

TARTAN PINES HOA BOARD MEETING

November 19, 2014

6 p.m., Tartan Pines Clubhouse

The meeting was called to order at 6:10 p.m. by President James Haas. Present were Vice President Rich McHenry, Secretary Linda Gordon, and Treasurer Ross Bonura. Members Sue Neuwien and Hugh Meade were also present as was Brandy Johnson from Regency Multi-Family Services. The purpose of the meeting was to determine officers for the 2015 Board.

James Haas nominated Rich McHenry for President; Linda Gordon seconded the nomination. The nomination passed.

Linda Gordon nominated James Haas for Vice-President; Rich McHenry seconded. The nomination passed.

James nominated Ross Bonura for Treasurer; Hugh Meade seconded. The nomination passed.

Rich McHenry nominated Linda Gordon for Secretary; James Haas seconded. The nomination passed.

The Board set the 3rd Monday of the first month of each quarter for their regular meetings. The first meeting of 2015 will be held on January 19, at 6:00 p.m. at the clubhouse. Signs will be posted in the neighborhood to encourage residents to attend.

There being no further business, Sue Neuwien moved, and Hugh Meade seconded the motion to adjourn. The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Linda Gordon, Secretary

Tartan Pines HOA General Membership Meeting

13 November 2014

Tartan Pines Clubhouse – 6:00 p.m.

Vice-President Rich McHenry called the meeting to order at 6:10 p.m. Ron Ferrell asked the blessing prior to the meal. Approximately ten families were represented in addition to Board members Rich McHenry, Linda Gordon, and Hugh Meade. Patti Graves and Steve Wilson were also present to give their committee reports. Kathleen Ferrell and Brandy Johnson represented Regency Multi-Family Services. Absent Board members included James Haas, Ross Bonura, Sue Neuwein, and Jack Anderson.

Following the meal, Rich McHenry reconvened the meeting. He thanked Mark Krystyn for allowing the HOA to meet at the clubhouse and for preparing the chicken. There were no committee reports from the Landscaping, Pool, or Social committees. Patti Graves reported for Seasonal Decorating that we have had thirteen flag displays so far this year and anticipate having eighteen by New Year's. She reported on the flag retirement ceremony held in March and noted that she had purchased two large Christmas wreaths for the entrances last year for \$8 apiece. She stated that she will begin Christmas decorating soon and asked for volunteers to help. The Board is looking for someone to assume the chair's position for this committee as Patti has asked to be replaced.

Steve Wilson reported for the Covenants committee. He asked residents to help by reporting incidents or situations that appear to be in violation of the covenants. He works with Brandy Johnson to investigate these reports and then to address them. He noted that an increase in the number of rental properties has resulted in more reports. He asked residents to be good neighbors and landlords in helping renters understand their responsibilities in abiding by the covenants.

Linda Gordon reported that she will be preparing a newsletter shortly to be mailed out with documents from the HOA management firm later this month. She asked that anyone with information to be included in the newsletter get in touch with her.

Brandy Johnson from Regency Multi-Family Services presented her report for the HOA for 2014. Highlights included the collection of dues from all property owners this year, removal of dead trees from Rosemount, repairs and upgrades to the pool, two signs for "Slow – Children at Play" (with one more to be installed), and preparation of the 2015 budget. She noted that the Board had

voted for a dues increase, the first in fourteen years, to meet monthly expenses and to reinvest in the reserve accounts which have been depleted the last few years in order to meet expenses. Several Board members complimented Brandy on her hard work and her diligence in meeting the needs of the HOA.

Rich McHenry invited all property owners to attend the Board meetings. The meetings are open meetings, and residents can learn what issues the Board is addressing by attending. The new Board will meet soon to determine the line-up of officers and to set dates and times for the Board meetings, generally the first month of each quarter. The Board hopes to have a set day and time to meet so that everyone will know in advance when the meetings will be held. In the past, signs announcing the meetings have been posted, and the Board believes this might increase attendance at those meetings.

Kathleen Ferrell reported that about six more ballots were needed to have a quorum in voting for the new board. She moved that the meeting not be adjourned until those votes could be procured; Rich McHenry seconded the motion. The motion carried. Property owners were contacted and asked to bring in their ballots. By 7:45 p.m. enough ballots had been received approving the new board that the meeting was officially adjourned.

