

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES
NOVEMBER 27, 2007**

The Mooreland Estates Board of Directors met on November 27, 2007, in the Mooreland Estates Clubhouse, at 4:45 p.m.

The following Board Members were present: Glenn Mizell - President, Dick Bray – Vice President, Patricia Watkins - Sec/Treasurer, Bill Brewer – Member, Paul Carter - Member.

Hoil Crowe was also present to represent Westwood Management.

The October 16, 2007, Meeting Minutes were approved upon a motion made by Paul, and seconded by Dick. Motion carried.

The financial reports through October 31, 2007, were reviewed and approved upon a motion made by Bill, and seconded by Trish. Motion carried.

UNFINISHED BUSINESS

A. Capital Program

1. Roof Replacements

The Board elected to forgo any future roof replacements this year and use the funds elsewhere.

2. Phase II & III Painting

Only punch list items remain on Phase III. Do It All Handymen has completed all major repairs.

3. Gutter / Shutters

No major replacements have been identified at this time.

4. Sidewalks / Curbs

The board replacement on the bridges has begun. Dick reported at the last meeting that he thought they could be completed by the first part of December. Cornerstone completed the curb replacement on Reed Court last month.

5. Street Patching

No report at this time.

6. Trees/Landscaping

The Landscaping Committee is compiling a list of additional pruning and removals needed for the summer. It was noted that the drought had taken its toll on several common area trees. Volunteers had helped to remove some. Others remain.

7. Retaining Wall

No report at this time

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8. Contingency

No report at this time

B. Fire at Vineland Court

Hoil reported that the construction continued to move along quickly. Still some questions remained regarding the “extras” these model units had when originally built and whether the insurance company planned to cover these items. No final decision had been made.

C. Repair & Maintenance Update – The Board reviewed and approved the repair and maintenance log.

D. Committee Reports

1. Communication – Trish reported the newsletter was ready for delivery.
2. Landscaping – The Committee was preparing to install the Christmas decorations.
3. Governing Docs – The Committee is planning to start back up after the New Year begins.
4. Street – Dick reported that they had secured a bid for paving repairs and that he had asked the Board if they would like the paver to come to a future meeting and present a report on the status of the Mooreland streets. The Board agreed and he will ask the gentleman to attend the next Board meeting in January.
5. Clubhouse Interior – More plans will follow in the New Year. Glenn reported that Amy would be stepping down as the clubhouse rental person and the duties would need to be reassigned January 1st.
6. Swimming Pool – No formal report was given.
7. Capital – No formal report was given.

NEW BUSINESS

A. Communications with Property Manager

The Board discussed the letter received from the Rimlingers and Hoil informed them of his proposed response. The Board agreed and Hoil will send it to Glenn to review prior to mailing.

Hoil will ask Mike Huff with CAU Insurance to join us for the February Board meeting.

The Board noted the POD on Rosewood had finally been removed.

B. Budget Approval

- a) The budget for 2008, as prepared by Westwood Management and reviewed by the MEHOA Board, is hereby adopted. The 2008 budget will maintain the same funding level per unit per month as the 2007 budget - \$260.00. If payment is made on or before the 5th of each month, the member is granted a \$30.00 prompt payment discount.

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NEW BUSINESS – CONT.

- b) The Capital Budget for 2008 will be determined by multiplying the remaining cash balance as of January 1, 2008 by eighty-five percent (85%). The fifteen percent (15%) not allocated to the 2008 Capital Budget will be set aside as a cash reserve. As there will not be sufficient funding to fund the planned 2008 Capital Budget, the amount allocated to the 2008 Capital Budget will be treated as Contingency and not allocated to specific areas of the budget. The lone exception to this plan will be the \$1,136.78 remaining in the Clubhouse Renovation Fund which represents the balance remaining from the proceeds of the Garage Sale in June 2007.
- c) Effective December 1, 2007, it shall be the policy of the Mooreland Estates HOA to implement full cost recovery of service calls / investigations / maintenance activities deemed to be the homeowner's responsibility. If a maintenance request is made by a HOA member, the management company is directed to inform the member that should the requested maintenance not be determined to be the responsibility of the Association, the charge for the investigation, or work performed, will be charged to the Member's account.
- d) Effective December 1, 2007, the management company is directed to obtain prior approval of a majority of the Board members before authorizing any contract service, maintenance service, or any payment in excess of \$500.00. Payments for utilities, insurance, monthly pool maintenance, annual permits, tax returns, audits, pest control, emergency repairs, and phones will not require prior written approval.
- e) The members of the Street Committee of Mooreland Estates HOA has been meeting during 2007 to determine the most appropriate course of action regarding the maintenance of the Association's streets. The Street Committee has engaged a street paving contractor, PaveCoat, to assess the status of our streets. The report is expected to be available on or before January 10, 2008. To provide sufficient notice to our members, the Board directs Westwood Management to notify our members the results of the report will be available at the January 15, 2008 HOA Board meeting. If possible, a representative from the contractor should be present to discuss the report as well. The Board will consider recommending a special assessment to the membership at the January 2008 HOA Board meeting on January 15, 2008.

C. Other

The question was raised by Trish could we develop the open space near the railroad tracks into a soccer field and rent it for profit.

There being no further business to discuss the meeting was adjourned at 5:47 p.m.

The next meeting will be January 15, 2008.

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES
OCTOBER 16, 2007**

The Mooreland Estates Board of Directors met on October 16, 2007, in the Mooreland Estates Clubhouse, at 5:57 p.m.

The following Board Members were present: Glenn Mizell - President, Dick Bray – Vice President, Patricia Watkins - Sec/Treasurer, Bill Brewer – Member, Paul Carter - Member.

Hoil Crowe was also present to represent Westwood Management.

The September 18, 2007, Meeting Minutes were approved upon a motion made by Paul, and seconded by Trish. Motion carried.

The financial reports through September 30, 2007, were reviewed and approved upon a motion made by Dick, and seconded by Paul. Motion carried.

UNFINISHED BUSINESS

D. Capital Program

1. Roof Replacements

The Board elected to forgo any future roof replacements this year and use the funds elsewhere.

2. Phase II & III Painting

Phase III painting should be completed by month's end. It has been delayed during August due to extreme heat. Only 3 houses and the punch lists remain. Do It All Handymen has all completed all major repairs.

