

2008 Downs Grant HOA Minutes

Board meeting minutes from November 6, 2008

7 p.m. Board Room South Central Regional Library

In Attendance: Paul Gelslechter, Gary Lewis, Rick Romanoff, and Mike Wurm.

1. Meeting was called to order at 7:20.
2. Minutes were presented and discussed. Mike Wurm called for approval. They were approved unanimously. Some Board member said they were not getting emails from the president. Gary said he would send them out again.
3. Treasurer Rob Rohlman emailed a financial report. It was discussed and accepted.
4. President Gary Lewis discussed progress by section concerning the silt pond fill in and related work.
5. President Lewis said a 6% increase in Homeowners Association dues was approved last meeting. Treasurer Rohlman will bill \$165.
6. Gary Lewis researched the suggested fortified metal backing for the common area warning sign on Truesdale. This change including 2 posts adds \$185 to the cost for a total of \$480. The board voted unanimously to do this now for liability reasons.

7. A date was suggested for the Annual Meeting to be held at Messiah Lutheran Church on January 27th if we can get the room.
8. The meeting was adjourned at 8:15.

Respectfully submitted,

Paul Gelsleichter, Secretary

Board meeting minutes from October 9, 2008

7 p.m. Board Room South Central Regional Library

In Attendance: Ben Allison, Paul Gelsleichter, Gary Lewis, Rob Rohlman, and Mike Wurm.

1. Meeting was called to order at 7:25.
2. Paul presented the minutes of the last meeting for approval. They were approved unanimously with removal of the suggested \$51 in item 9.
3. Treasurer Rob Rohlman emailed a financial report. It was discussed and accepted.

4. President Gary Lewis presented a 4th Quarter financial worksheet. Gary explained it and discussion followed. (attached)

5. Signage was tabled for now. The board will discuss this and make proposals with plans and pictures to be presented at the Annual Homeowner's meeting in January. Entryway flagstone repair will be included in this project.

6. Gary Lewis suggested that we complete drainage areas 1 & 3 (\$1475 + \$325) while Gary Bailey's equipment is here.

7. Kiddie Play Area estimate of \$1384 includes delivery and tax + 20 yards of "tumble safe." It was suggested that we postpone this project for now and possibly do it when we add a new swing set.

8. Plantings at the entrance to replace the removed split rail fence were discussed. Gary Bailey's plan was too expensive. Paul was concerned about the lack of sunlight and water. Someone mentioned that we even have trouble growing grass there.

9. Gary prepared an interesting dues study (attached). Rob said we can have a 6% increase according to the By-Laws. There will be a \$25 per month late fee charged. We still have \$844 uncollected from last year. Gary said his president's letter would include all Rob's financial information.

10. Meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Paul Gelsleichter, Secretary

Board meeting minutes from September 4, 2008

7 p.m. Board Room South Central Regional Library

In Attendance: Ben Allison, Paul Gelsleichter, Gary Lewis, Rick Romanoff, Mike Wurm and homeowner Bob Perko.

1. Minutes from previous meeting were presented. They were approved with one change. Gary Lewis clarified that he was interested in serving, just thought he could not.
2. Gary Lewis talked about storm damage and downed trees at 4736 and 4718 Autumn Leaf Ln. Gary Bailey will make repairs and clean up. President Lewis said Gary Bailey requires supervision, does not always follow directions. Lewis said Bailey would charge \$100 per tree and charge labor and materials for other repairs.
3. Target date for Silt Retention Pond and drive path completion has been set for September 30. Gary Bailey has other jobs and has been mowing for us too.
4. A discussion followed as to whom we should use for grounds maintenance Ron Deese or Gary Bailey. It was felt that Ron was not dependable.
5. Gary Lewis proposed that we begin work on the entrance to the neighborhood now. He proposed getting rid of the split rail fence and replacing it with something natural like rows of dogwood, eastern redbud, or flowering cherry trees. Discussion followed. Gary wanted to remove the stone, but most members in attendance felt the stone should stay, but be repaired. Bob Perko agreed to check on the cost of material to replace signs.
6. It was suggested that we send a postcard to all homeowners directing them to Downs Grant.com.