Respectfully submitted,

Linda Gordon, Secretary

Tartan Pines HOA Board Meeting

21 October 2014

6:00 p.m. Tartan Pines Clubhouse

The Board held its quarterly meeting on Tuesday evening, October 21, 2014. The meeting was called to order by President James Haas at 6:00 p.m. Present were Vice-President Rich McHenry, Secretary Linda Gordon, Board members Jack Anderson, Sue Neuwien, Hugh Meade, and Billy Cotter. Seasonal Decorating chair Patti Graves was also present. Treasurer Ross Bonura was not present. Brandy Johnson and Tina Caskey from Regency Multi-Family Services were also present.

The President asked if there were any changes or additions to the minutes of the previous meeting in July. There were none, so Sue Neuwien moved, and Jack Anderson seconded the motion to approve the minutes.

Brandy Johnson, representing Regency Multi-Family Services, presented the monthly report for September, noting revenue and expenses as well as the current balance in the bank accounts. Total cash in the bank is \$54,480.65. For the first time in anyone's memory, ALL delinquent HOA dues have been collected. Every property owner has paid the dues for this year. Brandy has been diligent in attempting to collect the dues from everyone.

Committee Reports

Landscaping: As reported in a previous meeting, Mark Fassl, who resides on Rosemount Drive, will oversee the landscaping projects throughout the neighborhood. He will also be given \$5000 to improve the landscaping and curb appeal on Rosemount.

Covenants: James Haas has been working with Brandy during Steve Wilson's absence to attend to any reported covenants violations. In response to reported violations, a letter is sent to the property owner, a phone call is made to the property owner, a "wait and see" approach is taken, or in extreme cases, action is taken and billed to the property owner. Residents and property owners may report infractions or concerns to Brandy Johnson at bjohnson@regencymultifamily.com or at 334-308-0049.

Pool: The Board is still seeking a replacement for Kristine Miller who departed the area this past summer. However, this year operations at the pool seem to have gone more smoothly than in the recent past with fewer complaints regarding unauthorized use of the pool area. Linda Gordon asked if there were plans to store the pool furniture as was done last year. James asked her to coordinate that effort and volunteered to help. This will be done after the first of November and should take only a few minutes to stack the furniture under the roofed-in part of the pool area.

Social: Schoen Bonura had reported to James that only five families participated in the recent neighborhood garage sale. Emails had been sent out in early September, but several at the meeting noted that the signs were not posted until the day before the sale, and a number of residents reported that they did not have time to prepare. All agreed that the signs need to be posted at the entrances earlier in the week to give residents time to prepare for the sale.

Playground: The Playground Committee remains at status quo: no chair and no plans to proceed with a playground in spite of the fact that we have \$2700 in an account towards some type of playground.

Seasonal Decorating: Patti Graves noted that there have been two flag displays since the last board meeting: one for Patriot's Day in September and one for Columbus Day in October. She asked that the board advertise for someone to take her place as chair of this committee. She and her husband have started a business and much of her time is taken up with this new venture. She offered to continue to help with the decorations but would like for someone else to take over coordinating the events.

Newsletter/Webmaster: Linda Gordon reported that she has not done a newsletter recently but plans to put one together to go out in late November with the 2015 budget and other mailings that will be distributed following the annual membership meeting in November. James reported that he has not recently posted any new items to the website, and Brandy offered to take responsibility for that. Minutes of meetings will be posted as will newsletters and other information of interest to property owners.

