

Tartan Pines Homeowners' Association

General Membership Meeting

December 17, 2013, TP Clubhouse

President James Haas called the meeting to order at 6:30 p.m. Board members present included Rich McHenry (Vice-president), Linda Gordon (Secretary), Hugh Meade (Member), Sue Neuwien (Member), and Jack Anderson (Member). Treasurer Ross Bonura was unable to attend, but James presented the Treasurer's report in his stead. Patti Graves, Committee chair for the Seasonal Decorating committee was unable to attend, but her husband presented her report.

The only business conducted during this meeting was to elect the Board of Directors for 2014. Residents had been notified in writing of the meeting and the slate of officers to be elected. Jack Anderson has requested to be replaced, but he has agreed to remain on the Board until a replacement from Aberdeen Place and Muirfield Court can be found. Sue Neuwien moved, and Hugh Meade seconded, that the slate of officers be accepted. The specific positions of each board member will be decided at the January 2014 meeting. Jack Anderson then moved, and Rich McHenry seconded the motion to adjourn the meeting.

Tartan Pines Homeowners' Association

Organizational Meeting

December 17, 2013, TP Clubhouse

James Haas called the meeting to order at 6:40 p.m.

Rich McHenry requested that he be allowed to step down as Vice-president. This request will be discussed at the January meeting.

Committee Reports:

Seasonal Decorating: Patti Graves' report reiterated the changes in block captains which took place earlier this year and were reported in the minutes of the October meeting. It also reported that new flags had been purchased for the flag display holidays. Patti noted that she had purchased new pre-lit wreaths to be displayed at the entrances during the Christmas season, and she thanked a number of people for helping with the decorations this year: Kinley Sanders, Jennifer Fassl, Logan Stewmon, Cara Jackson, Debbie Wilson, and husband Tom. In addition, Patti purchased 10 Christmas trees at "bargain basement prices" and attempted to use them at the entrances to the neighborhood. However, the weather conditions did not permit their use, so she is interested in selling them to anyone who would like to have one. They are very nice 6 ½ foot tall, dark green trees. They come in four sections and are easy to assemble. She can be reached at 347-5926 if anyone is interested in purchasing one.

Social: It was suggested that the Board host a “meet and greet” potluck dinner at the clubhouse for residents. This idea met with enthusiasm from the Board and several ideas were discussed. James said he would talk with Schoen Bonura about the suggestion; other topics discussed ways to notify residents of the dinner, perhaps putting up signs and having block captains deliver invitations to the residents on their respective streets. The club would provide the meat and there would be an open/cash bar; the Board would reimburse the club for the cost of the meat. Residents would provide side dishes and desserts.

Pool: A considerable amount of money was spent in 2013 on upgrading the pool; it should be in good condition for the 2014 season. The HOA has an annual contract with the pool owners (the Club) for usage, and this contract will come up for renewal in 2014 prior to the opening of pool season.

Covenants: Steve Wilson is having good response to the letters that have been sent to homeowners regarding violations of the HOA covenants. He asked that residents contact him with any concerns. James mentioned that he had received a proposal from a property management company that would be willing to handle issues with covenants and billing/collecting of HOA dues. Hugh Meade asked that the Board discuss this at the January meeting, and that other management companies be asked to present proposals for this service as well.

Landscaping: New lights have been installed at both entrances to the neighborhood. Lakewood Landscaping now has the contract for maintaining the entrances. Earlier this year additional work was done in the common area between Tom Morris Lane and Tartan Way; a number of dead trees were removed by Dave’s Tree Service.

Newsletter: The next newsletter is planned for some time in January 2014.

Webmaster: The \$100 fee for upkeep of the website has been paid. James attempts to keep the website up to date. If anyone has information to be posted on the website, please contact James.

A question was asked as to how many homeowners were still in arrears paying their HOA dues for 2013. Ross Bonura has that information, but James thought it was about 7 people. Statements for the 2014 dues will be sent out in January 2014.

There being no further business, Hugh Meade moved, and Rich McHenry seconded, that the meeting be adjourned at 7 p.m.

Respectfully submitted,

Linda Gordon, Secretary

Tartan Pines Home Owners' Board Meeting
October 7, 2013
Tartan Pines Club House, 6:00 p.m.

Board Members Present: President James Haas, Vice-President Rich McHenry, Secretary Linda Gordon, Treasurer Ross Bonura, Member at Large Jack Anderson, Seasonal Decorating Chair Patty Graves, Covenants Chair Steve Wilson, Billy Cotter

Board Members Absent/Excused: Sue Neuwien, Hugh Meade, Debbie Austin, Kristina Miller, Schoen Bonura

President James Haas called the meeting to order at 6:00 p.m. He began with committee reports.