7. Gary Lewis volunteered to remove the split rail fence right now.
8. Gary handed out a Term Log of the Board members.
9. Gary suggested that we announce the 2009 dues amount on November 1. He suggested the allowed 6% increase plus an assessment amount.

The next board meeting will be at 7 PM,

Thursday October 9th, at the South Central
Regional Library

Respectfully submitted,

Paul Gelsleichter, Secretary

Board meeting minutes from August 7, 2008

7 p.m. Board Room South Central Regional Library

In Attendance: Ben Allison, Paul Gelsleichter, Bob Itnyre, Gary Lewis, Rob Rohlman, Rick Romanoff, and Mike Wurm, and guest, contractor, Gary Bailey.

1. Since we had a guest discussion began about filling in the silt pond and doing the related grading to bring the common area back to normal. Gary Bailey assured us he had looked

over the area and he had the ability and the equipment to do the job. He had some questions about the plans which Gary Lewis answered. When asked when he could start the work, he said he could start in the middle of next week. The board voted unanimously to contract with Mr. Bailey to do the work.

2. Paul presented the minutes of the last two meetings for approval. They were approved unanimously with some minor spelling changes.
3. Treasurer Rob Rohlman assured us that we will be ok financially for the year even with the expenses of the silt pond and related repairs.
4. President Gary Lewis said he would like to see monthly financial statements for 2009. These can show income and expenses for the month. He asked that reserve funds be shown separately. Gary feels we need a 2009 Annual Budget to present to the Homeowners at the Annual Meeting. Others agreed. Gary also suggested that we work on the entrance getting new signs similar to what we have. We also need to have the stonework repaired and cemented.
5. Treasurer Rob Rohlman presented a proposal for playground improvements. Everyone liked his proposal and research to spend \$1384 to upgrade the present border timbers to safer and longer lasting composite materials. Discussion followed and Gary suggested that we need new picnic tables, too, but we best wait to see if we have any funds left over after the pond work.
6. Gary Lewis said he would send another letter to a homeowner about the condition of their property.
7. Gary Lewis said he may not continue as President next year so he asked all board members to be thinking about their board terms.
8. Gary asked Paul to call Rainmaker (Dean Byrne 704-896-6200) about the leaks in the irrigation system.

9. Meeting was adjourned at 8:41 p.m.

Respectfully submitted, Paul Gelsleichter, Secretary

Board meeting minutes from July 10, 2008

7 p.m. Board Room South Central Regional Library

*In Attendance: Ben Allison, Gary Lewis, Rob Rohlman, and Rick Romanoff.
Bob Itnyre Mike Wurm ,and 1 homeowner*

1. Minutes from previous meeting were not reviewed. Approval will be done via email then posted on the website.
2. A homeowner was in attendance and wanted clarification of the dues collection process. The homeowner made a suggestion that a 3 strike rule be put into action before turning over to collections. The board will take his suggestion under consideration and look at it for the next dues year.
3. A homeowner has submitted a request to paint their house and stain the wood. The project was approved by the board.
4. Gary Lewis had repaired the entrance fence and Rob has some extra split rail fencing that he offered to the neighborhood for the entrance. We did have a positive response from several homeowner violation notices sent out. The board appreciates the response from the homeowners. There is still a safety concern about a golf cart driven on the neighborhood streets. Gary will send the homeowner a notice to address the issue.

5. Proposals for the grading of the silt collection pond were reviewed and due to the high cost, we will look at renting the proper equipment to finish the project ourselves. Ron Deese has also offered to do the grading as well. We have a 9/30/08 completion target date.
6. Rick did some preliminary pricing for entrance signs. To replace the signs exactly as we have now will cost between \$2000 - \$2500 per sign. We will also look at fixing the stones around the signs.
7. Rob presented the budget numbers. We are still well within the budget for the money we collected from 2008 dues; we expect to keep within budget for the remainder of 2008.
8. Meeting was adjourned at 8:43 p.m.

