

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

JANUARY 20, 2004

The Mooreland Estates Board of Directors met on January 20, 2004, in the Mooreland Estates Clubhouse.

The following Board Members were present:

Myrte Veach, President
Glenn Mizell, Treasurer
Bill Brewer, Member
Tricia Watkins, Member

Hoil Crowe was present to represent Westwood Management.

The meeting was called to order at 5:30 p.m.

The November 18, 2003, Meeting Minutes were approved upon a motion made by Bill, and seconded by Tricia. Motion carried.

The November 30, and December 31, 2003, Financial Reports were reviewed and approved upon a motion made by Tricia, and seconded by Bill. Motion carried.

UNFINISHED BUSINESS

A. Amendment Update

Myrte reported that she and Hoil would get together and compose the appropriate letter to be mailed to the homeowners regarding the governing document amendment. It was agreed that this mail out should be sent separately from the annual meeting mailout.

NEW BUSINESS

A. Repairs & Maintenance Update

The Board reviewed the repairs in the progress report. The Board asked Hoil to contact the appropriate utility company and ask them to place construction fencing around the area in which they are digging.

B. Committee Reports

Tricia reported that her committee had heard several requests for a directory. After some discussion she stated her committee would look into the possibility of preparing a directory and selling ads to fund the printing costs.

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C. Brentwood Census

Myrte reported that she had been contacted by the City regarding the upcoming census. A copy was provided to each Board member for their review.

D. Other

It was reported that the Dixon's dog was still a concern to adjacent neighbors. The details of the complaints were unclear. Further information will follow.

The next meeting was set for February 17, 2004

There being no further business to discuss, the meeting was adjourned at 6:13 p.m.

Myrte Veach, President - 3/05

Nanette Holbrook, Vice President - 3/04

Glenn Mizell, Treasurer - 3/06

Patricia Watkins - 3/06

Bill Brewer, Member - 3/05

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

MARCH 15, 2004

The Mooreland Estates Board of Directors met on March 15, 2004, in the Mooreland Estates Clubhouse.

The following Board Members were present:

Myrte Veach, President
Nanette Holbrook, Vice President
Glenn Mizell, Treasurer
Bill Brewer, Member
Tricia Watkins, Member

Hoil Crowe was present to represent Westwood Management.

The meeting was called to order at 6:25 p.m.

The January 20, 2004, Meeting Minutes were approved upon a motion made by Bill, and seconded by Tricia. Motion carried.

The January 31, and February 29, 2004, Financial Reports were reviewed and approved upon a motion made by Nanette, and seconded by Glenn. Motion carried.

UNFINISHED BUSINESS

A. Annual Meeting Discussion

The Annual Homeowners' meeting will immediately follow the Board of Directors meeting.

B. Painting Deferral

Due to rising costs the Board agreed to defer the painting of phase I, and to collect bids for touch-up painting only. This motion was made by Bill, and seconded by Tricia. Motion carried.

NEW BUSINESS

A. Repairs & Maintenance Update

The Board reviewed the repairs in the progress report. Hoil stated that he hoped to have the roofing projects begin with the next month. Steve Knox complained to the Board that he had a roof leak for several years. He acknowledged that several attempts had been made to resolve the problem, however, the roof still leaks. Out of aggravation, he stated that he had completed the repairs on his own, and he believed he corrected the problem. It was noted that his roof was on the short list regarding replacement.

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B. Committee Reports

Tricia reported that the directory compilation was going well. She had asked Westwood Management to help her collect the ad money.

C. Cable Service

Bill asked the Board to consider the cancellation of the association's cable service. Such a service is not promised by the governing documents and would save the association approximately \$14,000 annually.

D. Other

It was noted that the mowing would be starting before April. To mow all the lawns, with a push mower, would increase the cut price to approximately \$2,000.

It was noted that the Citizens Committee for Brentwood Greenspace would be meeting on March 23, 2004, in the Brentwood Public Library.

The next meeting was set for April 19, 2004, at 5:30 p.m.

There being no further business to discuss, the meeting was adjourned at 7:14 p.m.

Myrte Veach, President - 3/05

Nanette Holbrook, Vice President - 3/07

Glenn Mizell, Treasurer - 3/06

Patricia Watkins - 3/06

Bill Brewer, Member - 3/05

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

APRIL 19, 2004

The Mooreland Estates Board of Directors met on April 19, 2004, in the Mooreland Estates Clubhouse.