Patty Graves reported for the **Seasonal Decorations** committee. She thanked everyone for their donations to the flag fund. In all she collected \$800 which will go toward the purchase of new flags and patriotic bunting/decorations for the neighborhood. She hopes to have a flag retirement ceremony for the old flags and is contacting one of the Boy Scout troops to try to coordinate this program. One of the summer flag displays had to be cancelled due to rain. She thanked retiring flag captains Sue Neuwien, Phyllis Talmadge, and Nina Carpenter. She welcomed new flag captains Deborah Carr, Kinley Sanders, and Suzy and Harry Gilder. The substitute list has several new names: Nancy Riegler, Harriet Patterson, Vicki Cardone, Kinley Sanders, and Linda Gordon. She wants to remind everyone that she has two "Welcome Home" signs that can be displayed when a military person returns home from overseas. She and Logan Stewman put up new "24 hour surveillance" signs at the Hwy 134 gate.

James Haas and Ross Bonura reported for the **Pool Committee**. All the work that was begun on the pool has been completed. The new pool furniture has been in use all summer and all maintenance and repairs on the pool have been completed. Since school resumed, there have been fewer violations of the pool rules. The pool remains open year round. The Board will be searching for a new Chair for this committee next spring as the Millers will be leaving the area.

Steve Wilson reported for the **Covenants Committee**. He reported that the number one issue continues to be the maintenance of lawns and undeveloped lots. The number two issue is the parking of cars in the streets. Both are ongoing issues, but Steve says he is working with residents and owners to address these issues. In most cases, once the owners and residents are informed of these issues, they comply. He is in the process of compiling a database which will link the names of owners with their properties (whether undeveloped lots or rental properties) which will help the committee keep track of owners and covenant violations.

Ross Bonura reported for the **Social Committee**. The neighborhood garage sale will be held on Saturday, October 12, from 7:00 a.m. until noon. Signs will be posted inviting the public to visit the garage sales in the neighborhood, and the event has been advertised in local media.

Ross also reported for the **Playground Committee**. He said that some residents have continued to express interest in a playground, but there is not enough money to build one of

the quality that we would like. Anyone interested in pursuing this project can get in touch with Ross.

Linda Gordon reported on the **Newsletter**. The Fall 2013 edition of the neighborhood newsletter has been distributed to all residents, either in paper form or electronically via their email. The next edition of the newsletter will be published in January 2014.

James Haas reported on the TPHOA website. He said the website is "up and running." He will post the latest newsletter and the minutes of the Board meetings to the website so that all residents can read them.

Ross Bonura gave the **Treasurer's report**. Currently the Tartan Pines HOA has \$37,000 in its operating/checking account and \$17,923 in the money market account. Ross plans to move some money into the money market account soon so that it can earn a little interest. He also reported that approximately 10 property owners have not paid their dues for 2013. Letters have been sent to these owners, but they have still not paid. The Board needs to consider what additional steps it wants to take to try to collect the dues from these individuals.

Old Business

James Haas reported that the Board met on September 30 to discuss the possibility of installing gates at the Hwy. 134 entrance and/or installing security cameras in the neighborhood. No decision was made at that meeting. However, at that same meeting, Hugh Meade presented information regarding the possibility of installing cameras throughout the neighborhood, the video from which would be sent via Bluetooth to a monitoring center here in town where it would be monitored 24 hours a day. The board is awaiting additional information about this possibility before making any decision. Further, Hugh Meade had reported that installing full size iron gates at the Hwy. 134 entrance would cost \$35,000 - \$50,000. The board also discussed the possibility of installing a swing-arm gate similar to what was located there in previous years. This issue has been tabled for the time being, awaiting additional information.

The city has responded to the Board's request to have the curbs and sidewalks repaired on the streets owned by the city. The crew was seen in the neighborhood on October 7, working on the curbs and sidewalks.

New Business

Management company for the HOA James Haas presented a proposal prepared by Regency Realty to take on several of the responsibilities currently handled by the Board. The proposal is a "full service" proposal which would cost the HOA \$922 per month. The company would handle covenant violations, send out annual statements for dues, attempt to collect delinquent dues, and could be tailored to the needs of the TPHOA. James said he would email a copy of the proposal to all board members and that the board would meet in the near future to discuss it. The proposal can be tailored so that it does not cost the full amount of \$922 per month, and this is what the board needs to decide: how much responsibility do we want to relinquish to a management company and do we even want to hire a management company? It is possible that annual dues will be raised by \$25 to help defray this additional

cost. The dues have not been raised since the community was developed, and costs have risen steadily over the years.