The next board meeting will be at 7 PM,

Thursday August 7th, at the South Central
Regional Library

Respectfully submitted,

Rick Romanoff for Paul Gelsleichter, Secretary

Board meeting minutes from June 3, 2008

7 p.m. Board Room South Central Regional Library

In Attendance: Ben Allison, Paul Gelsleichter, Gary Lewis, Rob Rohlman, and Rick Romanoff. Bob Itnyre and was absent.

1. Reviewed minutes of previous meeting. Approved unanimously with corrections as noted.
2. Gary said we approved two homeowner's request for changes to their property, A letter will to sent to two homeowners who have started projects without approval or plans or who have violations.
3. Gary brought up the proposal by one of our homeowners to handle the neighborhood maintenance. The price seems too low and after discussion it was decided to tell the homeowner we had engaged someone else for the season.
4. Gary mentioned that Ron Deese did not mow the berm. Gary suggested that we would call it even if Ron would cut up the dead tree that just fell.
5. Rob and Paul set the in ground sprinkler system to water on Saturday.
6. Rick volunteered to look into the cost of new entrance signs.
7. Gary will replace some of the posts at the entrance. Paul volunteered to help. Gary says he has 5 posts from a project he will donate.
8. Rick suggests that we have an annual assessment of \$40 – 50 each year to increase our funding to allow us to complete the needed maintenance projects.
9. Meeting was adjourned at 8:46 p.m.

The next board meeting will be at 7 PM,
Wednesday July 10, at the South Central Regional
Library

Respectfully submitted,
Paul Gelsleichter, Secretary

Board meeting minutes from May 1, 2008
7 p.m. Board Room South Central Regional Library

In Attendance: Ben Allison, Paul Gelsleichter, Gary Lewis, Rob Rohlman, and Rick Romanoff. Bob Itntyre and Mike Wurm were absent.

1. Reviewed minutes of previous meeting. Approved unanimously with corrections as noted.
2. Gary said we need signs with the rules and regulations for the use of the common areas posted at the entrance to the commons. Rick said he would look into the best way to post these rules.

3. Rick checked with the library and no rooms are available on our regular Thursday meeting day next month so he made reservations one day earlier for Wednesday June 4, 2008. Ben was not able to attend as he has a class on Wednesday.
4. Ben reported on the rental of a dumpster from Home Depot. Cost would be \$150 - \$200. We must give HD one-day notice and tell them the length of time we need it. Rick suggests that we get the smallest dumpster possible and let the homeowners know we will have it – deliver Friday and pick up Tuesday. Paul will check with homeowners to see if they have any objection to having the dumpster in the Truesdale cul-de-sac.
5. A discussion followed regarding the dues collection situation. The board agreed unanimously to empower our attorney to initiate the legal steps necessary to collect the outstanding dues.
6. Use of the common areas was discussed. Since the tennis court is used by just a few people it was suggested that it might better serve the neighborhood as a shelter. Rob suggested that we get a load of chip bark for the playground. We need a better way to contain the chip bark, one that is safe and one that we can anchor. Rob volunteered to look into see what was available.
7. Saturday will be a workday. We will plant flowers and work on the entrance. The budget for these expenses is \$150 – 200. We should set the sprinkler system to work on Saturday each week.
8. Ben and Gary informed the board about 2 architectural control requests, one a complaint about a broken trampoline near the easement and another homeowner's request to add a fence to his property. Ben took action on one and Gary the other. In an older matter the panel truck was still parked in the rental home's driveway. Gary said he would draft a letter to the homeowner for the board's approval.
9. Gary brought up the look of the split rail fence at the entrance. He felt it best that we replace it all or at least try to get all the same style posts so the fence looks uniform.

10. Gary said Ron Deese our mowing contractor requests timely payment, right after each job.

11. Gary discussed the Pond Project. Since it is such a small job it is difficult to get a contractor interested in the work. Gary is currently talking to a Rock Hill contractor who may be interested.

12. Meeting was adjourned at 8:46 p.m.

The next board meeting will be at 7 PM,
Wednesday June 4, at the South Central Regional
Library

Respectfully submitted,

Paul Gelsleichter, Secretary

Board meeting minutes from April 3, 2008

7 p.m. Board Room South Central Regional Library

In Attendance: Ben Allison, Paul Gelsleichter, Bob Itnyre, Gary Lewis, Rob Rohlman, and Rick Romanoff, and Mike Wurm.

