

# 2007 Downs Grant HOA Minutes

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11/15/07

10/10/07—Downs Grant HOA Minutes (revised)

**Attendance: Glenn Kiger (pres.), Todd Moore (Grounds), Gary Lewis (VP), John McWeeney (Arch control), Paul Gelslechter, Dan Meier (secr.), Visitors included Ray Atwell, Dick Teal, Diane & Finlan Muldoon, Richard & Diana Childers, Rick Romanoff, Susie Meier and Mark Walters.**

- I. Secretaries report—read & amended
- II. President's report—Glenn Kiger
  - 1) Mark D. Gott (attorney) was visited by Gary Lewis and Glenn Kiger. Re: legal issues for Downs Grant.
  - 2) Doug Gentile, CPA has agreed to work with the Downs Grant HOA. Re: tax filing and annual audit.
  - 3) Ron's Lawn & Tree Service—has removed over 30 dead and dying trees, also drained the bog area and installed a silt fence at this site. 18 loads of free dirt have been delivered to this site.
  - 4) Entry Signage bids requested—Aaron's Signs (Matthews) returned a bid of \$2500. Sign A Rama (does Raintree signs) has not responded.
  - 5) Irrigation system at the front entrance is currently shut down.
- III. Vice-President's report—Gary Lewis
  - 1) Downs Grant R&R's—draft proposal for R&R's available.
  - 2) Bog/Pond—current status. Gary described the history of this project. Also, explained the survey that is being done to verify all regulations are being followed. (Individual Flood Plain Development permit is needed)
  - 3) Floor was opened for comments from visitors. Several people spoke including Ray Atwell, Rick Romanoff, John McWeeney (arch. Control) and others—several questions came up including better communication from the HOA board when decisions are being made. Since no one has volunteered to produce a Downs Grant Newsletter, it was agreed that

HOA minutes and information would be published on the website.  
[Http://downsgrant.com](http://downsgrant.com)

- 4) It was also agreed that the issues of new entry signs and trash pickup in the commons area would be covered in the November meeting. (11/14/07)
- IV. Treasurer's report-Rob Rohlman
- 1) Tax return has been amended and taken to Doug Gentile (CPA)
  - 2) Paperwork for the internal audit—to be completed by the HOA members
  - 3) Meeting with lawyer will be scheduled before next month's meeting
  - 4) Collecting dues process will be put in place ASAP
  - 5) Cap for Pond/Bog removal is \$3000.
- V. Committee reports
- 1) Architectural (John McWeeney)—new wooden decks must also have a building permit.
  - 2) Parking issues (John McWeeney)—HOA members will be invited to discuss any changes before they take effect.
  - 3) Recreation/grounds (Todd Moore)—changes to the Downs Grant entrance and to the tennis court. Will research previous bids
- VI. Old business
- 1) Newsletter—no volunteers have come forward
  - 2) Website—will be used going forward for HOA monthly minutes & news
- VII. Next meeting—November 14<sup>th</sup> at the South County Library 7:00p (Visitors are welcome)

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**9/5/07—Downs HOA Minutes**

**Attendance: Glenn Kiger, Todd Moore, Gary Lewis, John McWeeney, Paul Gelsleichter, Rick Ramonoff, Dan Meier**

- I. Secretaries report—read & approved without change
- II. President's report—Glenn Kiger
  - 1) Tree removal = \$3000
  - 2) Frog pond drained – Ron Deese (backfill ed later) Was it spring fed?
  - 3) Signage bids from Aaron's Signs and Signarama?
  - 4) Website changes? Include Notes/Minutes of the HOA meetings? HOA directory—maybe password protected. Include a quarterly HOA newsletter?
  - 5) Visit to the lawyer's office before the next meeting?(Glenn & Gary)
- III. Vice-President's report—Gary Lewis
  - 1) Reimbursement for Ryne fence damage from fallen tree
  - 2) Reimbursement for lights replaced at the entrance
  - 3) Set the timer for watering – Rainmaker can do this for us
- IV. Treasurer's report
  - 1) No report submitted
  - 2) 17 people haven't paid the 2<sup>nd</sup> half of HOA dues
- V. Committee reports
  - 1) Architectural—letter to be sent to Homeowner about parking on the street.
  - 2) Communication—Paul Gelslechter offered to create a quarterly HOA newsletter.
  - 3) Recreation—no report submitted.
- VI. Old business
  - 1) Doug Gentile presentation. (CPA) Can HOA do the entry/checkbook and then have him audit every 6 or 12 months? Can previous year's HOA taxes be amended? Can Doug check the books/review in 3 hours/year? (\$135.00/hr) Motion by Gary Lewis to approve 3 hr/year and seconded by Glenn Kiger—motion passed.

