

**Lakeside Meadows Homeowners' Association, Inc.**  
**Board of Directors Meeting**  
**April 10, 2017, 7:00 pm**  
**69 Brown St., Weaverville, NC**

**MINUTES**

Board members attending: Julia Book, Kitty DiMaio, Scott Hughes, Chrissy Morrissey, Ruth O'Donnell.

Guests: Walter Forehand, Doug Keen, Doreen Shaughnessy

Meeting called to order at 7:00pm.

1. Agenda presented. Ruth added 4.g. Website
2. Minutes of last meeting approved unanimously as written.
3. Treasurer's report

a. Finances

Scott is developing a financial policy. He asked for comment on a minimum dollar amount which could be paid without two board signatures and the board agreed on \$250.

Scott made a motion to allow the President or one other board member in case the president is unavailable to approve repair contracts without vote of the entire board in an emergency situation. Kitty seconded. Vote passed unanimously.

Scott said he will present financial statements to the Board and review them at each meeting. New Board members will be trained by the Treasurer upon joining the board.

b. HOA Fee Invoicing

Scott moved that a late fee of 1-1/2% per month not to exceed \$20 per month be assessed on late payment of HOA fees. This complies with state law, Section 47F-3-42. Kitty seconded. Passed unanimously.

Kitty moved we charge an ARC application fee. No second on the motion. Motion dismissed.

c. 2017 Budget

The check received from Scott Street, Windsor Built Homes, Inc. in the amount of \$5,251.64 has been deposited in our HOA bank account. It is slightly more than stated in the draft budget presented at last meeting due to collection of 2016 HOA fees from the 25<sup>th</sup> homeowner before the check was sent to us.

4. Continuing Business

- a. Federal EIN tax number and NC registered agent have been received and recorded.

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- b. Proxy form was reviewed by the board. Julia moved to accept its use. Scott seconded. Discussion was that proxy votes are important for quorum voting and board members should help educate homeowners about using proxies before meetings. Motion passed unanimously.

Reimbursement Request form was presented to board. Scott moved we accept the use of this form. Julia seconded. No discussion. Motion passed unanimously.

Ruth said she was told that when a member of the Board or an HOA committee resigns during their term, they are still considered as being in that position until a replacement is found. She will draft a policy for Board review.

- c. Common Area Insurance  
Ruth reported on a bid from Nationwide Insurance with a cost of \$600 per year. This coverage includes Directors & Officers and common areas liability insurance of \$1 million dollars. Discussion determined we need to make sure we have coverage for subcommittees and general liability.

Scott made a motion permitting Chrissy and Ruth to sign up with Nationwide after determining the policy has the necessary coverages. Kitty seconded. Motion passed unanimously.

- d. Common Area Maintenance  
Kitty reported on three bids for mowing of common areas which ranged from \$120 to \$200 per mowing approximately two times per month during the growing season. Discussion determined we could mow back area portions three and no more than four times, April through October and save on costs. Chrissy moved to get rebids from the lowest bidder on this plan based on frequency of lesser mowing in the back common areas. Kitty seconded. Motion passed unanimously.

Further discussion of landscaping, planting and mulching included use of volunteer labor on committee in the future.

- e. Covenants, Conditions and Restrictions Compliance  
Ruth reviewed the situation the HOA finds itself in regarding approvals of architectural and landscaping modifications to lots. Although the HOA existed since April 2016, no formal review and approval process was put in place by the builder, Windsor Built Homes. Homeowners have made numerous modifications without approval. Ruth said she consulted with her son, and attorney who has worked with HOA Boards in Florida and he suggested the Board send a letter to homeowners asking for copies of any documents they have from Windsor giving approval of a modification and telling them the Board will note their modifications but will not take any action at this time. Ruth shared a draft letter to which members made some modifications. The letter will be given out and discussed at the April 22, 2017 Annual

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Meeting and sent by U.S. mail to those who do not attend. The presentation at the Annual Meeting will stress building and maintaining a community/neighborhood we all share and enjoy. The Board and ARC will begin enforcement of the covenant after the date of the annual meeting.

Ruth said the ARC needs to develop a list of standards to clarify some of the broadly stated requirements of the restrictions and covenants, particularly about architectural and landscaping/plantings modifications. The standards will require a majority vote of homeowners.

Motion was made by Kitty to approve the letter to membership including the attachments listed in the letter. Julia seconded. Discussion led by Chrissy determined a questionnaire to membership would be helpful to the ARC in determining the extent of enforcement and how much detail is desired by a majority of members. Chrissy will develop and send the questionnaire before the annual meeting. Questionnaires will be collected at the meeting. An amendment to the motion to include the questionnaire with the letter was made by Chrissy. Vote passed unanimously.

f. ARC Committee Report

i. Form to request ARC review

Kitty reported on the draft ARC application form. The committee worked to make the form conform with the restrictions and covenants and also added verbiage to insure applicants have read the covenants and standards. Motion to accept the Request for Review Form. Amendment made to add “and the Standards” to applications. No discussion. Motion approved unanimously.

ii. ARC Policies

1. Chrissy made a motion to adopt the draft ARC Policies and Procedures document as amended by the Board. Julia seconded. Reference was made to Article 8, Section 11 of the restrictions and covenants and a statement saying ARC Committee members will use their aesthetic judgement will be included in the policies. Motion passed unanimously.

2. Complaints

Ruth reported a letter was received from a homeowner addressing several issues which he believes are out of compliance with the restrictions and covenants. The homeowner also made some suggestions regarding changes to that document. The ARC replied to the letter informing the homeowner that the ARC needs more information about the issues before they can take any action further. No reply has come from the member to date.

The Board agreed that referring to letters such as this as “complaints” is inappropriate. Different terminology will be used in future.

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- iii. Change to Article VII, Section 9 of the *Declaration of Covenants, Conditions and Restrictions for Lakeside Meadows*

Kitty, as Chair of the ARC, moved that a proposed revision to Section 9 be presented to homeowners for approval. No second required. She explained several problems homeowners are having with the current requirements which limits fencing to one type and height with other limitations. Discussion included the point about the ARC using aesthetic judgement that was previously discussed during the meeting.

- g. Website

Chrissy reported on free and inexpensive services. She and Ruth think the service that is available with our own domain name through WordPress at a cost of \$2.99 per month will better for us than the free service. Julia moved we utilize this site and pay the extra expense for the domain name and other accessories. Chrissy seconded. Discussion focused on how the site would be used. Motion passed unanimously.

5. New Business

- a. Two new committees were proposed by Ruth – see attachment to Agenda. Scott moved we begin these two new committees. Chrissy seconded. Motion passed unanimously. Ruth will appoint committee members.
- b. Annual Meeting Planning  
Ruth suggested we set up the room with a table at front for the board and chairs in rows. Ruth will work on the agenda, allowing 30 minutes of socializing. The ARC will collect questionnaires in a box for review. Chrissy said we should urge neighbors to use proxies for their votes if they won't attend. We need 17 "yes" votes to pass the change to the covenants and restrictions.

Meeting adjourned at 9:06 p.m.

Respectfully submitted,  
Julia Book, Secretary