1. Reviewed minutes of previous meeting. Approved unanimously with corrections as noted.
2. Communications Report: Rick reported that we own the website name until 2011. He reported that he distributed a letter regarding the site to all residents. He asked if we wanted individual email addresses on the website. A discussion followed and the consensus was that all email should be addressed to the downs grant board and Rick will forward it to whomever should handle it.
3. A discussion followed regarding architectural control problems in the neighborhood. The rental on Truesdale still has a lot of debris in the yard. Gary spoke with the owner and he promised to clean it up. The owner has paid dues. Gary will contact our attorney to see how to handle. In regards to the trailer parked continuously on Cody Place, Gary will draft a letter to be sent to all of us for approval regarding the trailer.
4. Gary asked treasurer Rob where we stand on dues collection. We have about \$1200 in uncollected dues some carried over from last year. This amount represents about 5 homeowners. Rob has been in touch with the attorney and the attorney wants an action or board resolution requesting the attorney to start the collection process. Gary will talk to the attorney to see if he can send us an example of this "board action."
5. Gary was given a copy of the Insurance Policy. He will review and report back to the board.
6. Gary passed out a copy of the email thread regarding the silt pond work. We finally got our permit from the county to continue the work.
7. A discussion followed regarding giving the common area along the creek to the city. There did not seem to be much support for this idea at this time.

8. Bob and Gary agreed to meet with Ron Deese to discuss mowing this year. Ron may be able to help us fill in the ruts made by the trucks, too.

9. Work Day May 10th with a rain date of the 17th. Neighbors will be asked to assist in removing trees and generally cleaning up common and playground areas. Rick will get out a flyer and Ben will look into the cost of getting a dumpster for the weekend. Residents will be able to get rid of any items they no longer want or need.

10. Gary said he would price signs for the common area.

11. Paul asked about a project list for the year. All agreed that the pond project should be number one followed by the playground area and the basketball court. Gary suggested we finish the pond project and see if we have any money left in the budget for other projects.

12. Rob reported that we received a refund of \$526 from the state for the tax we should not have paid. When we receive the federal refund we should have received a total of \$1100 between the state and Federal. He reported that we have \$21,330 in the Money Market Account so we should be ok financially for the year.

13. Meeting was adjourned at 8:45 p.m.

The next board meeting is at 7 PM,

Thursday, June 5th at the South Central Regional
Library

Respectfully submitted,

Paul Gelsleichter, Secretary

Downs Grant Homeowner's Association

Board meeting minutes from March 8, 2008

7 p.m. Board Room South Central Regional Library

In Attendance: Ben Allison, Paul Gelsleichter, Bob Itnyre, Gary Lewis, Rob Rohlman, and Rick Romanoff, and Mike Wurm.

1. Approved Annual Meeting Minutes with Revisions. Approved minutes of February board meeting as presented.
2. Welcomed new board member Mike Wurm & voted Bob Itnyre as Vice President, votes unanimous on both.
3. Discussed adding members to the board. It was decided best left at 7 people.
4. Reviewed Use of Common Area Rules and Regulations – discussion followed. A motion was made and seconded to approve as presented.
5. The past secretary's records should be turned over to Paul or Gary.

6. Paul mentioned that a homeowner on Truesdale had questioned large quantities of items being in the front yards. All were asked to review the CCR's on the Internet so we could discuss at a future meeting.
7. Paul said he thought he had a copy of the fence policy approved by a previous board. He would try to locate and make copies for review.
8. The trailer in one homeowner's driveway was brought up. Someone asked if trailers were prohibited by the CCR's. The importance of being consistent in enforcement was discussed.
9. Gary discussed his meetings with storm water services. He has said DGHA will adopt a section of Four Mile Creek that flows through the common area. Twice a year volunteers from the neighborhood will pull out debris. The county supplies waders for our use. Gary suggests we might want to get a Boy Scout troop involved to help us on the project.
10. Gary discussed the status of the retention pond. He has been dealing with the county and they requested that we have some additional surveying done. When the additional work was done we were still not issued a permit. Gary said he would try to get us some budget figures for this project. He hopes to get Ron Deese to grade the silt pond area and the roads for \$3000.
11. Treasurer Rob Rohlman gave his report. The taxes are complete and there is no tax liability on the state or federal level. He brought copies for the secretary and files.
12. Rob review where we stand on the dues collection process. We have to turn some properties over to the attorney to complete dues collection.