Old Business

HOA dues for 2015: This subject has been discussed at every board meeting this year with several options presented for increasing dues in order to meet financial obligations. For several years, the board has been drawing money out of the contingency funds to meet the monthly expenses of the neighborhood. As a result, the contingency funds are declining, rather than increasing as they should be to meet future needs of the development. At the last board meeting, James had asked Brandy to prepare two budgets for 2015: one with a \$60 increase in dues and one with an \$80 increase in dues. Brandy presented to the board a budget reflecting a dues increase of \$80. If dues are increased by \$80 per household/lot, the total revenue for the year would be about \$77,956; expenses for 2015 are projected to run about \$73,685, which will leave a net operating income of \$4,271. These expenses include funding each contingency reserve with \$1500 each. Currently there are three contingency reserves: the pool reserve, Turnberry Road reserve, and a general contingency reserve. Repairs to the fence along Rosemount are expected to cost between \$18,000 and \$30,000, and this expense would reduce the cash in our accounts considerably. Costs for lawn care and pool maintenance as well as utilities have increased over the years. In addition, to everyone's recollection, dues have not been increased since the development was started over ten years ago. Therefore, the board considered an increase in basic dues from \$270 annually to \$350 annually, with the various assessments for each section to remain the same. Jack Anderson moved, and Sue Neuwien seconded the motion to accept the recommendation to raise annual dues by \$80 per household/lot. The motion carried with one board member voting against it. Rich McHenry and Linda Gordon noted that the increase seemed to be very high, and Rich asked if there were anything in our monthly expenses that we could do without or cut back on. There did not seem to be anything that we could cut from our monthly expenses. James will prepare a letter to go out to all property owners explaining the need to raise dues, citing the reasons discussed at the board meetings.

Removing island from Turnberry Road: Brandy presented two estimates for removing the old gate island from Turnberry and patching the road. The entire road does not need to be repaved. Phillips Parking Lot presented a bid of \$2870 to remove the island, cap off the electrical wires, and patch the road with concrete. Another company will do the same work for \$4100 but will stain the concrete to match the asphalt. Rich McHenry asked about the possibility of putting brick in to give the road a more decorative look; however, it was noted that

the amount of traffic and heavy trucks using the road would not make brick a practical option. However, Brandy will check to see what it would cost to have the concrete stamped and stained to resemble brick. For now, this project remains tabled awaiting another estimate.

Common area maintenance and plat review: At a previous meeting, Rich McHenry had asked about the land around the pond between his house and Jimmy Jones' house. He noted that the land around the pond is eroding and wanted to know whose responsibility it is to see that the area is repaired to stop further erosion. The plat showed that the land in question is common area, and therefore is the responsibility of the HOA. Billy Cotter said he would have someone look at it to see what could be done. Brandy will also have someone look at the area and give an estimate for restoring the ground around the pond. Linda Gordon asked about having the sidewalk edged on the property that belongs to the clubhouse located behind Nina Carpenter's house at 101 Tom Morris Lane. James said that since this property belongs to the clubhouse there was nothing the HOA could do about it. However, Billy Cotter said he would have his grounds-keeping crew to edge it when it is cut. Apparently, they were never told to edge the sidewalk in this area.

Converting the pool to salt water: Several estimates and additional information regarding this project have shown that this is not a viable option at this time. The cost to convert the pool system is such that the HOA cannot justify the expense.

New Business

Plan for dealing with delinquent owners in 2015: The plan which the board put into place for this year seems to be working, as all property owners have paid their dues as of October 21, 2014. Brandy sends reminder letters every 30 days once the original dues statements are mailed. This summer, letters were sent by an attorney to about 8 owners who had not paid, informing them of legal action that could be taken if dues were not paid. The board agreed to assess a late fee of \$25 if the dues are not paid within 90 days of the first notice. Jack Anderson moved, and Rich McHenry seconded the motion to add this late fee to delinquent notices.

The annual membership meeting is scheduled for November 13, 2014, at the clubhouse. Brandy will send out letters this week notifying property owners of the meeting. At that meeting, the only business to be conducted will be to approve the board members for the 2015-2017 term of office. Jack Anderson reported that Jackie Dubose will replace him as the representative for the Aberdeen Drive area. James Haas presented his resignation as President of the board although he will remain on the board. At its first meeting in January 2015, the board will decide on the line-up of officers.

There being no further business, Jack Anderson moved, and Hugh Meade seconded the motion to adjourn at 6:45 p.m.

Respectfully submitted,

Linda Gordon, Secretary

Tartan Pines HOA Board of Directors' Meeting
July 8, 2014
TPHOA Clubhouse – 6:00 p.m.

Vice President Rich McHenry called the meeting to order at 6:05 p.m. He presided in the absence of President James Haas. Also present were Ross Bonura – Treasurer, Linda Gordon – Secretary, Hugh Meade – Member, Jack Anderson – Member, Patti Graves – Seasonal Decorating Chair, and Brandy Johnson from Regency Multi-Family Services.

