

Norbeck Hills Homeowners Association  
Board of Directors Meeting  
October 21, 2010  
(Approved at the February 10, 2011 Board of Directors Meeting)

Board Members Present:            Barbara Beccles, President  
  Av Wofsey  
  Steve Wolf  
  Eva Tax  
  Jacque Labovitz

Others Present:                      Ruchita Patel, Management Agent  
  David Legge, Larson Allen  
  Roger Young  
  Carol Christian  
  Gracie Bennett

Call to Order

The meeting was called to order at 7:05 p.m. by Board President Barbara Beccles.

CCOC, Christian, 17222 Sandy Knoll Drive

Carol Christian was present to discuss the charge that she had been assessed to remove recycling from in front of her home. She stated that she had never left recycling in front of her home, but occasionally collects bags of leaves in her yard for a day after she rakes them. After discussing this matter, the Board's consensus was to waive the remaining fee of \$30 from Ms. Christian's account.

Homeowner Forum

Av Wofsey suggested that the GOCA report be provided during or immediately after Homeowner Forum in the future, while homeowners are still present.

There was discussion regarding the maintenance of homes. Roger Young stated his opinion that renters are not being told what the community's rules are and, as a result, are not maintaining their homes.

Minutes

Av Wofsey moved to approve the minutes of the August 19, 2010 Annual and Board of Directors meeting with the following changes:

- Homeowner Forum, 4<sup>th</sup> Paragraph – The last sentence will be removed.

- Executive Session – All references to “Executive Session” will be changed to “Board Meeting”.
- Board Meeting, 1<sup>st</sup> Paragraph – The second sentence should read, “The guidelines stated that fences have to be in a woodtone color.”
- Board Meeting, 7<sup>th</sup> Paragraph – The first sentence should read, “The 2011 draft budget was approved for distribution to the community for comment.”
- Board Meeting 8<sup>th</sup> Paragraph – The paragraph should read, “The Dominion Paving contract for asphalt repairs was approved as amended for concrete repairs. Ruchita Patel advised that it would be less expensive for the concrete repairs to be done while Dominion is already in the neighborhood. The Board approved the establishment of a line of credit in the amount of \$150,000 to help ensure that the level of reserves does not drop too low while this project is underway”.

The motion was seconded by Eva Tax and passed unanimously.

### 2011 Budget

After discussion, the Board’s consensus was to not offer a discount for prepayment of the assessment. The idea will be reconsidered when the economy gets better.

Steve Wolf stated his opinion that the Association should not provide services that it is not legally required to provide. This is particularly the case in years when the assessment is increased. Assessment increases should be considered only after all possible reductions have been made to the expenses. He pointed out the security expense as an example of his concern. There was discussion regarding the benefits and drawbacks of having security in place.

Jacque Labovitz moved to approve the 2011 budget as prepared. The motion was seconded by Av Wofsey and passed 4-0-1. Steve Wolf abstained.

### Website

Barbara Beccles requested that a statement be added to the home page to instruct contractors who mail solicitation letters to send them to Ruchita Patel, and not the Board President.

## AECC

Eva Tax moved to approve the 10 architectural change requests that were approved by the AECC since the August meeting was held. The motion was seconded by Av Wofsey and passed 4-0-1. Steve Wolf abstained.

Eva Tax moved to file a CCOC complaint against the owner of 10 Hines Court for the unapproved color scheme on his home. The motion was seconded by Av Wofsey and passed unanimously. The Board noted that this matter had been ongoing since December 2009.

The Board's consensus was to not change their decision to deny the architectural change request submitted by Joe Baker of 17623 Longview Lane for a white vinyl fence. Mr. Baker had recently filed a CCOC complaint against the Association for denying his appeal.

## Grounds Committee

Eva Tax moved to approve the proposal submitted by MainScapes to add lime to the common areas on Longview Lane, Boastfield Lane and the traffic circles in the single family sections of the community for a cost of \$1,335. The motion was seconded by Jacque Labovitz and passed 3-1. Steve Wolf voted against.

## Treasurer's Report

Steve Wolf gave a brief Treasurer's Report. He stated that he had found no questionable items on the financials and would continue to review them monthly. Eva Tax moved to accept the Treasurer's Report. The motion was seconded by Av Wofsey and passed unanimously.

## 2009 Audit

David Legge of Larson Allen attended the meeting to review the 2009 audit and answer questions. He reported that Larson Allen had issued an unqualified, i.e. clean, opinion. He stated that many communities are not receiving clean opinions anymore because of issues with their financial statements; however, the Association's financial statements are in good condition.

He summarized the Association's financial position as outlined in the audit. In his opinion, the Association is in good financial position, and continues to improve its financial health. In relation to other communities, the level of delinquencies is low. He advised that some communities have a close to 50% delinquency rate.

After answering questions from the Board, Mr. Legge left the meeting.

Av Wofsey moved to approve the 2009 audit as submitted. The motion was seconded by Eva Tax and passed unanimously.

#### Grounds Committee, contd.

The Board's consensus was to defer a discussion regarding tree removal and pruning until the January 2011 meeting.

#### Security Committee

The Board's consensus was to defer a discussion regarding the installation of a light at the Longview Lane tot lot until the January 2011 meeting.

#### Line of Credit

Eva Tax moved to do the following:

- To open a line of credit at OBA Bank per the terms outlined in their loan offer letter of August 23, 2010.
- To open a collateral CD at OBA Bank in the amount of \$150,000.
- To authorize the standard 4 TMGA signers (i.e. Jeff Gatling, Ruchita Patel, Kathy Drury and Todd Hassett), Barbara Beccles and Steve Wolf to draw from the line of credit for the sole purpose of paying expenses related to the asphalt repair project. At least one signature must be that of either Barbara Beccles or Steve Wolf.

The motion was seconded by Av Wofsey and passed unanimously.

#### Reserved Parking

The Board discussed whether to revoke reserved parking privileges if a homeowner becomes delinquent. After discussion, their consensus was to send out a warning letter if a homeowner becomes two months delinquent in assessments and to revoke the parking privileges if payment was not made. In addition, once privileges are revoked, they will not be restored until the balance is paid in full, even if the homeowner enters into a payment plan. The Board requested Ruchita Patel to draft a policy to this effect for approval at the next meeting.

#### Adjournment

The meeting was adjourned at 9:00 p.m.

Submitted by,

Ruchita Patel, The Management Group Associates