

Norbeck Hills Homeowners Association
Board of Directors Meeting
February 16, 2006
(As Approved at the April 20, 2006 Board of Directors Meeting)

Board Members Present: Barbara Beccles, Ellsworth Romer, Eva Tax, Av Wofsey,
Sheila Wright

Others Present: Ruchita Patel, The Management Group Associates
Louie DiPlacido, 17570 MacDuff Avenue
Jeff & Rosalin Chavis, 17514 Gallagher Way
Sheila Wright, 17524 Gallagher Way
Odessa Henderson, 4402 Canes Lane
Folly Kuevey, Gallagher Way

Call to Order

Barbara Beccles called the meeting to order at 7:15 p.m.

Homeowner Forum

Ms. Beccles opened the Homeowners Forum by reviewing the guidelines of this forum. Everyone's comments will be kept to a three (3) minute limit in order to give everyone an opportunity to voice their comments/concerns. The board members will also be given a three (3) minute limit to respond as well.

Odessa Henderson of 4402 Canes Lane would like the residents to be notified in a different manner than the newsletter in regards to the placement of the trashcans. In the newsletter, it stated that all trashcans should be placed at the end of each home's walkway and not on the grass of the common areas. Ruchita stated that the trash policy would be distributed again in the mail when the applications for pool passes are sent out.

Folly Kuevey of Gallagher Way asked multiple questions. In his delivery of the questions Barbara Beccles asked Mr. Kuevey to please keep things civil and not to be confrontational. Mr. Kuevey asked about the availability of the financial reports to other homeowner. Ms. Beccles reported that we are required at our annual meeting to file a financial report. The report that is reviewed at our monthly is for the board so that the board can conduct the business at hand. Ruchita answered Mr. Kuevey on the reserve fund transfers. The only funds that are taken from reserves are those funds transferred to the operating account to pay for those capital improvements that are required to come from the reserves. At the board meetings the board approves the transfer of funds. Mr. Kuevey also wanted to know why we were not a tax-exempt organization. Ruchita informed him that we are not a non-profit organization we are a homeowner's organization, which falls under different State and Federal laws. He was also told that at any time any homeowner who wants to see the tax filings and financial reports can call the Management Group and to arrange a meeting which at that time all documents will be

made available. If at that time the homeowner would like a copy, a copy of the documents will be made which the homeowner must pay for a fee. Ruchita informed Mr. Kuevey that we did not have any debt at the end of 2005. We had outstanding bills in January for those services provided in December.

Jeff Chavis of 17514 Gallagher Way brought up the issue of the retaining wall that was erected behind the home of 17518 Gallagher Way. Jeff was under the impression that the wall would not only be higher but also that it would run along the back of the homes in that row. Ruchita reported that the work is not yet completed and it should be done in the spring. The intention as far as Ruchita understood was to re-grade and to re-seed in that area. The sloping of the yards is not due to the erosion of the earth around the drainage pipe, it is the natural topography. Ruchita has not inspected what has currently been done but will be out on Monday February 20th. Mr. Chavis also brought up the issue of double and triple mailings that are being done by the Management Group. He had received 2 different documents on the same day in two separate envelopes. Ruchita said that she was not aware of this and will look into the matter.

Homeowner Forum ended at 8:07 p.m.

Homeowners Appeals

The owners of 17410 Gallagher Way were present to appeal the trash collection fee that was charged to them. They had another member of the family speaking for them due to a limited English comprehension. This violation took place approximately 6 months ago. The owners of the home insist that they are not the ones that dumped trash in the common areas behind their house, even though there are witnesses to say differently. The homeowners were not satisfied and insisted on more evidence that it was their trash. They also stated that they have responded by writing letters to the Management Group in regards to this matter. A discussion ensued in regards to this matter. Av Wofsey made the motion to waive the trash collection fee; Sheila Wright seconded the motion, the motion carried with one abstention. Therefore, board waived the trash collection fee for 17410 Gallagher Way. Barbara Beccles made the statement that if the situation should arise again the homeowner is to come to the next meeting after receiving the violation letter. Homeowners are not to wait months to appeal the violation.

Erica Beedie of 4419 Canes Lane could not be present to appeal her trash violation, therefore, Dirk Holger, her neighbor, was there to speak for her. The board unanimously voted to waive the trash violation fee.

Meeting Minutes

November 18th meeting minutes: Eva Tax motioned to accept the minutes, Av Wofsey second the motion. The board unanimously voted to accept the minutes.

January 19th meeting minutes: Eva Tax motioned to accept the correct minutes from the January meeting, Av Wofsey second the motion. The board unanimously voted to accept the minutes.

Pool Committee:

Barbara Beccles has tried multiple times to meet with Becky Tanner and has not been able to at this point. Av Wofsey will check with his neighbors to see who wants to take over the swim team. If no one takes over the swim team then the swim team will be dissolved. Ruchita has stated that a work order is out to have the locks changed and a set of 5 keys will be made. Ruchita will formally send Becky Tanner a letter stating she will not have access to the pool any longer.

Ruchita mentioned that the applications for the 2006 pool passes would be going out. Does the board want a notice to go out at that time for a volunteer to be head of the swim team? The board all thought that would be a great idea. Ruchita will be putting a notice to that effect out with the pool pass application.

Grounds Committee:

Beautification Program: Sheila Wright is to design a form for Karl Borst to place on the website for homeowners to fill out and submit for this program.