The meeting began with Brandy Johnson going over the June report of expenses and revenue for the association. Regency Multi-Family Services has collected HOA dues from all but 8 property owners; we are \$3000 delinquent in dues for this year. Those owners have been sent 6 letters asking them to pay their dues. After some discussion, the Board asked Brandy to contact an attorney and have warning letters sent to the property owners who have not yet paid for this year. They will be asked to either pay the dues or to provide proof that they have paid for this year within two weeks of the date of the letter. The Board will then take further action to deal with this issue with owners who do not comply. Jack Anderson moved, and Rich McHenry seconded the motion, that Brandy move forward with these instructions. The motion passed. As a side note, the Board agreed that at a later meeting this year, a specific plan will be devised for dealing with those who do not pay, to become effective for 2015. Brandy informed the Board that warning letters sent by the attorney usually cost \$25 per letter, and placing a lien on property usually costs \$225 per lien. The property owner is responsible for these expenses.

The HOA currently has \$67,079.17 in the bank. Monthly statements for lawn care, electricity, water, pool maintenance, and insurance were paid. The bill for removal of the trees on Rosemount has also been paid.

Committee Reports:

Landscaping: Mark Fassl, a resident on Rosemount Drive, has agreed to serve as chair of the Landscaping Committee. The Board agreed to provide Mark with \$5,000 to improve the landscaping on Rosemount Drive. Some discussion ensued regarding the maintenance of the common areas. For example, the area between the club house and the residence at 100 Tom Morris Lane is frequently overlooked, and currently remains uncut. Also, an area between Rich McHenry's house and Jimmy Jones' house has been tended by the property owners rather than the lawn care company. Brandy will check the plat or the map of the area to determine where the common areas are so that this issue can be addressed.

Covenants: Brandy continues to work with Steve Wilson to address covenants issues. Patti Graves expressed concern about a lawn on Robertson Court that is not being properly maintained. Brandy said she would check into it. Residents should report any concerns to Brandy at Regency Multi-Family Services, and she will work with Steve to resolve them.

Pool: The Board currently does not have a Pool Committee as the previous chair has moved out of the area. Anyone interested in chairing this committee should contact James Haas.

Social: No report.

Playground: No report, although we still have \$2,708 in the playground account.

Seasonal Decorating: Patti Graves reported that there have been 4 flag showings this year. Over the July 4th holiday weekend, 7 flags were stolen from the Robertson Court common area. She requested permission to purchase and install two large flags to display at the entrances. Permission was granted. The next flag display will be on September 11, 2014.

Newsletter: Linda Gordon reported that she had sent out via email the spring newsletter in early June to those residents for whom we have email addresses. Brandy copied and mailed the newsletter to the remainder of property owners and renters. The next newsletter will be sent in the fall to coincide with the notice of the annual membership meeting, most likely in October, as members are to be notified of the meeting 30 days prior.

Old Business:

HOA dues: The Board agreed to table until the next meeting in October any discussion of an increase in dues and a plan for collecting delinquent dues for 2015.

Removal of island and repaving Turnberry: Brandy has checked with several companies but is having difficulty finding anyone willing to take on a "small" job or who can pour asphalt. She did get an estimate from Brent with the Phillips company; he can remove the island and all the wiring underneath, and pour asphalt to create a patch on Turnberry for \$2870. Larry Lord will come Friday to give an estimate, and she is trying to coordinate with Wiregrass Paving to get an estimate.

Converting pool to saltwater: Brandy has talked with A Best Pools and Cox pools about converting the club pool to salt water. Both have told her that the commercial pool will need two filter systems in order to properly treat and filter the water. She has estimates for conversion from both companies and will send them to the Board.

New Business:

Pool safety equipment: Brandy discovered that the pool had no safety equipment, and as a commercial pool, we are required to have such on site. She had two estimates. Pool Land can provide a 24" safety ring and a skimmer net for \$107.37. No mention was made of a rope or a telescopic hook. Brandy will check on this. A Best Pools can provide the 24" safety ring with rope, a leaf skimming net, telescopic pole and mounting hooks for \$175.58. The Board authorized Brandy to purchase the equipment from Pool Land and ensure that it gets to the pool.