All Board Members were present. Officer elections were held and the results were as follows:

Myrte Veach, President
Nanette Holbrook, Vice President
Glenn Mizell, Treasurer
Bill Brewer, Member
Tricia Watkins, Member

Hoil Crowe was present to represent Westwood Management.

The meeting was called to order at 5:00 p.m.

The March 15, 2004, Meeting Minutes were approved upon a motion made by Bill, and seconded by Tricia. Motion carried.

The March 31, 2004, Financial Reports were reviewed and approved upon a motion made by Bill, and seconded by Glenn. Motion carried. The Board asked Hoil to forward the large past due accounts to a collection agency.

NEW BUSINESS

A. Repairs & Maintenance Update

The Board reviewed the repairs in the progress report. Hoil stated that he had two roof bids and was waiting on a third. He hoped to have the roofing projects underway soon. It was noted that Hoil and Bill had met to compile a list of touch up painting projects in phase I. Hoil will begin collecting bids for this work. It was agreed to add the Caswell home to the list.

B Committee Reports

The CC&R committee asked Hoil to email them the results of the last balloting.

The Landscaping committee reported they were working to get bids for various pruning and planting projects.

The Communication committee reported that the directory was almost finished. Once completed it could be distributed. It was also suggested that in the event of a death of a homeowner, a tree could be planted in their honor on the common grounds.

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APRIL 19, 2004**

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C. McElhaney Clubhouse Rental

The Board discussed the damage done to the clubhouse after the above-mentioned rental. As well, the Board considered the actions taken by the homeowner to prevent the damage. After some discussion the Board unanimously agreed to continue the charge to the homeowner for the damage.

D. Painting Request

The Board unanimously approved the painting request from Ms. Sharon Childers who resides at 7020 Reed Court.

It was noted that the grass under the pines behind Reed Court was not being mowed.

A representative from the Citizens Committee for Brentwood Greenspace attended the meeting and discussed the need for green space within the city limits.

The next meeting was set for May 19, 2004, at 5:30 p.m.

There being no further business to discuss, the meeting was adjourned at 6:04 p.m.

Myrte Veach, President - 3/05

Nanette Holbrook, Vice President - 3/07

Glenn Mizell, Treasurer - 3/06

Patricia Watkins - 3/06

Bill Brewer, Member - 3/05

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

MAY 17, 2004

The Mooreland Estates Board of Directors met on May 17, 2004, in the Mooreland Estates Clubhouse.

All Board Members were present. Officer elections were held and the results were as follows:

Myrte Veach, President
Nanette Holbrook, Vice President
Glenn Mizell, Treasurer
Bill Brewer, Member
Tricia Watkins, Member

Hoil Crowe was present to represent Westwood Management.

The meeting was called to order at 5:00 p.m.

The April 19, 2004, Meeting Minutes were approved upon a motion made by Bill, and seconded by Nanette. Motion carried.

The April 30, 2004, Financial Reports were reviewed and approved upon a motion made by Nanette, and seconded by Bill. Motion carried

NEW BUSINESS

A. Repairs & Maintenance Update

The Board reviewed the repairs in the progress report. Hoil stated that the roof work had begun on the five roofs previously agreed upon (in package). He stated the roofs should be completed within the next month.

B Committee Reports

The CC&R committee reported that the directory was ready for printing. Distribution will follow shortly thereafter.

The Landscaping committee reported they had received bids and approved for C&M Lawn Care to mulch and plant flowers at the entrance and clubhouse. They will also be trimming the common area shrubs.

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MAY 17, 2004**

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C. Dog Complaints

The Board heard discussion regarding the Dixon's dog and the alleged disturbance they are causing to their neighbors. Hoil stated he had spoken with the Gary Dixon and with Ms. Moore (the complaining party). Ultimately, Mr. Dixon offered to keep his dogs inside when Ms. Moore was using her patio and he requested a schedule. The Board agreed that while every homeowner has the right to use and enjoy his or her own property, one's use cannot create a nuisance to another.

It was reported that the dog at 1610 Rosewood Court had exhibited aggressive behavior.

D. Other

A motion was made by Glen and was seconded by Bill, to change the pool rules to allow only persons 13 years of age or older in the pool on Friday evenings. Motion carried.

It was reported that the residents at 205 Flowerwood Court were bringing balloons into the pool area. These balloons can cause damage to the filtering system.

The Board asked Hoil for a quote to install a split rail fence behind the Hartzell's home.