3. Gutter / Shutters

No major replacements have been identified at this time.

4. Sidewalks / Curbs

The board replacement on the bridges has begun. We are trying and schedule these to be completed as soon as possible, in light of a recent fall by a homeowner. Cornerstone has completed the curb replacement on Reed Court.

5. Street Patching

No report at this time

6. Trees/Landscaping

The Landscaping Committee is compiling a list of additional pruning and removals needed for the summer. It was noted that the drought had taken its toll on several common area trees.

7. Retaining Wall

No report at this time

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8. Contingency

No report at this time

E. Fire at Vineland Court

Hoil reported that the construction continued to move along quickly. The affected homeowners seemed to be please with the progress and Hoil was helping to facilitate a meeting with all of them and the contractor to discuss their individual design changes.

F. Repair & Maintenance Update – The Board reviewed and approved the repair and maintenance log.

E. Committee Reports

1. Communication – Trish stated she was working on a newsletter to go out before Christmas.
8. Landscaping – The Committee met recently and will be replacing several trees. Volunteers are needed.
9. Governing Docs – The Committee is planning to start back up after the New Year begins.
10. Street – Dick stated the Committee had met and elected Chuck Rimlinger as the Chairperson. As well, they were able to get a paver out and they are awaiting his bid. They are considering asking the Board to hire a knowledgeable attorney to determine if our street maintenance has a chance of being assumed by the City of Brentwood.
11. Clubhouse Interior – More plans will follow in the New Year. The carpets are scheduled to be cleaned.
12. Swimming Pool – No formal report was given.
13. Capital – No formal report was given.

NEW BUSINESS

D. Communications with Property Manager

Hoil reported that he had not received any additional information on the sprinkler reimbursement for 7021 Tartan Drive. The Board asked Hoil to proceed with billing him.

Glenn stated that the President of Mooreland II had approached two boys camping by the water tower who said they had received approval from the President of Mooreland I. Glenn assured him that this was not the case, and the boys did leave.

It was noted that there are cables strewn above ground through Phase I and II. Hoil will contact Bellsouth and Comcast.

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NEW BUSINESS – CONT.

The Board was updated on the status of the POD left on Rosewood Court and asked Hoil to alert the homeowners to have it removed no later than October 31, 2007.

Glenn presented a request from a charitable organization to use the common area next to the railroad tracks to sell Christmas trees. With an assurance that the property would be returned to its current condition the Board agreed, pending City zoning/codes approval. (Note: Subsequent to the meeting, the organization was informed by the City of Brentwood that our OSRD zoning would not permit this type of use in our common area so the request was withdrawn.)

E. Other

The Board agreed to meet November 8, 2007, for a budget meeting.

There being no further business to discuss the meeting was adjourned at 7:23 p.m.

The next meeting will be November 20, 2007.

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES
SEPTEMBER 18, 2007**

The Mooreland Estates Board of Directors met on September 18, 2007, in the Mooreland Estates Clubhouse, at 5:48 p.m.

The following Board Members were present: Glenn Mizell - President, Dick Bray – Vice President, Patricia Watkins - Sec/Treasurer, Bill Brewer – Member, Paul Carter - Member.

Hoil Crowe was also present to represent Westwood Management.

The August 21, 2007, Meeting Minutes were approved upon a motion made by Paul, and seconded by Trish. Motion carried.

The financial reports through August 31, 2007, were reviewed and approved upon a motion made by Bill, and seconded by Dick. Motion carried.

UNFINISHED BUSINESS

G. Capital Program

1. Roof Replacements

The Board elected to forgo any future roof replacements this year and use the funds elsewhere.

2. Phase I & II Painting

Phase III painting should be completed by month's end. It has been delayed during August due to extreme heat. Only 3 houses and the punch lists remain. Do It All Handymen has all completed all major repairs.

3. Gutter / Shutters

No major replacements have been identified at this time.

4. Sidewalks / Curbs

The board replacement on the bridges has begun. We are trying and schedule these to be completed as soon as possible, in light of a recent fall by a homeowner. Cornerstone will complete the curb replacement on Reed Court this month.

5. Street Patching

No report at this time

6. Trees/Landscaping

The Landscaping Committee is compiling a list of additional pruning and removals needed for the summer. It was noted that the drought had taken its toll on several common area trees.

7. Retaining Wall

No report at this time

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8. Contingency

No report at this time

H. Fire at Vineland Court

Hoil reported that the framing continued to move along quickly. He stated that he, Bill, Paul and Chuck Rimlinger had met with the contractor on a few occasions to discuss certain construction issues. Additional meetings are inevitable. He stated that the contractor was still hoping to complete the job in November; however, he did acknowledge he was about two weeks behind schedule due to the extreme heat.

I. Repair & Maintenance Update – The Board reviewed and approved the repair and maintenance log.

F. Committee Reports

1. Communication – Trish asked the Board if they wanted a 4th quarter newsletter. At this time she did not have enough information.
14. Landscaping – There was no formal report given, although Trish asked if the committee would be surveying the individual homeowners' lots for maintenance issues.
15. Governing Docs – No formal report was given.
16. Street – Dick stated the committee was still asking for new members. Paul asked the Board to consider making a decision regarding the streets – whether to assess now or wait and raise fees. A consensus could not be reached. The matter was deferred.
17. Clubhouse Interior – Amy showed the Board a new book she was leaving for renters of the clubhouse advising them of rental policies and procedures (including photographs). The Board thanked her for all her hard work.
18. Swimming Pool – No formal report was given.
19. Capital – The committee will have its report ready for the October meeting.

NEW BUSINESS

F. Communications with Property Manager

Last month, the Board reviewed and approved the sunroom addition requested by 7039 Tartan Crest, pending the approval of his neighbor. Hoil stated that he had received the neighbor's approval and had sent Mr. Patel an approval letter on behalf of the Association.

Several homeowners had expressed their displeasure regarding the irregularity of mowing the lawn. The Board stated that due to the drought a large portion of the grass did not need to be mowed on a weekly basis. Every cut that was skipped the Association saved over \$1,100.

Due to the recent rains, the moratorium on watering was lifted.

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NEW BUSINESS – CONT.

