

FLINTS GROVE HOMEOWNERS ASSOCIATION

Re: Minutes of Board of Directors Meeting – January 26, 2005

From: Brian Taylor, Acting Secretary
Attending: Bob Koenig, Brian Taylor, Hugh MacNeil Hengli Li, Vickey Lutwak
Absent: Bob Austen, Jessica Dolleck, Myrna Wohl, John McLean
Guests: Ed Myers, Steve Plumer

The meeting convened at 7:30 PM at the home of Brian Taylor. A quorum was not present so no official decisions were made.

- **Minutes:** The minutes from the November 17th Board Meeting were not approved with no corrections.
- **President's Report:** Bob will be away in February. John McLean will chair the February meeting. Bob received the Complete Guide to Managing Community Associations. This reference resource contains guidelines on topics from "Money & Cash Flow to "Contracts and Contractors" and includes lots of forms on CD.
- **Financial Report:** From Hugh – Account balances as of January 18th: Checking - \$35,857.39 and Savings - \$47,532.94. Board discussed 2004 results and 2005 budget. Bob K. requested that the format of the reporting spreadsheet be reviewed at the next meeting to minimize confusion. Hugh reported 2004 taxable income is -\$202 so no tax is due. Natalie Berman, a CPA from NBAC Corporation, completed the tax return and Bob Koenig signed the return. Three liens are being filed for 2004 back dues. Thirty-one homeowners are currently delinquent on 2005 dues. Hugh will send out first notices at the end of January. The board discussed the imposition of late fees beginning with the first notice. . It was recommended that the next notice contain the late fee as an amount due and the late fee should increase with each subsequent notice. Bob K. advised that the Board needs to adopt a policy of how to deal with late payments which do not include the late fee. Hugh will consult with Bob A. before implementation.
- **Maintenance:** Allentuck cleared leaves on trail per the contract. Culverts were cleaned out. Vickey reported that Allentuck offered two different proposals to do erosion control in an area around dam where soil was exposed during asphalt work. It was recommended to include this work with 2005 maintenance contract.
- **Architectural Control Committee:** Application approved from Robert & Maureen Austen, 14440 Rich Branch Drive, Lot 457. Addition of Wood Deck and Screened Porch. Bob K. reported that Bill Jung, 14408 Rich Branch, contacted him regarding building a storage shed under his deck. Bob advised him that the By-laws specifically prohibit sheds as structures.
- **Next Meeting:** February 16th. Location to be announced.

Continuing Business:

- **Bidding Lawn Service for '05:** Bob A. will update next time.
- **Stormwater Facility Transfer Program Update:** Vickey spoke to County re. stormwater dam turnover. Will meet with Bob K. to obtain required documents from HOA archives. Proposal received from Thomas Schild for property transfer for \$3500. Grants and boilerplate forms may be available from the County to reduce the cost.

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- **Stream Erosion Control Project:** Bob K. submitted a proposal request to Becht Engineering. Proposal is due first week in February. Brian will present the proposal to the Board at the February meeting.
- **Capital Reserves Project:** Bob K. presented the Capital Reserve report from Becht. The report offered two different approaches to restoring the capital account: a component approach and a cash flow account. The Board members present recommended the cash flow approach since no special appropriation will be needed. Hugh commented that the required annual funding in this scenario could be reached with the current annual fee amount, through reductions in spending in other areas, and maintained with a 10% increase annually. Bob K. requested that the Board formally decide which approach to adopt and develop a presentation for the April annual meeting.. Bob K. will request that Becht adjust the time frame for bridge replacement since it was completely rebuilt after Hurricane Floyd in September 1999. The study listed the age as 21 years.

New Business:

- **Annual Meeting:** Bob K. presented a timeline for the meeting. The meeting agenda and assignments will be determined at February meeting.

The meeting adjourned at 9:20 PM