

OVERLAND COVE HOME OWNER ASSOCIATION

MINUTES ANNUAL MEETING

FEBRUARY 8, 2011
5:30 pm TO 6:30 pm
Woodland Homes Corporate Office

MEETING CALLED TO ORDER BY SHAYNE TEMPLET: 5:42 pm

- I. Welcome/call to order

Introduction of Board Members:

Present:

Shayne Templet
Joan Mitchell
Richard Ramhold

Absent:

Jeannie Samz

BUSINESS:

- II. Approve minutes of prior meeting.

Shayne Templet stated the first order of business is to read the minutes of the previous HOA meeting & asked for motion to waive reading of previous meeting .

Joan Mitchell moved to waive the reading of minutes of previous meeting since they were posted on the website. Russ Donaldson objected to waiving the reading of the minutes .

Joan Mitchell read the minutes of the 2010 HOA Annual Meeting.

Shayne Templet asked for motion to approve the minutes as read.

Joan Mitchell moved to approve minutes as read; motion was seconded by Connie Tucker.

Shayne Templet declared the minutes approved as read.

- III. Committee Reports

Shayne Templet asked for Committee reports.

- a. **Protective Covenants** – no report

- b. **Financial Committee:**

Connie Tucker & Russ Donaldson were Committee members present -

Connie Tucker stated that on a monthly basis she reconciled the checking account, sends financials of profit & loss statements & sends a statement of outstanding dues to the Financial Committee. She stated there is an approximately 15-16 page document of the report sent to the committee members every month. She did send out all the bids that were received for landscaping, pool & clubhouse cleaning as well as common area maintenance. She stated the 2010 End of Year Financials are posted on the Website. We are working to finalize the 2011 Budget. It should be finalized at the end of the month & will then be posted to the website. Everyone has in their packet a copy of the proposed Budget for 2011 which will include the common area, maintenance & upkeep of the pool & clubhouse, a budget for the town homes and one for the patio homes.

c. Lawn & Landscape Committee:

Shayne Templet stated it was brought to his attention prior to the meeting that the HOA had discussed retaining the services of Wayne's Environmental & that there was a change to the patio homes where they had requested pest control be included in their maintenance fees.

Russ Donaldson stated that pest control request was only an option to be considered.

Bob McDonald stated it was his understanding that Wayne's would provide pest control for \$65 if everyone would agree to monthly pest control.

Connie Tucker stated the bid that Wayne's sent her was at \$75. Last year it was brought to the committee's attention that the patio home owners wanted to add pest control since they were paying for pest control on their own. She did get a 2 page contract adding a \$54 fee for TH & one for \$75 for termites. She will follow up with Wayne's to see what the exact amount would be. Everyone will have to agree to add the pest control to get the reduced amount. Pest inspection fee is separate from Termites - Pest control is treated regularly only on the outside but you can get inside treated if you call to make appointment to arrange for inside treatment. Connie will verify figures with Wayne's & e-mail committee.

After much discussion relative to the Pest Control being included in the maintenance fees, Russ Donaldson stated "we're not going to do it & that is final." It will stay the same & our dues will not go up.

There was general discussion relating to problems incurred with the landscape company.

Connie Tucker replied that the Lawn & Maintenance committee should be the ones in contact with Tim Crow @ Waynes regarding issues & problems. She stated that when receiving bids from contractors, many have asked that 1 or 2 people be designated as a point of contact because it is easier to have a 'go to' person. She stated that lists of all committee members with their e-mail address is posted to the website for easy reference. These members can be contacted for issues relating to their committee.

Shayne announced that the Board agreed to the recommendation of the Lawn & Maintenance Committee to retain the services of Wayne's Environmental Services for common areas, town homes & patio homes.

d. Social Committee:

No official report was given, however, Russ Donaldson stated that Debbie Campbell & the committee was doing a great job coordinating monthly.

e. Pool & Clubhouse Committee:

Russ Donaldson stated we have a clubhouse now...& that's a bonus but he wanted to talk about equipment. He stated Jerome Stanley comes & cleans pool – There are issues with a locking mechanism – He does not know if it is the handle or what...if you 'jimmie' the handle & push on handle it will allow you to go right in – It has nothing to do with pulling door shut . After much discussion, it was agreed we should call Safe Tech & get with Warranty & have them meet with a home owner for resolution of the problems.

Russ Donaldson said he has problem with the fence; lock does not engage. Was unhappy that equipment in exercise room was not repaired in a more timely manner. All is working properly now but felt that it took too long to repair & he feels the community is not getting response from Huntsville Fitness that it should.

Shayne Templet stated that our Warranty Department was out at the model home every month. He recommended that homeowners meet with Warranty Department to make a list to see if that would help expedite problems if still under warranty . Recommended that the Pool & Clubhouse committee meet with warranty department, make a list of problem issues to go in system as a repair item to see if this could propel a resolution.