The next meeting was set for June 21, 2004, at 5:30 p.m.

There being no further business to discuss, the meeting was adjourned at 6:54 p.m.

Myrte Veach, President - 3/05

Nanette Holbrook, Vice President - 3/07

Glenn Mizell, Treasurer - 3/06

Patricia Watkins - 3/06

Bill Brewer, Member - 3/05

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

JULY 19, 2004

The Mooreland Estates Board of Directors met on July 19, 2004, in the Mooreland Estates Clubhouse.

Board Members present were:

Myrte Veach, President
Nanette Holbrook, Vice President
Glenn Mizell, Treasurer
Bill Brewer, Member
Tricia Watkins, Member

Hoil Crowe was present to represent Westwood Management.

The meeting was called to order at 5:29 p.m.

The June 21, 2004, Meeting Minutes were approved, as amended, upon a motion made by Bill, and seconded by Tricia. Motion carried.

The July 31, 2004, Financial Reports were reviewed and approved upon a motion made by Bill, and seconded by Nanette. Motion carried

UNFINISHED BUSINESS

A.

NEW BUSINESS

A. Repairs & Maintenance Update

The Board reviewed the repairs in the progress report. Hoil stated that the roof work had been completed on the five roofs previously agreed upon. He stated the roof repairs were now being sent to R. D. Herbert & Sons Roofing, plumbing repairs were going to Music City Sewer & Drains, electrical repairs were going to Small Jobs Electric, gutter repairs are going to Clinard Gutters, and HVAC work to SkillCraft. Projects pending include the painting of the Caswell home, a roof leak at the Jackson and Withers home. It was noted that Hoil is in the process of obtaining bids to install a fence behind 7030 Tartan, and to fill the potholes on Tartan and Clearfield.

B Committee Reports

The CC&R committee will present a draft letter at the next meeting to be sent the homeowners regarding the proposed amendments.

The Landscaping committee asked that C&M Lawn care trims the shrubs around the bus stop, and spray the weeds at the curbs. Hoil will have on site maintenance spray the weeds in the clubhouse parking area. Furthermore, Nanette and Bill will drive the property to develop a list of homeowners who need to trim their shrubbery.

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JUNE 21, 2004**

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The Communication Committee reported that the directory was completed. Tricia was thanked for all her hard work.

C. Dog Complaints

The Board heard discussion regarding the dog at 101 Clearfield Drive. The dog, while unleashed, exhibited aggressive behavior towards a homeowner and caused this person to fall (she suffered only a minor injury). The Board asked Hoil to send a certified letter to the owner of the dog regarding this matter and to notify the City's animal control department.

D. Other

It was noted the air conditioner for the clubhouse was not working.

The Board voted and unanimously approved the new rule that only those homeowners who have paid the maintenance fees in full are allowed to use the association's amenities.

The next meeting was set for July 19, 2004.

There being no further business to discuss, the meeting was adjourned at 6:19 p.m.

Myrte Veach, President - 3/05

Nanette Holbrook, Vice President - 3/07

Glenn Mizell, Treasurer - 3/06

Patricia Watkins - 3/06

Bill Brewer, Member - 3/05

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

JULY 19, 2004

The Mooreland Estates Board of Directors met on July 19, 2004, in the Mooreland Estates Clubhouse.

Board Members present were:

Myrte Veach, President
Nanette Holbrook, Vice President
Glenn Mizell, Treasurer
Bill Brewer, Member
Tricia Watkins, Member

Hoil Crowe was present to represent Westwood Management.

The meeting was called to order at 5:29 p.m.

The June 21, 2004, Meeting Minutes were approved upon a motion made by Bill, and seconded by Tricia. Motion carried.

The July 31, 2004, Financial Reports were reviewed and approved upon a motion made by Bill, and seconded by Nanette. Motion carried

UNFINISHED BUSINESS

A. Dog Complaints

Hoil stated he had notified the City of last month's incident regarding the aggressive dog at 101 Clearfield Drive. A certified letter was sent to the dog owner and a subsequent phone call was made as well. No further action was required at this time.

B. CC&R's Amendment

The Board reviewed and approved a letter draft presented by Hoil that will accompany the ballot mail-out to the residents. Two weeks after mailing a door-to-door ballot collection campaign will begin. Glenn presented a proposed breakdown of addresses that each Board member would be responsible for visiting.

