

BHOA BOARD MEETING MINUTES

September 18, 2006

The meeting was held in Phil Stack's home.

ORDER OF BUSINESS

Meeting called to Order

7:35p.m.

Attendance

The board members present were Dean Holmes, Phil Stack, Alan Pollock, Terri Schmidt, Rowell Sargeant, and Judy Minton. Chris Wertzberger arrived shortly after 8 p.m. due to work related situations. Susan McCann and Mike Roman were absent due to scheduling conflicts. All three notified Dean beforehand. Kurt Pitzer, owner of Pitzer's Lawn Maintenance, was invited to the meeting to discuss plans for the frontage and west entrance.

Approval of Minutes

August 28TH Minutes were approved including 3 attachments from the treasurer, i.e., Policy & Procedures for submitting Bills and making Payments for NSC, Policy for Expense Reimbursement, and Procedures for Verifying the Accuracy of the Monthly Financial Statements.

OLD BUSINESS

Directories

Dean reported that according to Robin Markwell 104 directories have been ordered. Two hundred will be printed. Directories are scheduled to be printed and should be in the block captain's hands for distribution by the end of the week. After some discussion, the decision was made to leave the directory order form on the information update sheets. The distribution and collection of payment for the directories will be the responsibility of the block captains.

150th Frontage

Dean and Kurt Pitzer walked the frontage area on Friday (9/15/06). Pitzer had previously submitted a bid for the frontage and entrance work totaling \$8833. Dean reported that there were still some sunken areas (40-50 ft.) near the east gate, and final inspection by the Department of Public Works will not take place for a couple of months. Dean said he would continue to stay in touch with the inspector. Dean also reported the homeowner Cheryl Kreplin had requested 3-5 trees to be planted along the 150th frontage of her property, specifically along the fence line. Kurt Pitzer went through the information on their bid for the work to be done. They suggest 19 cedars to fill in gaps along the frontage from West to East, including the west entry of Brasswood. Six trees planted on the top area, with 4-5 behind the Kreplin home. Vines on the fence line along the gated

community frontage were also suggested to lessen the small gaps where additional trees would not fit. There are 8 stumps to grind. Deciduous trees sycamores (3) and redbuds (5) would also be used to fill in gaps for a more continuous look. It was also recommended that the island in front of the Brasswood sign at the west entrance be redone so that it's easier to read. A raised platform at the nose with dry-stack stone, seasonal flowers, lirope (monkey grass) was suggested. Crepe myrtles would be used at the sides. The Boston ivy on the walls of the east entrance needs to be removed. The Gates area needs some trees to fill in gaps behind houses 2, 3, & 4—these are included in the 19 cedar count, according to Kurt. The property line between the 4 acres owned by Dan Pape and Brasswood located at the west entrance needs to be determined, for landscaping purposes. The east entry island is smaller and needs to be thinned out, while the board feels the west entrance needs more foliage, i.e., trees, flowers, rocks, so that it compliments the east entrance. Phil asked about the possibility of breaking the work into 2 parts, but Kurt said there would be no savings in doing that. The complete job could be done in October in about a week to a week and-a-half, or it could be broken into 2 parts, a portion this October with the rest to be completed in early Spring of 2007. Rowell asked about the possibility of private donation of “dedicated” trees. Dean told him that one or two people were willing to do that this past year.

Dean has also checked several other landscape companies (TLC, Dig This, etc.) and found prices were comparable. The board agreed that it would be better to use Pitzer's since they already maintain the common areas, the frontage, and certain other elements of the neighborhood. Voting is postponed until Chris can be here to discuss the availability of funds.

Transfer Fee

Rowell stated that NSC needs to get notice to all the Title Companies about the handling of the transfer fee. NSC also adds an additional \$20 fee.

Non Profit Document

Alan reviewed the draft of the document from NSC that would change the association's status from business to non-profit for tax purposes, and says it needs some “cleaning up” before it is ready for our signatures.

Street Repairs

Dean is scheduled to have a one-on-one meeting with Councilman Ryan on Wed. We have a commitment for the repair of 147th from Collingwood to Brasswood Parkway, but are making additional efforts to obtain work on more streets that are in disrepair.

150th Update

Work on 150th bridge is scheduled to be completed by the end of October.

Gusta's yard and mailbox

The yard has been mowed and mailbox is back in place, but not repaired.

Halloween Festivities

Bev Ahlefeldt will handle again this year. Dean showed us the flyer from last year and said that there was a good turn out. Several other board members concurred. The board approved the \$75 budget.

Maintenance Day

Maintenance day is scheduled for Sat. 9/30 from 9a.m. till noon. Mike Roman is the chairman. The drainage ditch in the common area will be cleaned and the chipped white paint on the curbs at the east entrance will be removed. Ernie Prudhom is helping with the transportation of the rented equipment needed. There is also a piece of jagged PVC pipe located at the base of the playground in the commons area that several parents have expressed concern about. They feel their children might be injured if they fall and hit the pipe. The pipe will be cut so that it's flush with the ground.

Reconvening the Pitzer bid and Other Capital Improvements

After Chris's arrival, the board resumed discussion of the Pitzer bid. Chris says that we have a \$22,000 balance at the present time. We still have the completion of the pool area (Easley Improvement Corp.) bid for work that will be done in October. (\$2100)

The insurance cost was down \$5400 from the budgeted amount. The delinquent letters for late dues went out the 1st week of Sept. The total for all proposals is \$13,400.

Priority of expenditures is:

1. Installation of lamps (\$1500) which have already been purchased. (Dean brought one for display).

2. A motion was made to approve \$6000 of the \$8833 bid—subject to availability of funds.

This would cover the 19 cedar trees, removal of 5 stumps, and work on the W entrance. Motion carried.

3. A motion was made to approve \$1000 for decorative lighting and installation at the West entrance. The board approved the motion, however, any additional expenditures would be subject to Chris determining availability of funds when he sees the next monthly bank statement. Total amount approved was \$7000.

Audit for the fall

We need to get RFP (Request for Proposals) from accountants. Chris said he would draft the correspondence indicating the requirements for the audit. Rowell will obtain the names of two accountants/CPAs, and Dean indicated he would contact one or two accountants/CPAs as well.

Special Assessment

4 homeowners have not paid their assessment.

Delinquent list

Delinquent list has improved, and we expect more improvement by the October meeting, now that the late fee notices are being mailed.

NEW BUSINESS**Website**

Dean handed out flyers highlighting the Neighborhood Services Corporation Enhanced website, and the options available with the website. Dean suggested that future boards may want to explore the use of the website since homeowners can pay their dues by credit card over the website.

CLOSING REMARKS

Dean mentioned that we probably won't need to schedule meetings for November or December, unless something major occurs. Future meetings will be discussed in October now that two of the board members are faced with scheduling conflicts.

Next Meeting

Next meeting is scheduled for October 17, at 7:30 at Susan McCann's home.

Meeting adjourned at 9:30 p.m.