

Bookkeeper Anna Longo prepared and presented to the Board four reports, i.e., “Profit & Loss Budget vs. Actual” (Jan. – Dec. 2010 and 2011), “Balance Sheet” (as of Jan. 11, 2011), and “Customer Balance Summary” (All Transactions as of Jan. 11, 2011). She noted that every bill was paid in 2010 and 2010 had a carryover balance. She stated that checking and savings assets showed a balance of \$43,755.74. The “Customer Balance Summary” report showed a total of \$11,057.09 in overdue accounts of 14 homeowners that ranged from \$352.50 to \$1,839.88. She pointed out that the customer balances included both unpaid HOA dues as well as any assessed fines not paid. The Board requested that she breakout HOA dues that were overdue from fines overdue and to establish a separate line item that showed income obtained from fines.

- a. 2011 Budget - Steve Heath led the discussion of the budget for 2011. He noted that the “Roll-Over from the Previous year” balance should be \$2,117.00 instead of \$1,500.00.

He noted that the savings garnered from the 2011 lawn care contract and the increased HOA dues should be dispersed among the following expense line items:

- Capital Improvements - change from \$4,410 to \$6,000
- Sinking Fund Contribution - change from \$5,000 to \$7,250
- Clean-up/repair - change from \$3,200 to \$5,000
- Miscellaneous - balance remaining to be put in this line item

Action Item: Michele McQuigg motioned, and Maria Kinkaid seconded, to approve the changes as specified above. This motion was unanimously approved by the Board members in attendance.

6. Parking:

- a. 30 Day Rule - Steve Heath asked whether anyone on the Board had an issue with this rule. None of the Board members indicated that they had a problem with this rule. Michelle Bechtoldt stated that she found communities on the web that had this rule with a requirement that resident vehicles be registered with the community within 30 days. She noted that our community did not have this requirement, which made it difficult to know whether a vehicle in a visitor spot was a “resident” vehicle or not.
- b. Enforcement - The Board discussed the enforcement of the new parking regulations. As a result of this discussion, Michele McQuigg will review and revise the regulations. Among the issues discussed were the 48-hour parking limitation rule for vehicles parked in visitor spaces, and notification requirements for illegally parked cars.

7. Architectural Control (A/C):

- a. 1404 Flagship - Jack Reba advised the Board that three A/C violation letters were sent to this homeowner. The cited A/C violations included: (1) exterior lighting was too bright and directed outside the boundaries of the property; (2) railings were missing; and, (3) muntin bars or grilles were missing from newly installed bay window. In addition, the homeowner in question was sent an A/C violation fine letter for not replacing or removing the railings.
- b. Window Problem - Michele McQuigg advised the Board that the new windows installed at 12720 Gordon Blvd. did not have muntin bars (grilles), in violation of the A/C guidelines. Maria Kinkaid indicated that she would contact the bank and request that it comply with the A/C Guidelines.
- c. Railing Guidelines: Jack Reba led the discussion of establishing new guidelines for railings in light of continuing A/C violation issues in the community, which resulted in new guidelines that will be included in the A/C Guidelines under paragraph 15. Jack Reba will prepare the new language for paragraph 15. Action Item:

Maria Kinkaid motioned, and Michelle Bechtoldt seconded, to establish new guidelines for railings for the community. For front entrances of one stair or less, no railings will be required. However, if the homeowner wishes to have railings, they must be kept in good condition and must be on both sides of the platform. For front entrances with two or three stairs (top platform counts as one stair) that are 30" or less in height, only platform railings are required. For front entrances with four or more stairs that are more than 30" in height, platform and stair railings that are continuous and on both sides are required. Replacement railing must be Colonial style railings that may be aluminum or steel. Jack Reba will present new language to replace existing language in paragraph 15 of the A/C Guidelines. This motion was unanimously approved by Board members in attendance with one exception, i.e., Jack Reba did not vote in favor of the option to exempt platform railings of those townhouses with one or less stairs.

8. Maintenance/Grounds:

- a. Trash Guidelines - Discussion was postponed to the next Board meeting.
- b. Lawn Care Contract - Discussion regarding the status of the various stipulations to the new contract as identified in the minutes of the Board meeting held on December 21, 2010, was also postponed as Norman Howard was not present to report on this matter.

9. Old Business:

Concerns were raised about the need for more outdoor security lights in the community. Anna Longo indicated that she would look into this as a survey was made on this matter some years ago by Paul Agosta. Michelle Bechtoldt indicated that she had a copy of the survey and would forward if requested.

10. New Business:

Letter of Engagement - Bookkeeper Longo advised that she wanted to obtain a new accountant to review reports and to file the 2010 tax return for the community and had received a letter of engagement from Jay E. Reiner, CPA. Steve Heath agreed to forward this letter via email to the Board members for their review and subsequent action at the next Board meeting.

Front entrance of 1415 Admiral Drive - Michele McQuigg asked the Board to consider whether she can make changes to her front entrance. In reply, the Board requested more information before making a decision.

Reserve Study - Michele McQuigg indicated that she would be working on the reserve study worksheet for the community.

11. Adjourn: Meeting adjourned at 10:00pm.