- VII. Next meeting—October 10<sup>th</sup> at the South County Library 7:00p (Visitors are welcome)
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**July 24, 2007**

**AGENDA**

**Attendance: Glenn Kiger, Gary Lewis, Rob Rohlman, Paul Gelsleichter, Dan Meier**

- I. Secretaries Report—read & approved
- II. Presidents report—Glenn Kiger
  - 1. Tree removal—20+ trees need to be removed. \$3600—Ron Deese bid for this service. Rob & Glen & Todd will mark the trees to be removed before the next meeting.
  - 2. Frog Pond Issues: less than 1 acre = yes. Removal of concrete/wooden bridge was suggested. It was suggested that we get written cost estimates for this project. Tabled for now.
  - 3. Fences (privacy type) facing the Rain Tree golf course? Are they allowed? CCR's fence policy needs to be updated?
  - 4. Who owns property where the cart path runs? (Glen will talk to Lee Weaver at Raintree HOA for more information.)
  - 5. Letter to Homeowner needs to be sent about parking problems. (John McWeeney is working on this issue—could we send Homeowner an invitation to attend the next HOA meeting? Penalty is \$25.00 fine and Lien against the owners property.)
  - 6. Motion was made and seconded for the HOA president and one other board member to visit the lawyer to get answers in writing about these issues.
- III. Vice-Presidents Report—Gary Lewis
  - 1. Question about insurance coverage for repairing fence damage caused by falling tree from HOA commons area. Homeowner is on Autumn Leaf.

2. Ron Deese—question about what is included when HOA commons area is mowed and edged. (What about emptying the trash containers and replacing plastic garbage bags?)
- IV. Treasurers Report—Rob Rohlman
1. Taxes paid in the past? Can we file an amended return?
  2. Taxes paid in the future—non-profit status filing for the IRS? How and when?
  3. Reserve Fund—it was suggested that at least 1/3 of the annual HOA dues be held for emergency/rainy day fund. Research needed.
  4. Audit needs to be done on the HOA books each year. How has this been handled in the past. Paul Gelsleichter offered to research and report back at the next meeting.
  5. 17 people not up to date on HOA dues at this time. Letters will be sent to these people & next step would be filing liens against their property. (What does this cost? Rob will research.
  6. Replace wooden picnics tables in the commons area? Cost will be researched by Rob.
- V. Committee Reports
1. Architectural Control—absent & not submitted
  2. Communication—no report.
  3. Recreation—No report submitted.
- VI. Old Business—none discussed
- VII. Next meeting—September 5, 2007 at the South County Library at 7:00p

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**June 28, 2007**

**AGENDA**

**Attendance: Glenn Kiger, Gary Lewis, John McWeeney, Rob Rohlman, Todd Moore, Paul Gelsleichter**

- I. Secretaries Report--Absent.
- II. Presidents report—Glenn Kiger
  1. Improvements needed to neighborhood entryway signage & landscaping. Board agreement for this need; agreement that a special committee should be created to prepare options for Board to present at 2008 January HOA meeting. (Action item: Instructions to charge the committee and the election of committee members.)
  2. Frog Pond Issues: Unsightly—breeding ground for mosquitos, continous maintenance problems, health hazards, safety & liability issues. Ground Maintenance Tech (Ron Deese) can create active drainage the pond into SWIM buffer stream that connects to Four Mile Creek for cost of \$600. Board split 3/3 on this action. Rob Rohlman to verify in writing with county agency the verbal report submitted by G. Lewis advocating pond drainage. Report due at next meeting.
  3. Commons Area Tree Removal: Ron Deese reports that there are 24 potentially dangerous trees in the commons area to be removed. Cost of this service is \$3,600. Board unanimously approved proceeding with tree removal.
  4. Unsightly RV and camper trailer parked in two curb areas on Truesdale Place for seven + days. Two neighborhood complaints—turned over to J McWeeney for homeowner contact/notice of covenant violations.
- III. Vice-Presidents Report (unknown)
  - 1.
- IV. Treasurers Report—Rob Rohlman
  1. Approximately one-half of second-half 2007 HOA dues paid.
- V. Committee Reports
  1. Architectural Control—Approval of wooden Cedarvale Clubhouse kid's outdoor play set. (Issues: A homeowner , parking of commercial trailer. A homeowner, camper parking. .A homeowner, parking commercial trailer.)
  2. Communication—no report.