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JULY 19, 2004**

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NEW BUSINESS

A. Repairs & Maintenance Update

The Board reviewed the repairs-in-progress report. Bids for the following work was presented:

| | | |
|-----------------------------|----------------------------|---|
| Paving - (repair only) | Bids \$20 - \$50 per sq yd | No decision was made. Dick Fowlkes will meet with Hoil and contractors to discuss |
| Painting - (Caswell) | Bids \$1,300 - \$1,850 | Imagine That Maintenance selected (\$1,300) |
| Fencing – (3 pts, 4 rls) | Bids \$255 - \$415 | Fence Solutions selected (\$255) |

B. Committee Reports

The Landscaping committee mailed letters to 47 homeowners regarding the condition of their landscaping. A follow up inspection will be performed. Bids for tree trimming and removal are forthcoming.

C. Other

Glenn stated that Bill, Hoil, and he had met to discuss several property maintenance issues and began to discuss the need for a periodic formal evaluation of the property manager. He presented a draft form for the Board's approval. The Board agreed it was a good idea, and will review the form and discuss the procedure further at the next meeting.

A roof leak was reported at 1600 Rosewood Court

The Board asked Hoil to send a letter to the owners of 205 Flowerwood Court. Allegedly, the children who reside there have repeatedly vandalized the pool. The letter will state that pool privileges will be revoked if further complaints are received.

It was noted that the card reader at the tennis courts is not working properly. Hoil will again call ACS.

Nanette stated that she was not happy with the level of service provided by Cook's Pest Control. Hoil will call the account supervisor.

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MEETING MINUTES
JULY 19, 2004**

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The next meeting was set for August 17, 2004.

There being no further business to discuss, the meeting was adjourned at 6:20 p.m.

Myrte Veach, President - 3/05

Nanette Holbrook, Vice President - 3/07

Glenn Mizell, Treasurer - 3/06

Patricia Watkins - 3/06

Bill Brewer, Member - 3/05

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

AUGUST 17, 2004

The Mooreland Estates Board of Directors met on August 17, 2004, in the Mooreland Estates Clubhouse.

Board Members present were:

Myrte Veach, President
Nanette Holbrook, Vice President
Glenn Mizell, Treasurer
Bill Brewer, Member
Tricia Watkins, Member

Hoil Crowe was present to represent Westwood Management.

The meeting was called to order at 4:28 p.m.

The July 19, 2004, Meeting Minutes were approved upon a motion made by Bill, and seconded by Tricia. Motion carried.

The July 31, 2004, Financial Reports were reviewed and approved upon a motion made by Bill, and seconded by Nanette. Motion carried

UNFINISHED BUSINESS

A. Dog Complaints

Hoil stated he had called Ms. Moore as the Board had requested to ascertain whether her complaints regarding a neighbor's pets had been remedied. Several messages were swapped, however, no additional complaints were given.

B. CC&R's Amendment

Each Board member was assigned a list of homeowners to contact who had not responded to the request for proxy. There was no further discussion of the matter.

NEW BUSINESS

A. Repairs & Maintenance Update

The Board reviewed the repairs-in-progress report. Nanette stated that she had not purchased the planters to use with the fence installation project. Hoil reported that Dixieland Tree Service had bid \$1,250 to remove the trees previously marked. After some discussion, the Board asked Hoil to rebid the job without the trees at 210 Flowerwood, and including the Sycamore at 1608 Rosewood.

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AUGUST 17, 2004**

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B. Parking Concerns

Hoil updated the Board on the progress of identifying unlicensed, unmoved, or inoperative cars and notifying the owners to have them brought into compliance. He stated Gary Dixon had stated that he felt as though he was being singled out. The Board argued that by virtue of the fact that multiple vehicles were being addressed proved that this was not the case. Myrte simply asked that everyone remember that the Board was a governing body and not a policing body.

C. Other

Jennifer Hudson addressed the Board regarding a warning letter she had received regarding her child's alleged behavior at the pool. She stated that the incident in question happened several months ago and she wanted to know why she was just finding out. As well, she questioned the Board's source of information. The Board, with the help of several homeowners and their families, was able to present first-hand accounts of other incidents of bad behavior and poor judgment that were not even addressed in the letter. In closing the Board stated that the letter was not sent initially, in hopes that the incident in question was a "one-time" mistake; however, when a pattern developed the Board chose to notify the parent.

The next meeting was set for September 21, 2004.

There being no further business to discuss, the meeting was adjourned at 5:13 p.m.

