

LINDEN RIDGE HOMOWNERS ASSOCIATION

BOARD MEETING 21st OCTOBER 2008

MINUTES

In attendance:

Jim Sieme – President
John McDonald – Vice President
Dawn McDonald – Treasurer
Wyndi Hills – Secretary
Neal Bradshaw – Director
Rocco D'Aprile – Board Member
Han Hills – Homeowner

Apologies:
Dean Webb
Mike Peacock

Treasurers' Report

The Treasurer, Secretary and President explained the vast amount of work they have undertaken on the accounts since these were handed over in late September. Every available element of the received records has been examined and the accounts data is currently being rebuilt in Quickbooks to fully and correctly reflect every transaction in the Association history.

Dawn McDonald presented a selection of reports for the Directors to review, including a summary income and expenditure report, a deposit detail report from September 1st to date and a check detail report from the date of receipt of accounts from the previous treasurer (09/26) to date. These reports were gratefully received by the board and unanimously approved. The current balance of the Association is recorded as \$7,182.17.

Dawn has worked extensively to contact all homeowners with outstanding dues in an attempt to collect these, and met with a good deal of success in this area. However, there are several cases where more serious action may need be required to ensure that the dues responsibility of particular households are fulfilled.

In the case of bankruptcy on behalf of one homeowner Dawn agreed to obtain advice and documentation on how we deal with this type of situation going forward and in this case specifically.

As there are still a number of delinquent homeowners much discussion was had of policy to be implemented going forward.

Those still outstanding, and with whom Dawn has not been able to reach a payment agreement, should immediately be issued a letter warning of the HOA intention to seek legal recourse in the form of a lien after a 15 (fifteen) day mandatory grace period has been enacted.

The policy for dues in 2009 was discussed at great length and agreed to be published and enacted as follows:

April 1st – Issuing of invoices for that financial year, payable 60 (sixty) days.

June 1st – For those NOT paying within the 60 day period an overdue reminder should be sent by mail.

At this point the Treasurer will also attempt telephone contact but cannot or should not overreach to attempt collection. The HOA board is not a collections agency.

From this point ALL overdue amounts will have the application of 18% interest immediately applied to the total amount owed without refute.

July 1st – Final notice of overdue payment.

July 15th – Notice of intent to seek lien and legal costs incurred thereby.

August 1st – Application made to New Hanover Clerk of Courts for a lien to be placed with costs on the offending property.

It was agreed that payment plans could be negotiated if requested in special circumstances but also that, should these be defaulted, full interest and legal action in the form of a lien with costs (subject to 15 (fifteen) day notification) would be taken against that household.

Board member Rocco D'Aprile insisted, and it was unanimously agreed by the board, that all actions taken should be consistent without exception for each household.

It was agreed that these intentions be made public and published in newsletters and online in order that all households have the fullest understanding of their responsibilities.

The new Treasurer was thanked unanimously, along with Wyndi Hills and Jim Sieme, for the many days of work they have put in, and continue to put in, to correct the accounts records of the association, which had previously been questionably maintained.

Resignation

It was with much regret that the board accepted the resignation of Christy Foster for personal reasons. The board would like to formally acknowledge Christy's contribution to the Association during difficult times and send her our best thoughts and wishes.

Architectural Committee

The Architectural Committee was tasked with producing a draft policy of action with regards to infringement of the Association bylaws.

Additionally, the Arch / Comp Committee has been asked to produce a “checklist“ of attributes whereby ALL houses in the association may be judged and also a full list of perceived current infringements so that the Board of Directors may asses the scope of issues arising and advise the committee on how they should begin addressing these.

Specifically the matter of “parking on lawns” was raised, as this had been a question asked of the president. The bylaws have no guidance in this, and so the matter was moved for future discussion, perhaps to be taken before the members for possible bylaws amendment.

Community Maintenance

The retention pond and community swales need extensive maintenance work for their upkeep. The president had obtained a quote from our current maintenance company to cover this work that was \$3,429. Although this work, to many areas of the community, is both needed and required it was agreed that additional quotes should be obtained in order to ensure the Association was getting best value per dollar on the work.

For electrical work on the entrance area we await Dean Webb’s report back to the Directors on this.

For Irrigation to the entrance area, the President had obtained five quotes. After reviewing these, the board strongly favored the quote (\$619.13) from J B Land Sprinklers to correct the problems in this area.

It was felt that no action should be taken on this, however, until electrical work had been examined and until winter had passed.

In line with previous meeting policy many quotes were obtained to assess whether our current lawn and plant maintenance was of competitive value.

All other quotes, apart from the current contractor, were significantly more expensive. It was felt that the current contractor should be maintained pending the provision of the correct paperwork.

Social (Welcome) Committee

The Social Committee has already begun greeting new homeowners and it was agreed a budget of \$50 should be granted to allow them to give new homeowners a small exterior plant gift (of around \$5 value) in 2009.

Community Watch

The board reviewed the meeting recently held with regards to Community Watch (minutes available online).

Signs are now provided and John and Neal are working to have these up within the next month at each end of the community.

Block Captains are being appointed so alerts (such as Amber Alerts) and other issues can be efficiently communicated quickly across the subdivision.

The Common Area

It was agreed that further investigation was needed to fully ascertain the extent of community ownership of the common area at the corner of Hedingham and Linden Ridge and that a survey should be undertaken if required.

Future Homeowners Meetings and Other Dates

Although Halyburton Park was a great venue we need a Winter venue for members meetings. Jim Sieme has contacted several local churches in this respect and received favorable responses. Our new location will be communicated as soon as it is confirmed.

Future Dates!

Board Meeting – Nov. 18th 7:30PM – Rocco's Place

Members Meeting – Dec 13th 10AM – Venue TBA

Board Meeting – Jan 13th – Venue TBA

Newsletter Published – Jan 31st

Board Meeting – Feb 10th – Venue TBA

Board Meeting – March 10th – Venue TBA

Members Meeting – March 14th – Venue TBA

Newsletter Published – March 20th

Board Meeting – April 14th – Venue TBA

Community Yard Sale – April 18th

Board Meeting – May 12th – Venue TBA

Board Meeting – June 9th – Venue TBA

Newsletter Published – June 6th

Members Meeting / Block Party – June 20th – Common Area (rain date 27th)

Board Meeting – July 14th – Venue TBA

Board Meeting – August 11th – Venue TBA

Newsletter Published – August 29th

Board Meeting – September 8th – Venue TBA

Members Meeting (Annual Meeting & Elections) – September 19th – Halyburton Park

Community Yard Sale – September 26th

Board Meeting – October 13th – Venue TBA

Newsletter Published – October 31st

Board Meeting – Nov 10th – Venue TBA

Board Meeting – Dec 8th – Venue TBA

Members Meeting – Dec 12th – Venue TBA

Newsletter Published – Dec 19th

Minutes prepared by Wyndi Hills, Secretary, Linden Ridge HOA