G. 7021 Tartan Drive – Sprinkler

Hoil reported that the above-mentioned homeowner had responded regarding his sprinkler usage and was apologetic. He stated that he had spoken to his sprinkler service provider who would provide him with an estimate of his annual water usage from his sprinkler. He was to reply by month's end.

H. Other

Trish stated that several homeowners had asked her how long the POD was going to remain at the end of Rosewood Court. It was already past the estimated date to be moved. Hoil will contact Jeff Frey.

It was noted that there are several broken boards on the back of the retaining wall fence.

There being no further business to discuss the meeting was adjourned at 6:33 p.m.

The next meeting will be October 16, 2007.

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES
AUGUST 21, 2007**

The Mooreland Estates Board of Directors met on August 21, 2007, in the Mooreland Estates Clubhouse, at 6:00 p.m.

The following Board Members were present: Glenn Mizell - President, Patricia Watkins - Sec/Treasurer, Bill Brewer – Member, Paul Carter - Member.

Hoil Crowe was also present to represent Westwood Management.

The July 21, 2007, Meeting Minutes were approved upon a motion made by Paul, and seconded by Bill. Motion carried.

The financial reports through July 31, 2007, were reviewed and approved upon a motion made by Bill, and seconded by Dick. Motion carried.

UNFINISHED BUSINESS

J. Capital Program

1. Roof Replacements

The Board elected to forgo any future roof replacements this year and use the funds elsewhere.

2. Phase I & II Painting

Phase III painting should be completed by month's end. Do It All Handymen is all but finished at this time. The Board reviewed and approved the siding reimbursement of Jeff Graves for \$510.

3. Gutter / Shutters

No major replacements have been identified at this time.

4. Sidewalks / Curbs

The board replacement on the bridges has begun. We are trying and schedule these to be completed as soon as possible, in light of a recent fall by a homeowner.

The Board approved for Cornerstone to complete the curb replacement on Reed Court and the sidewalk replacement on Vineland Drive. Upon further discussion the Board decided to defer the sidewalk replacement until a later date. Cornerstone will begin the curb replacement in September.

5. Street Patching

No report at this time

6. Trees/Landscaping

The Landscaping Committee is compiling a list of additional pruning and removals needed for the summer.

7. Retaining Wall

No report at this time

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MEETING MINUTES
AUGUST 21, 2007**

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8. Contingency

No report at this time

K. Fire at Vineland Court

Hoil reported that the framing had begun and was moving along quickly. He stated that he, Bill, and Paul had met with the contractor on a few occasions to remedy issues concerning drainage and such. Additional meetings are inevitable. He stated that the contractor was hoping to complete the job in November. Even in the extreme heat the framers continued to work. Hoil mentioned that the contractor had requested a mechanical draw to purchase the heating and air equipment prior to a price increase scheduled for 9/1/07. Actual pricing was not received by the meeting date; therefore, no decision was made.

L. Repair & Maintenance Update – The Board reviewed and approved the repair and maintenance log.

G. Committee Reports

1. Communication – Trish had been completed and delivered.
20. Landscaping – There was no formal report given.
21. Governing Docs – Glenn reported the committee will meet next month.
22. Street – Dick stated the committee was still asking for new members. There were no additional meetings or bids since the last meeting.
23. Clubhouse Interior – Although there were no meetings since July, the committee was still working on plans for their new improvement projects.
24. Swimming Pool – Jim reported that he still did not believe Langley & Taylor were servicing 5 days a week as contracted. Furthermore he stated he had concerns regarding algae in the pool and excessive leaves in the skimmers. Hoil stated that he had been contacted regarding the excessive leaves and L&T had attributed it to the drought. Hoil will speak with them about the concerns.

NEW BUSINESS

I. Communications with Property Manager

The Board reviewed and approved the sunroom addition requested by 7039 Tartan Crest, pending the approval of his neighbor.

Several homeowners had reported their displeasure regarding the watering moratorium put in place earlier in the month. They noted that although Franklin had imposed water restrictions Brentwood had not. Glenn educated everyone on the effects of a drought on a City's water supply and pumping ability, and he stated that he was certain water restrictions were forthcoming. After some further discussion, the watering days were changed to Tuesdays and Saturdays, and it was noted there was to be no car washing.

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AUGUST 21, 2007**

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NEW BUSINESS – CONT.

J. 7021 Tartan Drive – Sprinkler

Hoil reported that he had not heard back from the above-mentioned homeowners regarding his sprinkler usage. The Board asked him to follow up on the matter.

K. Other

It was noted that the painters continue to park on the street overnight. Hoil will contact them.

It was reported that the Dixon's have 6 vehicles in the overflow parking areas. Glenn noted that the rules do not limit the number of vehicles one may keep in overflow parking.

Street parking seemed to have improved overall, but is still a problem.

There being no further business to discuss the meeting was adjourned at 7:11 p.m.

The next meeting will be September 18, 2007.

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES
JULY 17, 2007**

The Mooreland Estates Board of Directors met on July 17, 2007, in the Mooreland Estates Clubhouse, at 6:00 p.m.

The following Board Members were present: Glenn Mizell - President, Patricia Watkins - Sec/Treasurer, Bill Brewer – Member, Paul Carter - Member.

Hoil Crowe was also present to represent Westwood Management.

The June 19, 2007, Meeting Minutes were approved upon a motion made by Paul, and seconded by Trish. Motion carried.

The financial reports through June 30, 2007, were deferred.

UNFINISHED BUSINESS

M. Capital Program

1. Roof Replacements

One roof remained to be completed under the capital budget. At the last meeting the Board of Directors considered four roofs that had been designated as needing replacement. The Board reviewed bids and after some discussion, the Board agreed to defer a decision until September to see if a higher need roof presented itself. Additional bids will be solicited.

2. Phase I & II Painting

Phase III painting is nearing the half-way point. Do It All Handyman has done a much better job staying ahead of the painters, but the costs are rising.

3. Gutter / Shutters

No major replacements have been identified at this time.

4. Sidewalks / Curbs

The board replacement on the bridges has begun. We are trying to schedule these to be completed as soon as possible, in light of a recent fall by a homeowner.

The Board reviewed and approved the bid from Cornerstone Concrete to complete the curb repair on Reed Court and the sidewalk replacement on Flowerwood Court.