Leaf Removal: A proposal was made to have the landscapers remove leaves from individual homes and have this charge built in to the current contract. Sheila Wright didn't feel that it was appropriate to have this charge on the community as a whole, since our yards are not that large. If there are specific homeowners that would like to have their leaves removed, then those homeowners should make separate arrangement with the landscapers and pay a specific fee. The board decided not to have this plan included in the contract.

Snow Removal: Sheila Wright has reported that there are two (2) sidewalks that are considered to be common grounds in the 17500 Gallagher Way block that are not having the snow removed from them. Ruchita will notify the snow removal company of this.

Dog Signs: the board approved a specific design. Ruchita will be ordering 4 signs. One or two signs will be placed on MacDuff facing inward not towards the street and one at each tot lot.

Regarding the county's Tree Program, the board deferred consideration this item until the fall.

AECC Committee:

Ellsworth Romer reported that he and Sheila Wright walked over to look at the Peterson house on Longview to inspect the rebuilding of the home. The house does protrude further in the back than other homes of this model. This is due to the sprinkler systems that were installed with the rebuilding of the home. Mr. Romer did bring up the fact that

the contractors that are there working on the home need to remove their trash on a daily basis. It was noted that a lot of their trash from lunch and work in general was spread out on the ground. Ruchita will make sure that the contractors are notified in regards to this and will remove their trash.

Guideline Revisions:

Ellsworth Romer reported that Jeff Chavis is to be in charge of this and as of this date nothing has been done on this. Mr. Romer would like to ask the board to pull this off the agenda until someone else can volunteer to handle this. The board agreed to this action.

Newsletter:

Spring issue of the newsletter - all input needs to be to Ingrid by the end of March in order to be ready for distribution in April.

Financial Report:

Ellsworth Romer reported on the financial report that was passed out by Ruchita at our last meeting - the carry over of 2005 funds was \$73,000 and out of that \$17,000 was to be paid out in invoices received in January 2006 for the work performed in December. We had enough money left over to make 3 payments of \$3,333.33 to the reserve fund. There was a balance of \$24,000 that will also be placed in the reserve fund but will show up for the current year.

Security and Parking:

Ellsworth Romer reports that there is a decrease in any major violations. Cars are still being tagged for illegal parking.

Street Captains:

Barbara Beccles reports that street captains are still needed.

Asphalt Repair Proposals:

There were a total of four (4) companies that have submitted bids for the asphalt, seal coating and striping of the parking lots in the community. The following work to be done is: cleaning the streets, repainting the fire lanes, seal coat, re-do all numbers and to patch as necessary. Also, the lowering of the speed hump to a speed bump so that we can qualify for a county reimbursement. Ellsworth said that it was approved last year that the speed hump is not to be replaced and that the street is just to be paved. A discussion of why the cost of Dominion Paving cost is so much lower than the other companies took place. Ruchita explained that the other companies mainly do paving of highways and the materials that they use are much more durable due to the kind of traffic that is traveled on highways. Dominion Paving will also include staining of the fire lanes instead of

painting them in the usual manner. Staining of the fire lanes will last longer (approximately 5 years) and then at the time for the fire lanes to be done over the cost at that time is lower than if we had to repaint them. Painting the fire lanes in the usual manner, the paint lasts approximately 2 years. In order to do the staining the fire lanes will have to be hydro-blasted first. The additional cost of staining the fire lanes is \$24,102.00, which would bring the total for Dominion Paving to \$60,439.00 which is still lower in cost than the others. Even though the county does not require fire lanes to be painted, there is a requirement for signs. The board felt that it is in the best interest of everyone in the community to still have the fire lanes marked with paint/stain so that there will not be any misunderstandings in the area of parking violations. Sheila Wright made the motion to accept Dominion Pavings proposal, which will also include the staining and hydro blasting of the fire lanes with \$38,000 to come from the reserves and the remaining funds from the contingency funds. Ellsworth Romer seconded the motion. The board voted unanimously to accept Dominion Pavings proposal.

Pending Items:

- Pool Repairs: Ruchita reported that all of the repairs would be completed when the weather breaks.
- Seeding: Ruchita reported that this would be completed when the weather breaks.
- Path Repairs: Ruchita reports that this is scheduled to be done on April 13th.
- Gallagher Way erosion: Ruchita reports that this is not completed and she will follow up on this.
- Commission on common ownership: Ruchita has reported that the copy of the complaint has been sent to the homeowner and he now has the opportunity to respond
- Pool hot water heater replacement: Ruchita has reported that proposals will be in the March management report.
- Tree removal and replacement: Ruchita reports that due to the weather the work is not yet completed but should be done by the end of February.
 - Ellsworth Romer asked the board for their permission to remove the tree in the common area, which is near both of his parking spaces and has cause damage to his cars. He will pay for the removal and replacement of a small tree at his own cost. It was made clear that there would be no cost to because he will pay for this himself. The board approved this request.
- Storm Water Management Pond: Highway and Safety Services were asked to look at the outflow pipe areas for a cost of clearing the required space from around the pipes. A 25-foot diameter has to be cleared from around the pipes per county standards. The cost of this is \$3,500.00. Ruchita feels that she could get them down to \$3,000. The board has asked Ruchita to get a couple more bids on this work to see what our options are.
- Towing Appeal: Ruchita is still waiting for pictures from the towing company. The board has decided to wait for all pictures to be submitted before making a decision on this. Ruchita reported that the owners who are appealing this parked in the fire lane a second time and again their car was towed.

Adjournment

Barbara Beccles moved to adjourn the meeting at 9:15 p.m. The motion was seconded by Eva Tax and passed unanimously.

Submitted by,
Sheila Wright, Member at Large
Barbara Beccles, President