Then discussion returned to the number of property owners who have not paid their 2013 dues. Several members recommended publishing the names of those individuals in the minutes. The treasurer then provided the names of owners who are delinquent in paying their dues:

- *Buenconsejo – 106 Aberdeen Ave.
- *Malkoff – 201 Aberdeen Ave.
- *Tillis – 202 Aberdeen Ave.
- *Price – 103 W. Robertson Ct.
- *Dunlap – 104 Muirfield Ct.
- *Tullos – 169 Rosemount
- *Fran and Don – 103 Tom Morris Lane
- *Cardone – 111 Tom Morris Lane
- *Webb – 129 Tom Morris Lane
- *Welch – 300 Tartan Way
- *Mitta – Lots 410 and 412 Tartan Way (up to date on one lot)

The treasurer noted that multiple letters have been sent to these owners with no results. The letters have not been returned to him, so he is assuming that they were delivered. The board discussed strategies for contacting some of these people in an effort to collect dues.

There being no further business, Billy Cotter presented, and Steve Wilson seconded, a motion to adjourn at 6:40 p.m.

Respectfully submitted,

Linda Gordon, Secretary

**Tartan Pines Home Owners Association "Mini" Board Meeting
September 30, 2013
Tartan Pines Clubhouse – 6:00 p.m.**

The purpose of this meeting was to gather and discuss information related to installing security gates and security cameras in the neighborhood. No vote was taken.

Present were President James Haas, Vice-President Rich McHenry, Secretary Linda Gordon, Member Sue Neuwien, Member Jack Anderson, and Member Hugh Meade. Treasurer Ross Bonura was absent/excused.

James asked Linda Gordon to present information regarding security cameras which she had obtained from Harris Security. She explained the number of cameras suggested by Harris Security, the positions of those cameras, the need for digital video recorders to be housed in secure locations, and the approximate cost for installation.

Hugh Meade was then asked to present information he had obtained relating to security gates. Some general discussion followed regarding issues involved with having gates in place, i.e., entry codes, disseminating information to all residents and emergency personnel, maintenance and upkeep of gates, inconvenience to homeowners and their guests, and cost. Hugh also presented some information he had gotten regarding the placement of cameras on the lamp-posts, which would send information via Bluetooth to a location where monitors would be housed and video stored on dvr's. The board was interested in this information and agreed to continue to research this possibility.

There being no further discussion, the meeting adjourned at 6:35 p.m. A regularly scheduled board meeting will take place on Monday, October 7, at 6:00 p.m. at the clubhouse.

Respectfully submitted,

Linda Gordon, Secretary

Tartan Pines Home Owners' Association Board Meeting
15 July 2013
Tartan Pines Clubhouse

James Haas, Board President, called the meeting to order at 6:01 p.m. Board members present included Vice-President Rich McHenry, Treasurer Ross Bonura, Member Sue Neuwien, Member Jack Anderson, Covenants Committee Chair Steve Wilson, Pool Committee Chair Kristine Miller, Seasonal Decorating Committee Chair Patty Graves, and Newsletter Editor Linda Gordon. Absent were Secretary Nina Carpenter, Landscaping Committee Chair Debbie Austin, Social Committee Chair Schoen Bonura, and Board Member Hugh Meade. A large number of homeowners were present as well.

Committee Reports:

- Covenants: Steve Wilson noted that the responsibility of reporting covenant violations and enforcing the neighborhood covenants resides with all of the homeowners. He asked that residents notify him of any violations, and he will contact the homeowners. He has already sent several letters to those found to be in violation of covenants, and most people have been willing to comply once they were notified of the violation. Steve asked the Board to consider moving forward with placing liens on the property of those owners who continue to violate the covenants, and James noted that this procedure is spelled out in the TPHOA covenants. Steve can be reached at swilsonav8r@gmail.com.
- Landscaping: Debbie Austin was not present, so James reported on the replacement of the landscaping lights and the planting of seasonal flowers at the gates. Patty Graves noted that a dead bush at the "back gate" needs to be removed and that her husband is willing to remove it. It will be replaced with another bush of similar size.
- Pool: Kristine Miller reported that a great deal of activity has taken place regarding the pool. New pool furniture was ordered and delivered last week, and most has been assembled and is ready for use. The old furniture that is still serviceable will be sold "first come, first served." Please contact Kristine if you are interested in purchasing any of the chairs, lounges, or tables. Kristine thanked everyone who helped unload, unpack, and assemble the new furniture. She also reported that there have been numerous violations of pool rules and some very blatant violations. These issues have been reported to Mark Krystyn and Billy Cotter and are being dealt with. The board discussed the homeowners' role in reporting violations of and enforcing the pool rules. Since the HOA does not own the pool, the homeowners do not have to confront anyone found to be in violation of the rules. Mark Krystyn, at the clubhouse, should be notified of violations, and he will handle the infraction as necessary. In some cases, the police may have to be notified; in other cases, Mark will deal personally with those individuals who are in violation of the rules. Kristine reported that smoking is no longer allowed in the pool area. She noted that there have been several large parties that were not scheduled through the clubhouse, as well as violations

of the food and drink policy in place. Kristine can be reached at Kristine.L.Miller@gmail.com.

