

**Hampton Cove Owners Association
Board Meeting Minutes
January 19, 2009**

Location: HCOA Office

Blake Bentley called the meeting to order at 6:07pm with a quorum present: B. Bentley, R. Beshirs, R. Vigil, J. Sanchez, K. Jones, C. Norton. T. Snyder arrived at 6:20.

Approval of the Nov. minutes was first on the agenda. Minutes were approved with one change and are attached. Motion to approve by R. Vigil, second by T. Snyder. Motion carried.

Discussion ensued regarding the item of committee assignments. A few changes were made and are reflected in the attached assignments. Motion to approve with changes was made by Blake/Robert.

R. Beshirs made a motion to elect officer for 2009 to be President: Blake Bentley, VP: Robert Vigil and Treasurer: Jose Sanchez. Robert seconded motion carried.

Water and Land was the next item on the agenda. Robert reported and handed out a project list for each committee member which is attached and made part of these minutes. He further reported progress of Whippoorwill Lake survey, and the waterfall. Kathy having accepted the task of being the clean up day coordinator discussed ideas to involve the schools and residents and the make it a Clean Up Week and assign the dates of March 8th-14th. More information will be forthcoming.

Operations Review was the next item on the agenda. C. Norton presented that a formal motion was never entered authorizing the prepayment of the chemical services for 2009, even though the committee agreed to renew this agreement one more year, in order to effectively investigate and write a scope of work for the 2010 chemical contract. Motion is attached made by Jose and seconded by Robert. Approved.

ARC was the next item on the agenda there was no report.

Finance and Long Range Planning: Teresa reported she had compiled information and would deliver to Russ as the 2009 chair tomorrow. Russ scheduled a committee meeting for Monday, Feb. 9th at 6:30, and he invited any interested board members or community members to attend. The meeting will be a HCOA office.

New Business:

Prior to the call to order Katie made the presentation of the attached report regarding current dues collections.

Russ made a motion to approve the in home business application of Milton Thompson, 3115 Stone Path lane, was approved, and is attached.

Old Business:

Kathy made a motion to turn the matter of landscaping at Eastern Shore to be done by Mark Anderson, over the HCOA attorney for follow-up. T. Snyder seconded the motion. Motion carried.

Robert V. made a motion to enter Executive Session for discussion at 7:20. Seconded by Jose Sanchez. Motion carried.

Board returned to Regular session at 7:45.

Russ B. made a motion to accept the amount of Donna's counter offer plus our cost of accounting, and authorize Blake and Reggie to resolve this issue, with 30 days. Jose seconded. Motion carried.

Blake made a motion to adjourn at 7:52.

Attached: Nov. 10 2008 minutes, Water and Land Assignment list, Chemical contract motion

January 2009, This committee recommendation is based on general input from board members, officers and staff, with the practice that Board Members serve in two primary functions, either two committees or a committee and officer position.

2009 Committees Recommendations

Chair and Members

Architectural Review

This committee is to meet regularly to review plans submitted for new construction, and 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. An additional priority for this committee is to write Community Wide Standards as called for by the covenant.

Chair: AJ Jattuso

Members:
Reggie Spivey
Blake Bentley
Teresa Snyder

Resident Volunteer:
Shirley Vigil

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: Russ Beshirs

Board Members:

Reggie Spivey
Robert Vigil
AJ Jattuso
Jose Sanchez
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 and 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?

Operations Review:

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: Lindsey (LP) Perry

Board Members:

Blake Bentley
Teresa Snyder
Jose Sanchez

Residents:

Tracey Thie

Water & Land Management

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.

Requirements:

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.

Chair: Robert Vigil

Members:

Lindsey Perry
Kathy Jones
Russ Beshirs

**Hampton Cove Owners Association
Board Meeting Minutes
November 10, 2008**

Location: HCOA Office

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

Vice President Reggie Spivey called the meeting to order at 6:00 with a quorum present.

The first item on the agenda was Approval of the October 20, 2008 meeting minutes. Robert Vigil moved to approve the minutes as written, Russ Beshirs seconded the motion and the motion carried.

The next item on the agenda was Water and Land Committee:

Robert Vigil reported that they have completed the internal work on the waterfall with exception of the controller and hope to have the water running tomorrow morning. They will have engineers come out and investigate any further issues.

The next item on the agenda was Operations Review:

Jose informed the group that the committee had executed successful contract negotiation meetings with the lawn care and grounds maintenance companies. He further made a motion to accept the contracts attached for execution, include these expenses in the 2009 budget but with separate lawn care fee parcel assessments. Diane seconded the motion. The motion carried.

The next item on the agenda was ARC Committee items:

Reggie Spivey reported that written pergola specifications were in process. Reggie reported that the committee had met and accepted some submissions while denying others. The committee was continuing in the pursuit of writing community wide standards to address several issues that have come to the forefront recently.

Russ Beshirs moved to make the Director position permanent and appoint Cindy Norton as Director. Jose Sanchez seconded the motion and the motion carried. It would be further discussed in executive session.

The next item on the agenda was the 2009 budget. Discussion ensued.

Blake Bentley moved to interview accounting firms for the HCOA before 2009 and that the Finance Committee develops a scope of work. Jose Sanchez seconded the motion and the motion carried.

Robert Vigil moved to raise the dues to \$355.00 for the 2009 Parcel Assessment and reflect the increase in the 2009 Budget, to be used in currently under funded categories. Diane Harris D'Andrea seconded the motion and the motion carried.

The next item on the agenda is compliance report. It is attached and made part of these minutes.

Blake Bentley moved to adjourn the regular session at 7:15. Robert Vigil seconded the motion and the meeting was adjourned.

The meeting moved into Executive Session at 7:15.

The Board came out of executive session at 7:50pm.

Blake Bentley and Jose Sanchez left the meeting during executive session.

Executive Session adjourned at 7:55pm.

Reggie Spivey made a motion that salaries and bonuses be approved as outlined in Executive Session.
The motion was seconded by Brian Monroe.
The motion passed unanimously.

Meeting adjourned at 8pm.

TASK LEADER ASSIGNMENTS FOR LAND AND WATER COMMITTEE

Robert Vigil

- Waterfall Repairs
- Providence Island
- Whippoorwill Lake Restoration

Kathy Jones

- Cleanup Day
- Replace Railroad Ties at Entrance Island

~~Jose Sanchez~~ *Puss* *J*

- Lake maintenance – chemical
- Wildlife control

Lindsey Perry

- Removal/ Replacement of Kentucky Fence
- Irrigation Plan

Operations Committee Item

This has been discussed in committee and board meetings but I would like to place it in a formal motion to authorize the Director to renew the chemical contract for Hampton Cove Common ground and Lawn Care Communities. In order to save 8% we will prepay the entire year for each community, and the common ground as listed below. A bond for performance will be required as it has been for the last three years. HCOA will subsidize three quarters of the lawn care communities portion to take advantage of the discount, which will be returned as the subsequent quarters are collected.

Mallard Landing	\$ 9,273.40
Eastern Shore-	\$16,808.40
Stoneleigh Terrace-	21,445.20
<u>Hampton Cove-</u>	<u>19,075.28</u>

Grand Total: \$66,602.28