Myrte Veach, President - 3/05

Nanette Holbrook, Vice President - 3/07

Glenn Mizell, Treasurer - 3/06

Patricia Watkins - 3/06

Bill Brewer, Member - 3/05

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

SEPTEMBER 21, 2004

The Mooreland Estates Board of Directors met on September 21, 2004, in the Mooreland Estates Clubhouse.

Board Members present were:

Myrte Veach, President
Nanette Holbrook, Vice President
Glenn Mizell, Treasurer
Bill Brewer, Member
Tricia Watkins, Member

Hoil Crowe was present to represent Westwood Management.

The meeting was called to order at 5:28 p.m.

The August 17, 2004, Meeting Minutes were approved upon a motion made by Bill, and seconded by Nanette. Motion carried.

The August 31, 2004, Financial Reports were reviewed and approved upon a motion made by Glenn, and seconded by Bill. Motion carried

UNFINISHED BUSINESS

A. CC&R's Amendment

Hoil reported that 106 homeowners had completed the ballot and voted affirmatively for the proposed amendment. The Board will continue to collect ballots.

NEW BUSINESS

A. Repairs & Maintenance Update

The Board reviewed the repairs-in-progress report. Hoil stated that the roofing replacements previously discussed were eminent. The Board asked Hoil to get bids on Rob Walkers home. Hoil said he was already working on this matter

B. Committee Reports

Tricia informed everyone that Walt Hartzell had passed away. The Board approved for a tree to be planted in his honor. As well, this will become the practice in the future.

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MEETING MINUTES
SEPTEMBER 21, 2004**

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C. Garage Sale Request

Hoil stated that Sally Tampien had requested the use of the clubhouse for the annual Garage Sale for the Cure. The Board agreed and requested that homeowners be able to participate.

D. Capital Asset and Budget Appointment

Glenn made a motion to authorize the creation and appointment of members, under Article IX of the Association By-Laws, of a Capital Asset and Budget committee for the purpose of determining the Capital Asset needs of the Association for 2005. Said committee to issue its report to the Board by November 1st, 2004 detailing those assets for replacement, improvement, addition or deletion and the appropriate mechanism for funding, to include but not limited to special annual or quarterly assessments for the Association. The Board President and Treasurer will serve as non-voting liaisons between the committee and the Board. The chairman of the committee will be appointed by the Board President. Other officers for the committee (Secretary, etc) will be selected by the committee. The motion was seconded by Nanette. Motion carried.

E. Subdivision of the Operating and Reserve Budget

Glenn also made a motion that the Association Master Budget for 2005 be comprised of two separate budgets - Capital and Operating. Both budgets are to be submitted for review and approval by the Board no later than November 17, 2004. The funding for the Operating budget is to be the monthly Association fee while the funding for the Capital budget is to be determined. The motion was seconded by Nanette. Motion carried.

F. Water Meter Check

It was noted that the water company would be checking the meter on September 29th at 10 a.m.

G. Annexation Review

Hoil presented in writing the attorney's response to his review of our annexation documents.

H. Other

Wanda Woolen said her roof was repaired and the interior work could be scheduled.

R.D. Herbert Roofing had still not been to Mr. Mohammad's unit.

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SEPTEMBER 21, 2004**

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The next meeting was set for October 19, 2004.

There being no further business to discuss, the meeting was adjourned at 6:31 p.m.

Myrte Veach, President - 3/05

Nanette Holbrook, Vice President - 3/07

Glenn Mizell, Treasurer - 3/06

Patricia Watkins - 3/06

Bill Brewer, Member - 3/05

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

OCTOBER 19, 2004

The Mooreland Estates Board of Directors met on October 19, 2004, in the Mooreland Estates Clubhouse.

Board Members present were:

Myrte Veach, President
Nanette Holbrook, Vice President
Glenn Mizell, Treasurer
Bill Brewer, Member
Tricia Watkins, Member

Hoil Crowe was present to represent Westwood Management.

The meeting was called to order at 5:31 p.m.

The September 21, 2004, Meeting Minutes were approved upon a motion made by Bill, and seconded by Nanette. Motion carried.

The September 30, 2004, Financial Reports were reviewed and approved upon a motion made by Nanette, and seconded by Glenn. Motion carried. The Board read the request of Ms. Fowler to waive her later fees due to extenuating circumstances. After some discussion, the Board unanimously denied her request.

