

Hampton Cove Owners Association January 21, 2008 Board Meeting Minutes

Present: Robert Vigil, Brian Monroe, Russ Beshirs, Diane Harris D'Andrea, Teresa Snyder, Jose Sanchez, Blake Bentley, Katie Lyles, Cindy Norton, Donna Hays

Diane Harris D'Andrea called the meeting to order at 6:00. Introductions of the current and new board members and the staff followed.

The November 19, 2007 minutes were presented for approval.

Motion: Blake Bentley made a motion to approve and accept the November 19, 2007 minutes. Diane seconded the motion and the motion carried unanimously.

Donna Hays presented the financial statements for year-end 2007. She reported 1521 paid members for the year 2008.

Motion: Jose Sanchez made a motion to accept the financial statements, seconded by Brian Monroe and the motion carried.

Cindy Norton presented the year-end reports for the lawn care communities of Eastern Shore, Stoneleigh Terrace, and Mallards Landing. Positive ending balances were the result of savings due to pre-payment for chemical lawn service, collection of bad debt, interest, and accumulated late fees.

Motion: Blake made a motion to accept the year end statements of revenues and expenses for the three lawn care communities. Diane seconded the motion and the motion carried.

Donna Hays reported an update on the Arbor Woods playground. Money has already been appropriated and she is still getting bids on the site work and materials. She plans to get everything signed this week and get started once there is a break of good weather. It was decided to use the engineered wood fiber surface, the only material that allows for the playground to be wheelchair accessible.

The Twelve Stones Pond was the next item on the agenda. The Twelve Stone pond is the only natural pond in Hampton Cove whose water source was disrupted with street development. After discussion, it was agreed to have an engineer analyze the situation and give their recommendation before action is taken. Teresa Snyder volunteered her husband to assess the situation and give his opinion as well due to his expertise in this area. This item will be handled by the Water and Land Committee and they will bring a formal recommendation to the Board.

Election of Officers

Motion: Diane made a motion that Blake Bentley serve as HCOA president. Jose seconded this motion and the motion carried.

Motion: Brian made a motion that Reggie Spivey serve as the HCOA vice president. Jose seconded this motion and the motion carried.

Motion: Diane made a motion that Brian Monroe remain as HCOA secretary and treasurer in 2008. Blake seconded the motion and the motion carried.

Committee Assignments

A handout with the descriptions of the committees and proposed members was reviewed. It is attached and made part of these minutes.

Motion: Brian made a motion to accept the committee assignments as written. Teresa Snyder seconded the motion and the motion carried.

As of 2007, the Hampton House and the HCOA have been sending representatives to each other's meetings to improve the communication of these two entities that serve the same community. It was decided that every board member would take a turn and volunteer to attend at least one Hampton House meeting a year. Teresa Snyder agreed to attend the February 11, 2008 board meeting.

Cindy reviewed what the USDA representative presented at the annual meeting. She reported that the beaver situation had been taken care of in Deford Mill. There are still outstanding issues with the muskrats and geese. The item was tabled and sent to the Water and Land Committee for further research and they will bring their formal recommendation to the Board. A written report is attached and made part of these minutes.

Next on the agenda was a request to borrow money from the HCOA in order to pre-pay for chemical lawn service for the lawn care communities (LCC) of Eastern Shore, Stoneleigh Terrace and Mallards Landing. The HCOA will loan this amount to the LCCs allowing them to save 10% less 2% for the bond to ensure performance of contractor. These loans and prepayments have been made for three years.

Motion: Blake Bentley made a motion to loan the money to the LCCs without interest. Jose seconded the motion and the motion carried.

Next on the agenda was an in-home business application submitted by Donn Hall. It is an application for internet sales of guitar pedals.

Motion: Blake Bentley made a motion to approve Donn Hall's in-home business. Jose seconded the motion and the motion carried.

Motion: Brian Monroe made a motion to approve the minutes by signature within one week of the meeting. Robert Vigil seconded the motion and the motion carried.

The meeting was adjourned 7:10.