- Social: Ross Bonura reported for Schoen. The fall neighborhood garage sale has been scheduled for October 5. Schoen will advertise the sale as she has in the past. She also wants to coordinate with Mark about events taking place at the clubhouse so that there can be more community involvement.
- Seasonal Decorating: Patty Graves reported that flags were displayed for all of the federal holidays so far this year, as well as for Flag Day in June. She stated that it is almost time to buy new flags, as the ones in use are several years old. She will work up an estimate on the cost to replace the flags. The board discussed ways to pay for the flags; possibilities considered included using the Contingency fund or the Decorating fund, or asking for donations from homeowners. Patty also reported that one of the "24 hour surveillance" signs had been stolen. The board discussed purchasing new and additional surveillance signs, and whether to buy cardboard or nylon signs.
- Newsletter: Linda Gordon reported that paper copies of the newsletter had been delivered to homes the week of July 8, and electronic copies had been sent out to email addresses on July 3. She asked that anyone interested in receiving the newsletter via email give their names and addresses to either her or James Haas. She also requested that suggestions for information to be included in the newsletter be sent to her or James. Also, some ~~changes in~~ dates and times that were published in the newsletter were changed after the newsletter had been distributed, and she apologized for those inaccuracies. A suggestion was made to request donations for the flags via the newsletter. Linda and James plan to publish 4-6 newsletters a year.

Old Business:

- James reported that the board is waiting to hear from Hugh Meade regarding estimates on installing new security gates at the entrance from Hwy 134. Some board members expressed concern about security in the neighborhood and requested that information on installing new gates be forthcoming.
- Regarding broken curbs throughout the neighborhood – James has called the public works department and completed a work order to have the curbs on Tartan Way repaired. The city "owns" Tartan Way and is therefore responsible for maintaining it.

New Business:

- Dead trees in the Tom Morris common area: Dave's Tree Service identified approximately thirty (30) trees that are dead or in poor condition, all needing to be removed; he presented an estimate of \$1000 to remove all the dead trees and debris from the common area. Beaver Tree service identified approximately eight (8) dead trees in the common area and gave an estimate of \$900 to remove them. Jack Anderson moved, and the motion was seconded, to hire Dave's Tree Service to remove the trees. The motion passed unanimously.
- Sidewalk safety issues: J.P. Morgan noted that in several places along Tartan Way the sidewalks have sunken and pose a hazard to people walking in those

- areas. James said he would contact the city to determine who is responsible for maintaining the sidewalks so that they could be repaired.
- Board Secretary: James reported that he had asked Linda Gordon to serve as the Board Secretary, as Nina Carpenter had expressed an interest in relinquishing the job. Linda has talked with Nina and both agreed to Linda's taking Nina's place on the Board. Sue Neuwien moved, and Jack Anderson seconded the motion, that Linda replace Nina Carpenter on the Board. The motion carried.
 - Sand pile on Tartan Way: James has received an inquiry regarding the sand pile on Tartan Way next to the Carr's house. The Board was asked to determine who the sand belongs to, what its intended use is, and when it might be removed. Patty Graves volunteered to contact the Carrs about the sand and to let James know what she learns.

Rich McHenry asked the Board to keep residents/homeowners informed as to how the HOA money is being spent and what decisions are being made. He requested that less of the Board's business be conducted via email, as he feels the discussions and decisions of the board should be documented for all homeowners to review. The fact that no Board minutes have been posted to the HOA website in nearly a year has factored into this situation. Other Board members agreed that all decisions of the Board should be made openly and properly documented in the minutes. James noted that using email allowed all Board members to have input into decisions that are made between the quarterly Board meetings, and allows those decisions to be made more quickly and efficiently. Linda Gordon will ensure that the Board minutes will be sent to James so that they can be posted on the HOA website.

Ross Bonura presented the Treasurer's report. Currently the operating fund has a balance of \$41,846.37. The CD has a balance of \$17,912. So far this year, the HOA has spent \$18,454 refurbishing the pool area; these improvements include the new furniture, a new countertop on the bar, a new pump/filter, landscaping, and fence repair, among other repairs and improvements.

There being no further business, James thanked everyone for attending and adjourned the meeting at 6:55 p.m.

Respectfully submitted,
Linda Gordon, Secretary