5. Street Patching

No report at this time

6. Trees/Landscaping

The Landscaping Committee is compiling a list of additional pruning and removals needed for the summer.

7. Retaining Wall

No report at this time

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MEETING MINUTES
JULY 17, 2007**

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8. Contingency

No report at this time

N. Fire at Vineland Court

The footers have been completed and the block has been delivered for a couple of weeks. Apparently, the block laying crew has backed out of the job. The GC was actively working to line up another crew. Mary Rimlinger expressed her disgust in how long this stage of the construction was taking, and her concern that future phases will go just as slow. After some discussion, the Board agreed to a conference call or meeting with the contractor and express our concern and demand that some action be taken by week's end. The Board also requested an estimated completion date.

O. Repair & Maintenance Update – The Board reviewed and approved the repair and maintenance log.

H. Committee Reports

1. Communication – Trish reported that the newsletter was ready for editing.
25. Landscaping – There was a June 7th meeting. On July 28th the committee will have a general cleanup day and haul away the debris.
26. Governing Docs – No report given.
27. Street – The committee is waiting for estimates from vendors
28. Clubhouse Interior – The committee was working on plans for their new improvement project using the funds earned from the garage sale.
29. Swimming Pool – Langley & Taylor was contacted regarding the maintenance issues discussed at last month's meeting. Things seemed to have improved. It was reported that the water had been left on after one of their routine visits.
30. Capital Budget – Looking for new members.

E. Audit Status

Hoil reported that the Audit was completed and the report was presented to the Board of Directors.

NEW BUSINESS

L. Communications with Property Manager

The Board approved the painting reimbursement for the Brewers, Graves, and Harris'.

It was noted that the street parking had improved, but the problem still existed.

It was noted that Tartan Drive had been damaged by the Vineland Court contractors.

The Board agreed to set up a visit with Ms. Kelley to inspect her unit to determine if the debris had been removed. Hoil will contact the fire department too.

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NEW BUSINESS

A. Continued

More orange parking stickers were requested from Westwood Management.

It was noted that Pat Johnson needed a new water meter cover. We believe it was damaged by the lawn mowers. Hoil will contact them.

B. Clubhouse Rental Fee

Bill suggested that the Board consider raising the clubhouse deposit fee for non homeowners and reestablishing the rental deposit for owners. His position was that in the event of damage, it is easier to get the HOA reimbursed if we already have a deposit check. Glenn stated that the higher fee discouraged homeowners from renting the facility and that the HOA could easily assess the homeowners account for any damages. After some discussion, no immediate changes were implemented.

C. Other

The Board reviewed and approved the deck improvement submitted by 1637 Vineland Drive, and it was approved upon a motion made by Paul, and seconded by Trish. Motion carried.

There being no further business to discuss the meeting was adjourned at 7:15 p.m.

The next meeting will be August 21, 2007.

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES
JUNE 19, 2007**

The Mooreland Estates Board of Directors met on June 19, 2007, in the Mooreland Estates Clubhouse, at 6:00 p.m.

The following Board Members were present: Glenn Mizell - President, Dick Bray - Vice President, Patricia Watkins - Sec/Treasurer, Bill Brewer – Member, Paul Carter - Member.

Hoil Crowe was also present to represent Westwood Management.

The May 15, 2007, Meeting Minutes were approved upon a motion made by Bill, and seconded by Paul. Motion carried.

The financial reports through May 31, 2007, were reviewed and approved upon a motion made by Paul, and seconded by Bill. Motion carried.

UNFINISHED BUSINESS

P. Capital Program

1. Roof Replacements

One roof remained to be completed under the capital budget. At the last meeting the Board of Directors considered four roofs that had been designated as needing replacement. The Board reviewed bids and after some discussion, the Board agreed to defer a decision until September to see if a higher need roof presented itself. Additional bids will be solicited.

2. Phase I & II Painting

Phase III painting is well underway. Pressure washing has been completed and Do It All Handymen have been working feverishly to try and stay ahead of the painters.

3. Gutter / Shutters

No major replacements have been identified at this time.

4. Sidewalks / Curbs

The board replacement on the bridges has begun.

Hoil met with the Vineland Court contractors who have promised to put him in touch with the cement contractor working on the footers. The work can be performed in conjunction with the footers being poured.

5. Street Patching

No report at this time

6. Trees/Landscaping

The Landscaping Committee is compiling a list of additional pruning and removals needed for the summer.

7. Retaining Wall

No report at this time

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8. Contingency

No report at this time

Q. Fire at Vineland Court

Restoration Solutions had begun the excavation as promised. They laid-out the building site and began digging the footers. Before completion, they hit the old building footers, and after speaking with the City were told the old footers had to be removed. They compiled a bid and forwarded it to Nationwide, who approved the extra expenditure. After the old footers are removed, the site will be laid-out again and the new footers will be dug and poured.

- R. Repair & Maintenance Update – The Board reviewed and approved the repair and maintenance log. It was noted that 1611 Reed may have rotted wood on the rear of the house. It was also reported that 7038 Tartan Crest may have rotten trim on a kitchen window.

I. Committee Reports

1. Communication – No formal report was given. An upcoming newsletter was mentioned.
31. Landscaping – There is a June 7th committee meeting planned. The committee discussed and approved a policy for the consideration of the Board regarding contractor selection. They proposed that if the HOA is responsible for the removal / trimming of a tree in the common area, and solicits bids for such work, the HOA will only be responsible for an amount equal to said bid. Should a homeowner request the work be performed by a different contractor whose price exceeds the previous bid, the homeowner must pay the difference. After some discussion, the Board agreed.
32. Governing Docs – No report given.
33. Street – The committee is scheduled to meet in June, and is looking for new members. They are considering several methods for payment including the possible refund of gas tax dollars. Other thoughts included requesting that the City allow the HOA to use their current paving contractor, in hopes of taking advantage of their quantity discount.
34. Clubhouse Interior – The neighborhood garage sale was held on June 16th. It generated \$1,757 in proceeds and 32 volunteers participated. The car wash date will be determined later in the year.
35. Swimming Pool – The Board discussed and approved the continued use of the clubhouse bathroom through the end of the pool season. Jim reported that he was not convinced the pool was being cleaned as regularly as it should be. Hoil will contact Langley & Taylor regarding his concerns.

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J. Audit Status

Hoil stated that the audit would be completed by the end of the month.