13. Rob turned a letter about our Property and Liability Insurance over to the President to review.

14. Rick distributed copies of the notice to homeowners about how the board will communicate via the website. These were reviewed by the board and approved. Rick said he would mail or hand deliver these before the next meeting.

15. The meeting was adjourned at 8:50 p.m.

The next board meeting is at 7 PM,

Thursday, May 1 at the South Central Regional
Library

Respectfully submitted,

Paul Gelslechter, Secretary

Approved by Board 3/8/2008

Downs Grant Homeowners Association

Board meeting minutes from February 7, 2008

7 p.m. Board Room South Central Library

In Attendance :Ben Allison, Paul Gelsleichter, Bob Itnyre, Gary Lewis, Rob Rohlman, and Rick Romanoff

1. Last year's treasurer, Rob Rohlman told the member assembled that a CPA in his firm reviewed our financials from last year and found no deficiencies. She signed a letter to that effect. A discussion followed that these records should be reviewed by a committee of homeowners. Ben Allison said his wife Elizabeth is a CPA and she would review. Paul Gelsleichter said he would ask his neighbor Suzanne P who is a CPA to review the records when Elizabeth finished. The treasurer's notebook was turned over to Ben to take to Elizabeth.
2. A discussion followed about board responsibilities. Paul Gelsleichter volunteered to be Secretary. It was agreed that Rob Rohlman should remain Treasurer. Gary Lewis agreed to be President, assisted by Bob Itnyre as Vice President. Ben Allison agreed to handle architectural control. Rick Romanoff will handle communications. Gary said he would ask Glenn Kiger to maintain his current relationship with Ron Deese regarding the pond work until the project is complete. Other possible board members were discussed namely, Susan Miller, Dick Teal, and Jim Burleson. Gary Lewis said he would contact these homeowners to see if they were interested in serving. Bob and Gary were to work on ground with the help of a possible committee of homeowners.
3. Treasurer Rob Rohlman gave an update on the dues collection progress. Sixteen certified letters have been sent out to those homeowners who are delinquent. These homeowners who are late will be assessed a \$10 late fee plus the dues amount owned. If these homeowners refuse to pay our law firm will file a lien against their property. Rob said he would email an up to date owners and occupiers list to all board members.
4. Paul Gelsleichter asked if it were possible to have a monthly income and expense report and balance sheet at each meeting. Rob said his software is not set up to do this but he would look into it.
5. Gary Lewis stressed the importance of encouraging the homeowners to keep up their homes. He suggested that we might consider a management company to assist us with architectural control. Discussion followed and some thought the neighborhood was too small for this and that this would be too costly. Gary agreed to investigate this and get us some fee figures.
6. Gary said we have still not received our permit for the necessary pond work. Gary will work with the city/county government to get the permit issued.
7. Gary Lewis requested a list of all the board members contact information. Paul will work with Rob to get this information to hand out at the next meeting.

8. Gary will send out minutes of the annual meeting for approval. He suggests that we try to handle more business by email this year.

9. Rick made suggestions for future meeting dates: March 6th, April 3rd, May 1st, June 5th and July 10th.

10. Meeting adjourned at 8:25 p.m.

11. The next board meeting is at 7 PM, Thursday, March 6 at the South Central Library

Respectfully submitted,

Paul Gelsleichter, Secretary

Official Minutes

Downs Grant Homeowners Association Annual Member's Meeting

Thursday, January 24, 2008, 6:30 p.m.