Bob Mc Donald stated there is a safety problem with gate area/ E-side - He has concerns that someone can push button to make the gate open & walk in.

Russ Donaldson said he & Steve Leach had discussed this with the guy who built it & it must have a safety button to get out in case of emergency. The gate is designed more for protection of children from a safety issue. Russ stated he did not want a big post sticking out of the ground there.

Bob McDonald is concerned that someone could get in & drown & would be a problem legally as well as with insurance coverage.

Shayne Templet pointed out that pool & clubhouse was constructed according to code, is a public area & everything possible was done to protect association legally.

Russ Donaldson stated he has brought up issue with Matt Lombardi about the broken grill cover – actually a broken hinge. Was to have been warranted & repaired. This still is not repaired – way it is broken Russ does not believe it can be repaired.

Kimberly Ford asked if equipment in exercise room was new: (Yes) She stated the ceiling fans are not working properly either. Shayne asked that fans be checked before it gets hot.

IV. Community Issues

Shayne opened floor for HOA Community issues:

Russ Donaldson asked name of cable service provider .

Connie Tucker replied that it is Knology .

Russ asked if cable service was included in the budget.

Connie replied that it was not. Cable provider is taken care of until point the developer is ready to turn the community over to the association.

There was general discussion relative to pipes & drainage issues.

Connie stated that many of these issues are not HOA issues . We need to go back & read notes on issues discussed in the Focus Groups & work to correct them from that approach.

Joan Mitchell stated these were warranty issues - & should be handled through that department.

Richard Ramhold stated that there has been major changes in management with Woodland & many of these construction issues had been discussed as a Focus Group. Pipes & drainage issues were discussed in the Focus Group.

Shayne asked if all items listed by the Focus Group had been resolved. Richard Ramhold replied: 'Yes they have'.

Russ Donaldson stated the awning for temporary building is still in tree line from tornado Oct. 2009. He has asked Matt & Keith to remove it at least a half dozen time & it is still there.

Kimberly Ford –Asked if site of the big dirt pile will be the location of future RV area? Stated there is lots of erosion & trees are starting to come down.

Shayne Templet responded that no definite date has been established yet to build the RV parking area but it will look like the one built at WMT when completed.

Melvin Green asked status of a privacy fence around the pool.

Shayne responded that no changes will be made to the pool & clubhouse area; the way it looks now is the finished project.

Kimberly Ford asked about the Doggie Walk.

Kellie Donaldson stated "There are no 'doggie' trash bags. Asked that Excellence Janitorial be called to leave 'doggie trash bags' in clubhouse. "

Debbie Campbell – Asked about lights at the entrance sign to Overland Cove.

Shayne replied there will not be lights due to depth the electrical wiring was buried in the street. Electrical conduit is buried too deep to be able to get to. Street department originally was to have taken the hill down but that was never done.

Connie said part of the reason for the delay in building the clubhouse was that the City was supposed to have lowered the road out front. We had to delay start of construction until the city could make a decision. The City decided not to lower the road; just to install signs advising to slow down – hidden drive.

Both Tresa Mitchell & Debbie Campbell suggested installing solar lights. Joan Mitchell will check into cost. Shayne responded that was a great thing to bring before the Lawn & Maintenance Committee.

Debbie Campbell suggested numbers need to be installed on the front of the clubhouse.

Russ Donaldson stated that Dave Pemberton called him & is concerned about the construction traffic coming up & down Split Rock Cove & leaving big mud tracks. He asked if we would do what we can to re-route construction traffic. He asked if HOA was responsible for street repairs.

Connie Tucker responded that streets were supposed to be bonded up to a 2 year period until the community is turned over. After a 2 year period, the City will be responsible for streets. She will find out expiration date of streets & check status.

Shayne advised we have policies & procedures in place for subs to observe. He asked residents to note tag numbers or take photos of construction workers failing to observe rules & turn in or e-mail to us so we can back-charge offenders. It is our job to keep community clean & police subs but any help from residents is appreciated.

Question by resident: Are street lights responsibility of City? Yes.

Melvin Green asked if there was a projected time span on the completion of build out in community?

Shayne Templet responded that due to the economy, things have not moved as we planned. We are doing everything we can to advertise, stimulate and build out the community. We have installed a new sales manager & team in Overland Cove in an effort to jump-start sales. The sales manager there is Bill Jackson. The market is tough in a town home community.

Neal Stevenson asked about replacing eve lights.

Connie Tucker stated we do not have a contract for replacing eve lights.

Russ Donaldson asked what happened to the big lot of expensive eve lights that were purchased. There was about \$1500 worth-enough to do whole community & have some reserves.

