes of Directors  
Meeting  
November 11, 2013**

Meeting Called to Order at 7:20 PM

**Board Members in Attendance:**

Howard Morrison  
Peggy Capp  
Colleen George  
Tom Markham  
Joanne Swift  
Charley Heard – HOA Business Manager

**Homeowners in Attendance:**

Dennis and Teresa St. Hilaire  
Suki Fitzgerald  
Millard Foraker

**Old Business:**

1. Approval of September 16, 2013 meeting minutes

**New Business:**

1. Master Association Report
  - MA Annual Meeting November 4- Tom Markham attended and reported that there are now two new board members.
  - Replacement for Suki- Tom agreed to fill in as needed until a permanent replacement can be found.
2. Financial Report – Charley Heard
  - Review of Budget 2013- Charley Heard-Reviewed line items with the Board and made some changes for the year end.
  - Update on Records & Document Retention by Colleen- The Board agreed to adopt the Update to the Rules and Regulations per Colleens' review and she will make a final copy and send to Joanne who will put on the CPN website. Colleen is also working on getting a drop box account.
  - Budget for 2014- Charley Heard- The Board reviewed and made adjustments to the following line items:
    - 8) Water and Entry Way and Islands increasing the estimate by 10 % to 2014 \$7200
    - 16) Electricity - increasing the estimate by 10 % to 2014 \$2500
    - 11) Street Maintenance- Increasing the proposed budget 2014 through 2018 to \$6000.This is to allow the Reserve fund to grow.
    - All other line items for the proposed 2014 budget were increased from the 2013 current estimate figures by 2%.

The Board agreed that an increase of dues of \$5 per month per homeowner should be implemented January 2014 to allow for the growth of the Reserve fund.

- Charley presented his agreement for his Financial and Administrative services. The Board thanked Charley for all his hard work all these years. The fees he presented are nominal compared to hiring an accountant.
  - Recommendation for Collections Policy- Peggy reviewed and found them to be in compliance with the State.
- 3. Design Review Committee – Peggy Capp- Two window replacements without a design change approved, 1 paint request approved, 1 roof approval, 1 tree addition approved, 1 new garage door approved.
- 4. Landscape Committee – Peggy/Wayne/Howard- Peggy reviewed the new Keesan contract and added specifics to it, such as not riding lawn mowers, native grass mowing 2 times a year, and 2 core aerations. Howard is meeting with Keesan to review the contract will look into if we could have the same rate if we sign a 2 year contract. Howard has looked into possibly adding winter care to the contract. The cost would be \$2200 from November 1 through April 1. It would include common areas and streets. In comparison, the cost of one more cleanup is \$1400. This would not include the cleanup of the yards of homeowners.
- 5. Fall Cleanup- Howard- Cleanup has been completed as of 10/30. Keesan’s contract ended 10/31. Dennis said his leaves were still on the trees by the time the cleanup was finished and maybe we should consider a later date for leaf cleanup. Howard explained the contract was up on 10/31.
- 6. Snow Committee – Charley/Kevin/Larry- No updates-just waiting for snow. Trash cans are filled with sand
- 7. General Maintenance
  - Road repairs update- Howard- November 21<sup>st</sup> is scheduled for road patching with the white epoxy. This is already budgeted in the 2013 current budget of \$10,195. Howard recommends the repairs be done every 2 years
  - Lights update-All repaired. However, as of today, a bulb is out in the gatehouse and on the Hamlet sign.
  - Drainage ditch to golf course pond- Waiting for Larry to give an update on an estimate.
- 8. Miscellaneous Items
  - Tree Lighting-Light are on the tree
  - Holiday Party on Sunday December 8 at The Ridge- Suki and Mary are decorating

- Annual HOA Meeting Wednesday February 26, 2014- Peggy reserved room at CPN
  - Toys for Tots – Suki- Gifts are due back from homeowners by Friday 12/13 Suki will drop off by the deadline of 12/16.
9. New Positions of the Board- Rich Denny, Lawrence Kitchen, Ron Neal, Debbie Portwood, and Steve Whoolie are possible candidates.
10. Any Other Business- Holiday Cookie list is in the gatehouse
11. Next Mtg. January 6, 2013 @ No 30