3. Recreation—No report submitted.
- VI. Old Business—none discussed
  - VII. Next meeting—July 24, 2007 at the South County Library at 7:00p
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**May 9, 2007**

**AGENDA**

**Attendance: Glenn Kiger, Gary Lewis, John McWeeney, Dan Meier, Rick Romanoff**

- I. Secretaries Report-- minutes were corrected/approved for February 15, 2007 meeting.
- II. Presidents report—Glenn Kiger
  1. No Parking signs to be erected on either side of the island at the Downs Grant entrance and curbs to be painted yellow. (to allow emergency vehicles to access the commons area)
  2. Tree removal needs to be done ASAP by a licensed/bonded tree service per the insurance company.
  3. Downs Grant Rules need to be posted at both entrances to the commons area.
  4. A homeowner has submitted a proposal/drawing for a new sign/landscaping at the entrance.
- III. Vice-Presidents Report
  1. Gary Lewis will get at least 2 proposals to replace both gates/signs at the entrance to the commons area before the next meeting
  2. Copies of the current Downs Grant by-laws filed with Mecklenburg County were obtained and passed out.

- IV. Treasurers Report—Peter Brockman was absent and therefore no report was submitted.
- V. Committee Reports
  - 1. Grounds—Todd Moore was absent and no report submitted
  - 2. Architectural Control—A homeowner has submitted drawings for a small workshop on his property. John McWeeney will verify that a building permit has been applied for. Closing the tennis court until repairs can be made was discussed—documents about previous bids for this repair will be recovered from Bob Williams. There was also discussion about adding a telephone pole/light to the commons area next to the tennis court-tabled.
  - 3. Communications—Rick Romanoff has offered to restore/maintain the Downs Grant website. The board approved payment of \$36.00 for securing the rights to “Downsgrant.com” for 5 years. Questions about creating/sending a newsletter to each household was discussed—email was recommended but not all households have email addresses. Tabled.
  - 4. Recreation—No report submitted. Discussion of a Downs Grant picnic and Garage Sale were tabled.
- VI. Old Business—the “DownsGrant.com” website was discussed and what should be displayed there.
- VII. New Business
- VIII. Next meeting—June 28, 2007 at the South County Library.

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**April 11, 2007**

**AGENDA**

**Attendance: Glenn Kiger, Gary Lewis, John McWeeney, Dan Meier, Rick Romanoff**

- I. Secretaries Report-- minutes were corrected/approved for March 14, 2007 meeting.
- II. Presidents report—Glenn Kiger

1. No Parking signs to be erected on either side of the island at the Downs Grant entrance and curbs to be painted yellow. (to allow emergency vehicles to access the commons area)
2. Tree removal needs to be done ASAP by a licensed/bonded tree service per the insurance company.
3. Downs Grant Rules need to be posted at both entrances to the commons area.
4. Mike Haundreiser (4400 Woods End Ln) has submitted a proposal/drawing for a new sign/landscaping at the entrance.

### III. Vice-Presidents Report

1. Gary Lewis will get at least 2 proposals to replace both gates/signs at the entrance to the commons area before the next meeting
2. Copies of the current Downs Grant by-laws filed with Mecklenburg County were obtained and passed out.

### IV. Treasurers Report—Peter Brockman was absent and therefore no report was submitted.

### V. Committee Reports

1. Grounds—Todd Moore was absent and no report submitted
2. Architectural Control—A homeowner has submitted drawings for a small workshop on his property. John McWeeney will verify that a building permit has been applied for. Closing the tennis court until repairs can be made was discussed—documents about previous bids for this repair will be recovered from Bob Williams. There was also discussion about adding a telephone pole/light to the commons area next to the tennis court-tabled.
3. Communications—Rick Romanoff has offered to restore/maintain the Downs Grant website. The board approved payment of \$36.00 for securing the rights to “Downsgrant.com” for 5 years. Questions about creating/sending a newsletter to each household was discussed—email was recommended but not all households have email addresses. Tabled.
4. Recreation—No report submitted. Discussion of a Downs Grant picnic and Garage Sale were tabled.