Connie Tucker will follow up & find out how many are left & where the lights are.

Russ Donaldson stated we paid JAK Electric \$500 to come out & replace every bulb to include the cost of the bulb. They were supposed to go out monthly & replace burned out bulbs for \$3.00 each plus a service charge– he could not remember the exact flat service charge. Russ recommended that on future negotiated contracts we establish a fixed amount for each quarter to replace bulbs.

Russ asked about the amount included in the budget to replace these bulbs.

Connie Tucker stated she did not include this item in the budget because she did not have a contract on that.

Russ said there were separate line items in the budget for total expense for TH of 285\$ - any excess will go to capital reserve fund. Any money not used goes into reserve fund.

Russ stated that maintenance fees are different from HOA fees. Proposed budget is operating under a deficit – Total expenses is \$44K & the HOA is only bringing in \$28K on \$600 per year HOA fees. Mike had told him over a year ago Woodland would continue to cash inject until we get to the point where the \$600/year will meet expenses - provided there are no drastic increases in cost so we do not need to be asking for anything else. That has not changed.

Russ Donaldson asked for a final commitment from Woodland for a cash injection to the HOA.

Shayne Templet said the commitment is 75% until the community is complete or until it can be self sufficient. We have 2 choices – we can sell our lots to an out of town builder who will come in & build a TH for \$110K or we can stay the course & keep the community upscale as it is now. We are doing our best to keep the community intact as it is now. We are your partners in this.

Connie Tucker stated you do have capital reserves. She has not done capital reserves yet because she does not have final numbers yet. There is a maintenance capital reserve & a checking capital reserve for HOA as well as a regular capital reserve – 3 different accounts. Once we get finalized budgets, final figures will be plugged in. There is no contact yet for lights. Budgets are not actual but only a projected expense. If money is not used, money will go into the capital reserve. Proposed budget is in packets that were handed out prior to the meeting.

Kellie Donaldson asked about the water bill for the sprinkler system.

Shayne stated that Wayne's was supposed to be taking care of & managing common area sprinklers.

Bob McDonald asked if we have separate meter for sprinklers that we are not paying sewage on.

Connie stated that there were separate meters for sprinklers for every new building. This was not always the case. She has verified this information with water company by meter box numbers. There may be 7-8 or 9-10 meters now.

Connie confirmed Wayne's was chosen to continue Lawn service & she will make sure Wayne's gets a copy of where water meters are when we sign contract with them. She will make sure they understand they are supposed to turn on & turn off sprinkler systems & maintain heads. Will make it Wayne's responsibility to check systems to be sure it is operating properly.

Shayne recommended that a home owner go over all this with Wayne's when they turn on system in the spring.

A resident stated we are using the term “maintenance” loosely here. They are responsible for any damage they do to the sprinkler ; they are supposed to turn on & turn off- If they do anything else, that is a blind charge. That is not part of contract.

Connie will look at their new contract. Supposed to be in new contract that start up & shut off fee. What we need to do is make sure they understand they are responsible for repairing broken sprinkler head.

Resident asked for a copy of the schedule for lawn maintenance – Shayne stated it would be posted on website when we receive it.

Kimberly Ford requested that homeowners be notified by e-mail when changes made to the website. Is Woodland sending out e-mails to one person when we post things or update website?

Connie Tucker stated that she sends info to Financial Committee as she gets or prepares it & lets them know it will be posted.

Someone asked for opening date on the pool. Was told the pool is open now; it never shut down. It is maintained year round.

Connie thanked the committee members for their assistance & input in keeping the community functioning . The expenses are listed item by item so the Financial Committee can review & keep a tight rein on them.

Russ Donaldson said long term – we need to keep in mind that money will need to be kept on hand to repair or maintain fences.

Shayne Templet stated that many of the foregoing issues were both HOA & construction issues. He asked that residents stay in partner with Woodland to help us stay on top of issues.

V. Shayne stated that if there were no other issues to discuss, the next annual meeting will be the 1st Tues. in Feb. or February 7, 2012 – not the 2nd Tuesday because the 2nd Tuesday is Valentines. He asked for a motion to adjourn.

VI. Connie Tucker moved that the meeting be adjourned.

Joan Mitchell seconded the motion.

VII. Meeting was duly adjourned.

Present at the meeting were:

Russ Donaldson
Kellie Donaldson
Tresa K. Mitchell
Kimberly A. Ford
Robert Miller
Betty Miller

Melvin Green for Tiffany Ramsey
Debra Campbell
Charles (Dennis) Parton
Barbara Wycoff
Neal Stephens
Carolyn Stephens
Richard Ramhold
Hung Chu Ramhold
Bob McDonald
Carol Roming