K. Capital Reserve Analysis

The long range capital expenditure plan has been ordered. The Board discussed briefly their review of the 2008 Capital Budget proposal. Dick stated that he felt strongly that the street money \$12,450 should be added back in to the budget. The Board will submit their request to the Five Year committee by June 30th for their consideration in the 2008 Capital Budget.

NEW BUSINESS

M. Communication with the Property Manager

It was noted that 1623 Old Fowlkes Drive was still violating the parking on the street rule. A follow up letter will be sent.

It was also noted that the truck and trailer from 1608 Rosewood Drive still are occasionally parking in the street. A follow up letter will be sent.

Hoil was asked to send letters to the folks at 502 and 509 Sunberry regarding parking in the street.

There was some discussion regarding the new owners of 7015 Tartan running a business from their home. This is a violation of our governing documents and city codes. Rather than sending a letter, Dick offered to speak to them regarding the matter.

N. Drainage 7016-7022 Tartan Drive

Dick reported that he had looked at the drainage problem at this area and agreed the water was coming from a variety of locations (i.e. gutters, off the hill, and possible springs). He stated that Haji had looked at the problem and presented a solution. The Board again discussed whose responsibility such improvements would be, and generally agreed this was a homeowner problem. Dick suggested that perhaps the HOA could get involved enough to help facilitate a resolution. Hoil explained that an engineer looked at this very issue once before and submitted plans to the HOA, who in turn held meetings to explain the finding to the homeowners involved. Very few were interested. Carole Hallum said she still had the engineers report and offered it the Board for their consideration. They accepted. The matter was deferred until the reports could be reviewed.

O. Sprinkler reimbursement at 7021 Tartan Drive

Glenn stated that it had come to the attention of the Board that the homeowner at 7021 Tartan Drive had in fact installed a sprinkler system, as requested in 2005; however, had not complied with the HOA request for reimbursement and backflow testing. Hoil will contact the homeowner.

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P. Review of Past Attorney Opinions

Glenn stated that he had included a packet of past attorney opinions in the Board packages for their review.

There being no further business to discuss the meeting was adjourned at 7:53 p.m.

The next meeting will be July 17, 2007.

Glenn Mizell, President - 3/09

Dick Bray, Vice President - 3/08

Patricia Watkins, Secretary/Treasurer - 3/09

Bill Brewer, Member - 3/08

Paul Carter, Member - 3/10

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES
MAY 15, 2007**

The Mooreland Estates Board of Directors met on May 15, 2007, in the Mooreland Estates Clubhouse, at 6:00 p.m.

The following Board Members were present: Glenn Mizell - President, Dick Bray - Vice President, Patricia Watkins - Sec/Treasurer, Bill Brewer – Member, Paul Carter - Member.

Hoil Crowe was also present to represent Westwood Management.

The April 17, 2007, Meeting Minutes were approved upon a motion made by Paul, and seconded by Bill. Motion carried.

The financial reports through April 30, 2007, were reviewed and approved upon a motion made by Dick, and seconded by Paul. Motion carried.

UNFINISHED BUSINESS

S. Capital Program

1. Roof Replacements

One roof remained to be completed under the capital budget. The Board considered four roofs that have been designated as needing replacement. Conditional roof replacements may be performed later in the year as the budget allows. The Board reviewed bids ranging from \$3,750 to \$4,200. After some discussion, the Board agreed to defer a decision until September to see if a higher need roof presented itself.

2. Phase I & II Painting

Phase III pressure washing has begun and will be completed the week of May 22. Phases I and II will be completed with one Sharpton Painting crew while the others start the painting of phase III. The remaining balance to him will be paid at that time. Do It All Handyman has been on the property working and hopes to complete their phase III work in less than two weeks. The Board discussed the reimbursement of those homeowners in phase III who painted or sided their units previously and confirmed the process for reimbursement to the homeowners. Each homeowner will have to submit documentation of their cost and the HOA will reimburse each the lesser of their painting / vinyl cost or the HOA bid price from Sharpton painting.

3. Gutter / Shutters

No major replacements have been identified at this time.

4. Sidewalks / Curbs

The board replacement on the bridges has begun.

Hoil spoke with the Vineland Court contractor who agreed to submit an additional concrete bid for the curb and sidewalk replacement. The work can be performed in conjunction with the footers being poured.

5. Street Patching

No report at this time

**MOORELAND ESTATES
MEETING MINUTES
MAY 15, 2007**

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6. Trees/Landscaping

The Landscaping Committee is compiling a list of additional pruning and removals needed for the spring.

7. Retaining Wall

No report at this time

8. Contingency

No report at this time

T. Fire at Vineland Court

Restoration Solutions had the permit pulled in their name. The contractors hope to begin laying out the job by the end of the week and have equipment delivered to begin site preparation by the first of the following week.

Dick suggested that the Board meet to discuss the chronology of the project. Hoil will contact the group with a date and time.

- U. Repair & Maintenance Update – The Board reviewed and approved the repair and maintenance log. It was noted that the street sign at Vineland and Tartan had fallen. As well, it was noted that there was some rotten wood at 1625 Old Fowlkes. There is also a gutter in need on repair at 1629 Old Fowlkes.

L. Committee Reports

1. Communication – There were no committee reports presented so no newsletter was generated this month.
2. Landscaping – There was a clean up day for Old Fowlkes Drive on April 28th – much was accomplished. Over the last 14 months the committee has held over five similar clean up projects. The mulching and the planting at the front entrance should be completed by the end of the month.
3. Governing Docs – The Ballots were collected and the amendments passed and the document was signed and presented for recording.
4. Street – No report.
5. Clubhouse Interior – The deck, deck railing, and bridge railings were painted by volunteer labor. Another car wash fundraiser is planned for May 19th, and the Garage Sale is slated for June 16th.

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NEW BUSINESS

Q. Communication with the Property Manager

The Board discussed the letter and meetings they had with the owner of 1602 Rosewood Drive. His repairs are underway and painting will follow.

Hoil stated the he had spoken to Dan Bauer with Nationwide who confirmed he had spoken with the Rimlinger's attorney regarding the fire claim.

The Board also discussed the email from the Eggleston regarding the untimely paint prep work performed on their unit. Dick and Hoil reported that their exposed wood had been primed and that they were appreciative.