The HCOA staff has talked to all the board members regarding their committee interest for 2008. Based on that and experience we recommend the following for your approval.

Committees Recommendations

Chair and Members

Architectural Review

This committee is to meet regularly to review plans submitted for new construction, or to review property modifications to existing homes. Members of this committee shall have the discretion to approve or disapprove construction plans using the Association Covenants as the basis for their decisions. The HCOA Director serves on this committee. Three signatures are required for approval.

Requirements: Members will need to be able to meet on a regular basis or get by the office weekly to review plans as needed. Some site visits are required. The ability to read plans, and implement covenant restrictions.

Chair: Reggie Spivey

Members: Diane Harris D'Andrea,
Blake Bentley
Teresa Snyder

Finance and Long Range Planning

The purpose of this committee is to ensure the accuracy of financial reports, to manage funding of the Capital Reserve, and to promote the future financial well-being of the Association. The committee shall make recommendations to the Board regarding policies related to both short- and long-term funding. The members of this committee shall develop and document long-range plans for expenditure of Capital Funds. Expenditure of funds from the reserve must be approved by the HCOA Board.

Requirements: The recommended first task for this project is an intense and complete inventory with reasonable life span of all equipment, property, assets, buildings and trees. It is also needed for this committee to create a plan for permanent office building for the HCOA. Regular meetings will be required to research and develop a plan for the long term maintenance and improvement of the Hampton Cove Community.

Chair: Teresa Snyder

Members: Brian Monroe
Robert Vigil

Operations Review: Long Range Planning

The role of this committee is to review, provide oversight, and seek improvements in the daily business operation processes of the Association. This committee shall be responsible for seeing that the HCOA policy manual is maintained. The members of this committee shall make recommendations for improvements to the Board of Directors and shall document new and existing policies as necessary. This committee will be the oversight committee for liens, compliance processes, and guidelines for general operations related to the covenant and not covered by other committees. The lawn care contracts for three lawn care communities will fall under Operations Review, along with the contracts for common ground maintenance and all other maintenance for the Hampton Cove Community. This committee shall periodically report to the Board its progress and when necessary, obtain Board approval to implement process improvements.

Requirements:

Regular meetings should be held to review and consider ongoing and new issues as they arise.

Chair: Jose Sanchez

Members: Diane Harris
Kathy Jones

Nominating

The purpose of the committee is to ensure that a sufficient number of qualified candidates are present on the ballot to replace outgoing board members. This committee shall also provide assurance that a fair and ethical election process is conducted. The committee begins meeting in September to prepare for the upcoming board election which is held in November. The announcement of the new board members is made at the annual meeting in December. The HCOA Vice-President will serve as Chairperson on this committee.

Requirements: This committee solicits board involvement (and should solicit volunteers) for committee involvement on a regular basis. It should meet a few times a year to review potential candidates, review and interview candidates for nomination and assure to issuance of a valid ballot and voting procedure.

Chair: Blake Bentley

Members: All the Board?

<p><u>Water & Land Management</u></p> <p>The task of this committee is to monitor, preserve and improve the quality of HCOA waterways and common areas for the enjoyment and benefit of our Association members and their guests. The committee shall evaluate needs for land and lake water projects that improve quality and enjoyment of these common resources and make budget recommendations through the committee Chairperson to the HCOA Board. This committee shall create and arrange execution of plans approved by the Board of Directors that promote these objectives through the joint execution of contracts and recommendation with the Operations Committee.</p> <p>Requirements:</p> <p>This committee was new in 2006 and met several times to address seawalls, and other issues related to common ground and lakes. Several in depth projects need to be handled in this year like the Twelve Stones Lake, Wildlife Plan Implementation, Lake Water Treatment, general common ground management.</p>	<p>Chair: Robert Vigil</p> <p>Members: Russ Beshiers Kathy Jones Brian Monroe Jose Sanchez</p>
<p><u>2008 Ad Hock Playground Committee</u> to oversee the contracts and installation of the Community Playground at Arbor Woods.</p>	<p>Chair: Blake Bentley</p> <p>Members: Reggie Spivey Diane Harris Brian Monroe</p>