UNFINISHED BUSINESS

A. CC&R's Amendment

Hoil reported that 107 homeowners had completed the ballot and voted affirmatively for the proposed amendment. The Board will continue to collect ballots.

NEW BUSINESS

A. Repairs & Maintenance Update

The Board reviewed the repairs-in-progress report. Hoil stated that Rob Walker's roof replace would begin in the next two weeks. Furthermore, the Board reviewed estimates for the painting of the Caswell home. Prices were presented with and without siding. The Board asked Hoil to request a bid from John Stinson Painting.

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B. Committee Reports

Communication - Tricia informed everyone that she had not purchased the tree in memory of Walt Hartzell. She was waiting on Home Depot to replenish their supply. Jeff Frey has offered to plant the tree.

Landscaping – Nanette approved the mulching of the front entrance and the clubhouse beds.

Capital Asset and Budgeting – Myrte informed the homeowners that the committee had completed the report several weeks early, and she presented an abbreviated version of the report. The committee was thanked for their dedication and efforts

C. Proposed Financial Statement Format

The Board reviewed Glenn's proposed financial statement format changes for the upcoming year. The changes are primarily on capital expenditures and budgeting.

D. Draft Operating Budget

The Board reviewed the 2005 Draft Operating Budget. A follow-up meeting was set for November 9, 2004.

E. Insurance Discussion

Hoil reported that several homeowners had contacted him regarding insurance coverage. He suggested that all homeowners present their insurance provider a copy of the governing documents and asked that they be insured to the level enumerated. Their agents are free to call Nationwide Insurance (the association's carrier) with any questions. It was also suggested that homeowners could request a bid from Nationwide for their portion of the insurance.

F. Other

The Board asked Hoil to send a letter to Public Works regarding the sediment runoff from the new development adjacent to Mooreland Estates.

It was noted that the gutter behind 7030 Tartan needed to be replaced as well as the windows need painting.

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F. Other (cont.)

It was reported that a sink had been left in the tree line by the field.

Hoil will ask the lawn care company to cut the grass by 502/503 Sunberry.

Nanette stated she had purchased the pots so that the fence could be installed. The Board would now like pricing for a vinyl fence rather than wood as was previously bid and approved.

The next meeting was set for November 16, 2004.

There being no further business to discuss, the meeting was adjourned at 6:28 p.m.

Myrte Veach, President - 3/05

Nanette Holbrook, Vice President - 3/07

Glenn Mizell, Treasurer - 3/06

Patricia Watkins - 3/06

Bill Brewer, Member - 3/05

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

NOVEMBER 16, 2004

The Mooreland Estates Board of Directors met on November 16, 2004, in the Mooreland Estates Clubhouse.

Board Members present were:

Myrte Veach, President
Glenn Mizell, Treasurer
Tricia Watkins, Member

Nanette Holbrook, Vice President
Bill Brewer, Member

Hoil Crowe was present to represent Westwood Management.

The meeting was called to order at 5:26 p.m.

The October 19, 2004, Meeting Minutes were approved upon a motion made by Bill, and seconded by Nanette. Motion carried.

The October 31, 2004, Financial Reports were reviewed and approved upon a motion made by Nanette, and seconded by Tricia. Motion carried.

UNFINISHED BUSINESS

A. Budget Ratification

Upon a motion made by Glenn, and seconded by Bill, the Board approved the abolishment of the 2005 early payment discount. This action will set the association's maintenance fee at a flat rate of \$210 per month, per homeowner. Motion carried. The Board also ratified the previously discussed 2005 operating budget upon a motion made by Glenn, and seconded by Nanette. Motion carried.

NEW BUSINESS

A. Other

Myrte and Glenn reported that the homeowner at 401 Flowerwood Court had been involved in a serious car accident November 15, 2004, at the intersection of Moores Lane and Mooreland Boulevard. Unfortunately, her 2-year-old son was killed in the accident. The Board and the communication committee will work together to try and ascertain how best to help the family.

Due to these extenuating circumstances, all other non-essential matters to be discussed at the meeting were deferred. The members were invited to attend a memorial service beginning at 7 p.m. at a Franklin Road church.

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The December Meeting may be cancelled due to the holidays; however, a meeting will certainly take place on January 18, 2005.

There being no further business to discuss, the meeting was adjourned at 5:43 p.m.

Myrte Veach, President - 3/05

Nanette Holbrook, Vice President - 3/07

Glenn Mizell, Treasurer - 3/06

Patricia Watkins - 3/06

Bill Brewer, Member - 3/05