Hoil stated that the audit would be completed in June.

It was noted that someone was parking on the street at 7024 Tartan Drive, 1623 Old Fowlkes Drive and 1608 Rosewood Drive (with trailer).

R. 2008 Capital Budget

Glenn presented the Board with a proposed funding report to be reviewed by June 10th. Once the report is reviewed, he will submit it to the Five Year Plan committee by June 30th, for their consideration in preparing the 2008 Capital Budget.

S. Capital Reserve Analysis

The Board approved the expenditure of \$425 for a "Do It Yourself" reserve study kit. Once the kit is received, a committee will be established to complete the worksheets. The committee will work to complete project by February 1, 2008.

T. Other

It was noted that several complaints had been received regarding difficulty reaching the clubhouse reservation manager to rent the clubhouse. It was suggested that an assistant be appointed to help if Terry was unavailable for any reason. The need for a centralized calendar was mention. No action was taken at this time.

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MEETING MINUTES
MAY 15, 2007**

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There being no further business to discuss the meeting was adjourned at 7:13 p.m.

The next meeting will be May 15, 2007.

Glenn Mizell, President - 3/09

Dick Bray, Vice President - 3/08

Patricia Watkins, Secretary/Treasurer - 3/09

Bill Brewer, Member - 3/08

Paul Carter, Member - 3/10

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES
APRIL 17, 2007**

The Mooreland Estates Board of Directors met on April 17, 2007, in the Mooreland Estates Clubhouse, at 6:00 p.m.

The following Board Members were present: Glenn Mizell, Paul Carter, Dick Bray, Bill Brewer and Patricia Watkins.

Officer elections were held and the results were as follows: Glenn Mizell - President, Dick Bray - Vice President, Patricia Watkins - Sec/Treasurer.

Hoil Crowe was also present to represent Westwood Management.

The March 15, 2007, Meeting Minutes were approved upon a motion made by Paul, and seconded by Bill. Motion carried.

The financial reports through March 31, 2007, were reviewed and approved upon a motion made by Dick, and seconded by Paul. Motion carried.

UNFINISHED BUSINESS

V. 2006 Capital Program

1. Roof Replacements

Willis Roofing completed all scheduled roof replacements for the year. Conditional roof replacements will be performed later in the year as the budget allows.

2. Phase I & II Painting

The remaining items in phases I and II will be completed when Sharpton Painting has his crews in the neighborhood to begin pressure washing. He is aware that the color charts are to be in by April 20th; however, he has requested that he be allowed to pressure wash as soon as possible. Fifteen houses were identified as needing repairs prior to painting. Four have been completed in the last three weeks. Do It All Handymen will be back on the property this week.

3. Gutter / Shutters

No major replacements have been identified at this time.

4. Sidewalks / Curbs

The board replacement on the bridges has begun.

Hoil provided an additional concrete bid for consideration. Additional quotes are being sought for the curb and sidewalk replacement.

5. Street Patching

No report at this time

**MOORELAND ESTATES
MEETING MINUTES
APRIL 17, 2007**

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6. Trees/Landscaping

The Landscaping Committee is compiling a list of additional pruning and removals needed for the spring.

7. Retaining Wall

No report at this time

8. Contingency

No report at this time

W. Fire at Vineland Court

The sealed bids are expected by weeks end. The final overall contractor selection should be completed by Monday. Work is to begin immediately thereafter. Bill and Paul offered to help oversee the project.

- X. Repair & Maintenance Update – The Board reviewed and approved the repair and maintenance log. The Board asked Hoil to notify 1625 Old Fowlkes that they had 10 days to make the needed structural repairs to her chimney. If they are not completed the Board will complete them and bill her account for the charges.

M. Committee Reports

1. Communication – There were no committee reports presented so no newsletter was generated this month.
2. Landscaping – The entrance will be planted in mid May. Another cleanup day is scheduled for May 28th.
3. Governing Docs – Ballots are due by May 14th.
4. Street – No report.
5. Clubhouse Interior – There will be no garage sale in April. The committee will meet late in the month to make future plans.

NEW BUSINESS

U. Communication with the Property Manager

It was noted that June Case had died early in the month. The Board expressed their condolences

A request for siding repairs were made for two Flowerwood and Sunberry Court homes.

The Duncan's repairs were mentioned briefly. Hoil reported that the roof repairs had been called in and that Do It All Handymen were working on the estimate for her repairs.

Sally Tampien was congratulated by the Board of Directors for her recent Volunteer of the Year award from the YMCA.

**MOORELAND ESTATES
MEETING MINUTES
APRIL 17, 2007**

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V. 207 Flowerwood Court

The Board asked Hoil to communicate with the above-mentioned homeowner that the debris and clutter in her breezeway and garage are in violation of the Associations governing documents; specifically Article 6, section 9.

W. Comcast Changes

It was noted that Comcast is changing their station line up and a digital box may be required to maintain the same level of service. There was no definite answer as to whether the pricing will affect the bulk service now used by the Association.

X. Other

The Board approved the purchase of two umbrellas and four chairs for the pool.

There being no further business to discuss the meeting was adjourned at 7:13 p.m.

The next meeting will be May 15, 2007.

Glenn Mizell, President - 3/09

Dick Bray, Vice President - 3/10

Patricia Watkins, Secretary/Treasurer - 3/08

Bill Brewer, Member - 3/08

Paul Carter, Member - 3/09

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

MARCH 15, 2007

The Mooreland Estates Board of Directors met on March 15, 2007, in the Mooreland Estates Clubhouse, at 6:00 p.m.

The following Board Members were present:

Glenn Mizell, President
Paul Carter, Vice President
Dick Bray, Sec/Treasurer
Patricia Watkins, Member

Hoil Crowe was also present to represent Westwood Management.

Debbie Leddy, of the Williamson County Animal Control was present to discuss animal issues within the neighborhood. She informed the residents of their rights and of the services her department provides for the citizens of the county. She passed out information and business cards and offered her help in any way.

The February 20, 2007, Meeting Minutes were approved upon a motion made by Paul, and seconded by Dick. Motion carried.

The financial reports through February 28, 2007, were reviewed and approved by acclamation.

UNFINISHED BUSINESS

Y. 2006 Capital Program

1. Roof Replacements

Willis Roofing completed all the roofs prior to the meeting.