There being no further business, Jack Anderson moved, and Ross Bonura seconded the motion to adjourn. The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Linda Gordon, Secretary

Tartan Pines HOA Board Meeting
May 22, 2014
6:00 p.m., Tartan Pines Clubhouse

The Board met for a special called session to discuss the budget for 2014 and 2015 and suggestions for increasing revenue. At its regularly scheduled meeting in April, the Board learned that it has been operating "in the red" for a number of years. Annual revenue does not meet the financial needs of the HOA. In addition, the issue of cutting down dead and diseased trees had generated concerns among property owners on Rosemont Drive; the board wanted to discuss these concerns before moving forward.

Present were President – James Haas, Treasurer – Ross Bonura, Secretary – Linda Gordon, and Board Members Jack Anderson, Sue Neuwein, and Hugh Meade. Vice President Rich McHenry was unable to attend.

Ross reported that he had discussed the issue of the dead and diseased trees on Rosemont with a number of residents and property owners on that street. He has walked the tree line with some of them, discussing which trees were in greatest need of being removed before they fall and hit a house or the privacy fence, or block the street. In addition, the company which gave an estimate to remove the trees had a representative meet with Ross and review which trees had been marked for removal and which trees might be left alone. The residents on Rosemont had been notified that the tree removal would take place, and some were concerned about the aesthetics of this project as well as its impact on the overall appearance of the neighborhood. All of the Board members had driven or walked Rosemont and voiced their concerns regarding the high number of dead, nearly dead, or diseased trees. Even with removal of all the marked trees, many trees will be left standing, which will allow room for the smaller, younger trees to grow and fill in the space. After discussion of all of these concerns, the Board reaffirmed their decision to have the trees which are still marked removed.

The Board then discussed the need to increase HOA dues in 2015 in order to generate enough revenue to meet all of the HOA expenses. Costs have risen steadily over the years, including labor, fuel, products, insurance, etc., yet dues have not been raised to meet these increases. The 2014 budget falls approximately \$3400 short of the revenue generated by HOA dues. This shortfall will be taken from the reserve fund in order to meet all the financial needs for this year. In addition, the Board has not been able to put money into the neighborhood contingency funds because all revenue generated through dues is expended on monthly and annual expenses.

Every property owner pays a base rate of \$270 annually. Residents on Tartan Way, Tom Morris Lane, Robertson Court, and Rosemont Drive pay an additional assessment to cover the cost of maintaining the common areas on their respective streets. These HOA dues are considerably less than the dues paid by other HOA property owners in the area. After discussing several options, the Board decided to prepare a budget for 2015 that reflects a \$60 annual increase (which amounts to \$5 a month). If all property

owners pay their dues in 2015, this increase will generate an additional \$12,360. The Board is concerned that when major repairs or projects are required, there will be no money in the budget, reserve fund, or contingency funds to pay for them. With this increase, the Board will be able to meet its financial obligations and put some money into the reserve and contingency funds for future projects.

James Haas will ask Brandy Johnson at Regency Multi-Family Services to prepare two budgets: one with a \$60 increase and one with an \$80 increase. The Board will meet again in July to review these budgets before making a final decision.

There being no further business, the Board adjourned at 6:35 p.m.

Respectfully submitted,

Linda Gordon, Secretary

Tartan Pines HOA Board of Directors Meeting

April 22, 2014 – 6:00 p.m.

Tartan Pines Club House

Board Members Present: President – James Haas, Vice-President – Rich McHenry, Secretary – Linda Gordon, Members at large – Jack Anderson, Hugh Meade, Sue Neuwien; Seasonal Decorating chair Patti Graves; also present were Kathleen Ferrell and Brandy Johnson from Regency Family Services. Ross Bonura was absent.

James Haas called the meeting to order at 6:00 p.m. He asked Kathleen and Brandy to go over the report they had prepared and distributed to board members.

Kathleen reported that she and Brandy had reviewed the HOA finances and prepared budgets outlining revenue and expenditures. The HOA has apparently been operating “in the red” for the last few years. Expenses have exceeded revenue. Kathleen and Brandy presented each member with a report of all expenses and revenue for the first three months of 2014. Checks have been written for services to the neighborhood including landscaping, pool maintenance, water and electricity. Copies of bank statements and checks written were included. The budget for expenses for 2014 currently exceeds revenue by about \$3400. In 2013, approximately \$14,000 was spent on refurbishing the pool and pool area; this money was taken from the operating funds. James suggested transferring \$3400 from the pool reserve fund to the operating fund to cover this year’s expenses.