### VI. Old Business—the “DownsGrant.com” website was discussed and what should be displayed there.

VII. New Business

VIII. Next meeting—May 9, 2007 at the South County Library.

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**March 14, 2007**

**AGENDA**

**Attendance: Glenn Kiger, Gary Lewis, John McWeeney, Dan Meier, Rick Romanoff**

- I. Secretaries Report-- minutes were corrected/approved for February 15, 2007 meeting.
- II. Presidents report—Glenn Kiger
  1. No Parking signs to be erected on either side of the island at the Downs Grant entrance and curbs to be painted yellow. (to allow emergency vehicles to access the commons area)
  2. Tree removal needs to be done ASAP by a licensed/bonded tree service per the insurance company.
  3. Downs Grant Rules need to be posted at both entrances to the commons area.
  4. A homeowner has submitted a proposal/drawing for a new sign/landscaping at the entrance.
- III. Vice-Presidents Report
  1. Gary Lewis will get at least 2 proposals to replace both gates/signs at the entrance to the commons area before the next meeting
  2. Copies of the current Downs Grant by-laws filed with Mecklenburg County were obtained and passed out.

- IV. Treasurers Report—Peter Brockman was absent and therefore no report was submitted.
- V. Committee Reports
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  - 2. Architectural Control—A homeowner has submitted drawings for a small workshop on his property. John McWeeney will verify that a building permit has been applied for. Closing the tennis court until repairs can be made was discussed—documents about previous bids for this repair will be recovered from Bob Williams. There was also discussion about adding a telephone pole/light to the commons area next to the tennis court-tabled.
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  - 4. Recreation—No report submitted. Discussion of a Downs Grant picnic and Garage Sale were tabled.
- VI. Old Business—the “DownsGrant.com” website was discussed and what should be displayed there.
- VII. New Business

Next meeting—April 11, 2007 at the South Count

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**Date: February 15, 2007**

Attendance: Peter Brockman, Bob Itnyre, John McWeeney, Glenn Kiger, Gary Lewis, Rob Rohlman, Todd Moore, Dan Meier

Location: Raintree C.C. lounge

Rob Itnyre opened meeting at 7:30p

## **No Format for this meeting**

Item 1: Officers were appointed and are listed below.

President: Glenn Kiger  
Vice-Pres: Gary Lewis  
Secretary: Daniel Meier  
Grounds: Todd Moore  
Architect: John McWeeney  
Treasurer: Rob Rohlman

Item 2: Glenn Kiger brought up the three issues including 1) fence/sign repair or replacement at the entrance to the Downs Grant and at the entrance to the commons area, and 2) marking the entrance island with traffic signs, and 3) updating the current insurance policy which still includes a portable building by the tennis courts. These issues were tabled until the new officers have time to investigate.

Item 3: Gary Lewis offered to obtain a copy of the Down's Grant CCR's currently registered with Mecklenburg County.

Item 4: Glenn Kiger asked when the last compile, review, and audit of the Down's Grant Home Owners finances was done? He offered to research this issue for the next meeting.

Item 5: Current checkbook is set up with 2 signers. (Peter Brockman & ???) Peter will make himself available for a visit to the bank to add Rob Rohlman as a signer. Members who have/have not paid their dues will be listed in a spreadsheet. Those who are delinquent will be sent a certified letters and assessed legal fees.

Item 6: Down's Grant website and newsletter need to be updated. (Rick Romanoff has volunteered to get the password for the current website.)

Item 7: Meetings will be held on the 2<sup>nd</sup> Tuesday/Wednesday of each month in the Raintree CC lounge.

Item 8: The question of communications with the Down's Grant homeowners was addressed. It was mentioned that we can send email and for those who have no email we can mail a monthly newsletter.

Item 9: The issue of a homeowner putting up a 12 x 14 foot structure for BBQ was brought up and tabled because no formal request has been made to the Down's Grant Architectural Officer. (is there a building permit yet?)

**Meeting adjourned at 9:00et—next meeting March 14, 2007 at Raintree CC lower meeting area.**

Submitted by,

Daniel Meier, Secretary