2. Phase I & II Painting

The remaining items in phases I and II will be completed when Sharpton Painting has his crews in the neighborhood to begin pressure washing. He is aware that the color charts are to be in by April 20th; however, he has requested that he be allowed to pressure wash as soon as possible. The Board decided to hold off on the pressure wash to allow the repair contractor to get started on repairs before painting.

3. Gutter / Shutters

Major gutter repairs are completed. Minor repairs remain. Clinard will increase the turn-around time as much as possible. Specialty colors will always be an issue. The Board will consider standardizing the color charts for gutter replacements in an effort to expedite replacements.

4. Sidewalks / Curbs

Bridges are to be completed by volunteer labor. The material has been delivered.

The repairs to the Reed Court curbing and the sidewalk at 410 Flowerwood have been postponed for a variety of reasons. While we await the insurance company's recommendation, Arnold Concrete presented a bid of \$4,000. Additional bids will be sought.

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MEETING MINUTES
MARCH 15, 2007
Page 2**

5. Street Patching

No report at this time

6. Trees/Landscaping

The Landscaping Committee is compiling a list of additional pruning and removals needed for the spring.

7. Retaining Wall

No report at this time

8. Contingency

No report at this time

Z. Fire at Vineland Court

Hoil reported that permits were expected at any time from the City. The list of required code improvements was being compiled and priced for submission to the insurance company and should be received any day as well. A more detailed report was to be presented at the annual meeting.

AA. Repair & Maintenance Update

N. Committee Reports

Committee reports will be given at the annual meeting. It was noted that the garage sale was planned for April 20th. It was also suggested that our next meeting be held outside due to the preparation for said sale. The Board agreed.

NEW BUSINESS

Y. Tartan Drive Parking

It was noted that parking along Tartan Drive, near the bus stop, was still an issue in the mornings. No immediate solutions were available.

There being no further business to discuss the meeting was adjourned at 7:20 p.m.

The next meeting will be April 17th, 2007.

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

FEBRUARY 20, 2007

The Mooreland Estates Board of Directors met on February 20, 2007, in the Mooreland Estates Clubhouse, at 6:00 p.m.

The following Board Members were present:

Glenn Mizell, President
Paul Carter, Vice President
Dick Bray, Sec/Treasurer
Bill Brewer, Member
Patricia Watkins, Member

Hoil Crowe was also present to represent Westwood Management.

The January 16, 2007, Meeting Minutes were approved by acclamation.

The financial reports through January 31, 2007, were reviewed and approved by acclamation.

UNFINISHED BUSINESS

BB. 2006 Capital Program

1. Roof Replacements

Willis Roofing has completed the bids for the next phase of roofs to be replaced.

2. Phase I & II Painting

Phase I storm windows damaged by the painter have been repaired. Only a few punchlist items remain. Phase II punchlist remains. Most items are related to "second coat" concerns. A few repair items remain, but the homeowners are responsible for most. Glenn and Hoil have reconciled work performed to the amount paid.

3. Gutter / Shutters

Major gutter repairs are completed. Minor repairs remain. Work orders submitted in November and December were completed and billed in January. Clinard Guttering has been asked to speed up their service. They regularly take a month to complete a work order. Only minor shutter repair/replacement remain.

4. Sidewalks / Curbs

Bridges are to be completed by volunteer labor. The material has been delivered. The repairs to the Reed Court curbing and the sidewalk at 410 Flowerwood have been postponed due to weather. They may be able to be completed in the next month; however, we have received word from the new insurance company that they will be submitting a list of other sidewalk repairs needed. In an effort to save money, these may be combined to make one bid job and replaced at the same time.

**MOORELAND ESTATES
MEETING MINUTES
FEBRUARY 20, 2007
Page 2**

5. Street Patching

No report at this time

6. Trees/Landscaping

The Landscaping Committee has just completed a \$1400 project to remove a Hemlock and prune and remove four other trees.

7. Retaining Wall

No report at this time

8. Contingency

No report at this time

CC. Fire at Vineland Court

Hoil reported that a meeting was held with the Board, the contractor, the architect, and the building representative Chuck Rimlinger. What came out of the meeting was that the Board agreed to proceed with the submission of the building plans to the City so that the project could get started as soon as possible. The final details regarding the breakout of costs between the homeowners association, the homeowners, and the required codes improvements to be paid by the insurance company can be worked out during the construction process. A codes improvement list was compiled by those present and submitted to the architect for pricing.

C. Repair & Maintenance Update

The Board reviewed and approved the monthly repair and maintenance update.

O. Bid Request

The Board reviewed the bids for the following roofs. Glenn stated he would email a list of 14 roofs that the budget would accommodate. The criteria was the oldest roofs would be replaced first.

401 Flowerwood Court	204 Flowerwood Court
410 Flowerwood Court	203 Flowerwood Court
409 Flowerwood Court	1622 Vineland Drive
210 Flowerwood Court	1601 Reed Drive
208 Flowerwood Court	1621 Old Fowlkes Drive
206 Flowerwood Court	1623 Old Fowlkes Drive
205 Flowerwood Court	1627 Old Fowlkes Drive
7017 Tartan Drive	1626 Volunteer Court
7024 Tartan Drive	

**MOORELAND ESTATES
MEETING MINUTES
FEBRUARY 20, 2007
Page 3**

P. 2007 Phase III Painting

The Board reviewed and approved the bid from Sharpton for the painting of phase III. The color charts will go out around the end of the month and the homeowners will have until April 10 to submit their selections. The Board agreed that Porter Paint should be used. The Board also reviewed and approved the letter that will accompany the color chart.

Q. Committee Reports

1. Communication

Trish reported that she was considering a teaser post card for the Annual Homeowners Meeting.

2. Landscaping

It was noted that the pruning and tree removal was completed and that the next meeting would be February 22nd. They will also be notifying the homeowners in phase III who need to trim their shrubs in preparation for painting.

3. Governing Documents

The proposed amendments were sent to the attorney for review. His response is expected any day. Ballots will be mailed to all homeowners in mid March.

4. Clubhouse Interior Renovation

There was a painting prep day January 27th, and the painting was completed shortly after. Everyone agreed that it looked great. Three thermostats were also changed. The Board unanimously approved the request for another garage sale to raise more money for the committee.