A discussion ensued regarding the increase in expenses, i.e. increases in gas prices, utilities, etc. over the last ten years, yet HOA dues have remained virtually the same. In order to be able to meet expenses, HOA dues will have to be increased. Several options will be considered, including increasing dues incrementally by a small amount every year for several years, levelling all dues to one flat rate, increasing neighborhood assessments, discontinuing funding the pool, etc. The Board will hold a special meeting to discuss all options.

In addition, the neighborhood will have some unbudgeted expenses for 2014. The fence posts on Rosemont will have to be replaced as will some of the boards, and dead and diseased trees on Rosemont will have to be removed. Brandy presented board members with estimates to remove 58 dead/diseased trees on Rosemont; this project will cost around \$5000. Replacement of fence posts and boards in the privacy fence will cost about \$4000. Rich McHenry asked if some type of composite material could be used for the fence posts so that the posts would not rot. Brandy will check into this. Sue Neuwien moved and Jack Anderson seconded that the HOA contract with James Johnson to remove the trees. Once this project is completed, the Board will address the fence issues.

Kathleen will prepare budgets for three years out to give the Board an idea of projected revenue and expenses. James noted that HOA dues have not been raised since 2002.

Committee Reports:

Landscaping: The Board is looking for a replacement for Debbie Austin who is no longer able to chair this committee. Kathleen will check with Debbie before any trees are removed on Rosemont to solicit her ideas and input. She will also ask Debbie about any plans to fertilize the grass on the island at Robertson Court, where the grass has died. She will check with landscaping companies and Debbie regarding clean-up of the common area between Tartan Way and Tom Morris Lane. Many limbs are down in that area due to winter and spring storms.

Covenants: Steve Wilson is working with Brandy Johnson to address covenants violations. Complaints may be submitted to Steve or Brandy and they will work together to determine how best to address each issue. Letters are being sent to homeowners who are not abiding by the covenants; most issues involve lawn care/maintenance, but there are a few other items that will be addressed. A suggestion was made that the Board and Regency Services ensure that all homeowners, property owners, and renters have copies of the covenants.

Pool: Kristine Miller and her husband have left the area, so a new pool chairperson is needed. Anyone interested in taking on this responsibility should contact James Haas.

Social: James reported that Schoen Bonura stated that the neighborhood garage sale was the most successful one in many years. Fourteen households participated.

Playground: The Board is also looking for a replacement for Ross Bonura to chair this committee. Approximately \$2500 has been collected for a playground and is being held in reserve for this purpose.

Seasonal Decorating: Patti Graves reported that only two flag showings have been held due to the inclement weather this spring. She also reported that the flag retirement ceremony held in March was well-attended. The Boy Scouts and Girl Scouts assisted with the program, and refreshments were served. Twenty-three large flags and 178 mailbox flags were burned. Kristine Miller has moved, and Jennifer Fassl will replace her as flag captain for Rosemont. Kindley Sanders has also moved and a replacement for a portion of Tartan Way is needed. Residents who do not receive a mailbox flag should call Patti.

Newsletter: Linda Gordon plans to prepare a newsletter in late May/early June in time for pool rules, safe driving tips with the end of the school year, etc. This sparked a discussion of the fact that many drivers in the neighborhood do not stop at "Stop" signs. If necessary, Enterprise police will be asked to patrol the neighborhood the encourage observance of speed limits and stop signs.

Old Business:

Regency Family Services will check into estimates for converting the pool to a salt water pool and for paving Turnberry and removing the island in the middle of the road.

Brandy Johnson will also contact Alabama Power regarding capping off the electric outlet by the bridge on Tartan Way and terminating service to that outlet. It is no longer used.

New Business:

The Board members had reviewed the addendum to the pool agreement for 2014 and agreed to it.

The report by Regency Family Services was presented at the beginning of the meeting.

There being no further business, Jack Anderson moved, and Hugh Meade seconded, that the meeting adjourn at 7:00 p.m.

Respectfully submitted,

Linda Gordon, Secretary