Board of Directors in attendance:

- ✘ Glenn Kiger, President
- ✘ Gary Lewis, Vice-President
- ✘ Rob Rohlman, Treasurer
- ✘ Paul Gelsleichter, Director
- ✘ Todd Moore, Grounds

Board of Directors absent:

- ✘ Dan Meier, Secretary
- ✘ John McWeeney, Architectural Control

Minutes:

1. Mr. Kiger brings meeting to order and passes out written agenda (attached).

2. The presentation of the 2007 Member's Meeting Minutes are waved due to Mr. Meier's absence.
 3. Mr. Lewis volunteers to record the meeting minutes.
 4. Mr. Kiger's presentation:
 - a. Board's regular and official method of communication to members is now via publishing of meeting minutes, etc. on the Downs Grant HOA web-site (www.downsgrant.com).
 - b. Hardcopy of meeting minutes, etc. can be delivered or mailed to members that request such.
 - c. The Board is open and transparent with the member's questions and concerns concerning the management of the community's business and maintenance affairs.
 - d. 2007 business and maintenance issues resolved or begun:
 - o Commons area entrance drive-ways now in compliance with local codes.
 - o Review of past accounting and insurance procedures and practices. Engaged CPA to review financials and counsel Board on matters of accounting and/or finance. Federal tax return corrections and amendments needed and posted. Legal counsel retained to primarily to handle delinquent dues collection.
 - o Commons Area Maintenance: 30 dead or dying trees removed, old silt-retention pond drained and grading permits applied for, warning about the future consequences of 2007 drought; expect more trees to die or become diseased in the coming year.
 - o Issue to be resolved: Can members whose property line is adjacent to the Rain Tree Country Clubs fairways erect privacy stockade fencing? Speed bumps are needed along Woods End Ln. to slow down speeders. Common Area improvements; what is affordable, practical and feasible, what is not.
5. Mr. Lewis' presentation:
 - a. Reviewed Board's actions to-date on the project to fill-in the old silt retention pond.
 - o Summer of 2006 study of pond options. Rehabilitation too expensive both in rehab work and in continual maintenance costs. Mecklenburg County Land Use and Environmental Services Agency contacted and consulted. Determination made that pond area is less than an acre in size. Okay given to drain pond.

- Summer of 2007 Board elected to review previous pond study. Board was given the okay by above mentioned agency to drain and fill-in pond. Pond was drained.
- Further findings by the Board resulted in bringing in a tandem truck load of #57 stone for storm water filtration requirements. Additionally, application for an Individual Floodplain Development Permit, with supporting documentation required by the County.
- Expectation is for permit to be granted and grading work to be commenced so that seeding may be completed by March 1.

b. Various questions from attending members answered.

6. Mr. Rohlman's presentation:

- a. Review of 2007 HOA financial accounting (handout, attachment):

Bank Funds, January 1, 2007: \$17,176.97

Income for Year 2007: \$14,525.46

Expenditures for Year 2007: - **\$21,124.15**

Bank Funds, January 1, 2008: \$10,305.28

- b. Request for a non-officer member volunteer to audit 2007 financials.
- c. Year-2007 dues collection success rate is roughly 90% of homeowners have paid. The remaining 10% delinquent homeowner's names and contact information will be turned over to legal counsel for collection pursuit.
- d. Silt Retention Pond Project budget needs to be established for year 2008.

7. Mr. Kiger; Election of four (4) new and replacement Board members (lack of quorum on Board of Directors)

- a. Retiring at full term: John McWeeney
- b. Resigning: Glen Kiger, Dan Meier, Todd Moore
- c. Call for nominations from the membership present: 1) Rick Romanoff,
2) Ben Allison, 3) Bob Itnyre

- d. Messer's Romanoff, Allison and Itnyre elected by acclamation. New Board of Directors charged with filling the remaining required Board position.
 - e. Appeal to members present for recommendations of possible names of persons that may accept joining the Board of Directors. Persons named: Susan Miller on Woods End Ln., Dick Teal on Truesdale Pl., Jim Burlson on Woods End Ln.
- 8.** Mr. Kiger: Motion put forth for meeting adjournment. Meeting adjourned by acclamation.

Respectfully submitted by,

Gary Lewis, VP Downs Grant Homeowner's Association