NEW BUSINESS

Z. Communication from Property Manager

The street light reimbursement check was calculated using a formula given by MTEMC and the checks were cut and mailed in early February

AA. 2007 Annual Meeting Agenda

The Board reviewed and approved the above-mentioned document.

BB. Proposed Revisions to the Clubhouse Rental Agreement

The Board reviewed the draft of the above-mentioned document, and after changing the deposit for non-homeowner residents from \$100 to \$200, they approved the amended form.

There being no further business to discuss the meeting was adjourned at 6:46 p.m.

**MOORELAND ESTATES
MEETING MINUTES
FEBRUARY 20, 2007
Page 4**

The next meeting will be March 15th, 2007.

Glenn Mizell, President - 3/09

Paul Carter, Vice President - 3/07

Dick Bray, Secretary/Treasurer - 3/08

Bill Brewer, Member - 3/08

Patricia Watkins, Member - 3/09

**MOORELAND ESTATES
BOARD OF DIRECTORS
MEETING MINUTES**

JANUARY 16, 2007

The Mooreland Estates Board of Directors met on January 16, 2007, in the Mooreland Estates Clubhouse, at 6:00 p.m.

The following Board Members were present:

Glenn Mizell, President
Patricia Watkins, Member
Paul Carter, Vice President
Dick Bray, Sec/Treasurer

Hoil Crowe was also present to represent Westwood Management.

The November 20, 2006, Meeting Minutes were approved upon a motion made by Paul, and seconded by Patricia. Motion carried.

The financial reports through December 31, 2006, were reviewed and approved upon a motion made by Patricia, and seconded by Paul. Motion carried.

UNFINISHED BUSINESS

DD. 2006 Capital Program

1. Roof Replacements

Willis Roofing completed the final 5 roofs in December. The next roof bids from Willis will be presented at the February meeting.

2. Phase I & II Painting

Phase I is basically completed. Several storm window issues remain. Sharpton stated that he damaged 4 sets of windows and has asked that we have those repaired and subtract the cost from his final payment. There are an additional 3 sets that were damaged before he removed them. Sharpton is down to the punchlist stage on phase II. Do it All has been unable to keep up the pace and this has slowed progress to some degree. The painting bid for phase III has been received.

3. Gutter / Shutters

We have begun a new list of gutters to be repaired/replaced. Clinard Guttering will be asked to make these repairs later this month.

Only minor shutter repair/replacements remain. They should be completed within a month as long as the weather cooperates.

4. Sidewalks / Curbs

Bridges are to be completed by volunteer labor. The material has been delivered. The repairs to the Reed Court curbing and the sidewalk at 410 Flowerwood have been postponed due to weather. They may be able to be completed this month; however, we have received word from the new insurance company that they will be submitting a list of other sidewalk repairs needed. In an effort to save money, these may be combined to make one bid job and will be replaced at the same time.

**MOORELAND ESTATES
MEETING MINUTES
JANUARY 16, 2007
Page 2**

5. Street Patching

No report at this time

6. Trees/Landscaping

The landscaping committee is collecting estimates for additional tree pruning.

7. Retaining Wall

No report at this time

8. Contingency

No report at this time

Dick stated that he was not pleased with the turn around time on some of the Association's repairs. He stated that it did not reflect favorably on those involved. It was suggested that non emergency repairs should take less than 30 days to complete. If contractors were unable to complete the job in a specified period of time then new contractors should be hired. The Board agreed, going forward, that contractors would be given 14 days to complete work orders.

EE. Fire at Vineland Court

Hoil stated that he had received a bid from the contractor to rebuild Vineland Court; however, it was not broken down as is required by insurance. The contractor was working to complete the new bid. Hoil also provided the Board with a time line of repair work and plan presentation as was submitted by the architect. The Board agreed a meeting between the contractor, architect, and the adjuster may be needed.

C. Repair & Maintenance Update

The Board reviewed and approved the monthly repair and maintenance update. It was noted that the painting of Ann Caswell's unit was at the punchlist stage.

R. Bid Request

The Board reviewed and approved the following roofs for bid:

401 Flowerwood Court	204 Flowerwood Court
410 Flowerwood Court	203 Flowerwood Court
409 Flowerwood Court	1622 Vineland Drive
210 Flowerwood Court	1601 Reed Drive
208 Flowerwood Court	1621 Old Fowlkes Drive
206 Flowerwood Court	1623 Old Fowlkes Drive
205 Flowerwood Court	1627 Old Fowlkes Drive
7017 Tartan Drive	1626 Volunteer Court
7024 Tartan Drive	

The Board asked Hoil to ask the roofer which style vent performs the best.

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MEETING MINUTES
JANUARY 16, 2007
Page 3**

S. 2007 Phase III Painting

It was noted again that the phase III bids for painting had been received, and it appeared that based upon this pricing, all could be completed as hoped. Hoil and Glenn had worked to rewrite the painting letters and the Board approved. The Board will consider a paint color change at the next meeting (Off White to Queen Ann Lace). The Board agreed Porter Paint should be used for the project.

T. Committee Reports

1. Communication

Trish reported that there was not enough information for a newsletter. It was noted that the increase in dues was posted on the reader board.

2. Landscaping

It was noted that the next meeting was February 15th.

3. Governing Documents

The amendments were completed by the committee and submitted and approved by the Board. They have now been sent to the attorney for review.

4. Clubhouse Interior Renovation

The Board unanimously approved Sharpton Painting's bid for the clubhouse interior to be funded from the money raised by the committee.

NEW BUSINESS

CC. Communication from Property Manager

Hoil stated that he had been contacted by the insurance company and had met with their risk assessor on the property. He stated his written recommendations would be forthcoming.

DD. Audit Engagement

The Board reviewed and approved the engagement letter from Larry Bishop to complete the December 31, 2006 audit.

There being no further business to discuss the meeting was adjourned at 7:17 p.m.

**MOORELAND ESTATES
MEETING MINUTES
JANUARY 16, 2007
Page 4**

The next meeting will be February 20th, 2007.

Glenn Mizell, President - 3/09

Patricia Watkins, Member - 3/09

Paul Carter, Vice President - 3/07

Bill Brewer, Member - 3/08

Dick Bray, Secretary/Treasurer - 3/08