

**Hampton Cove Owners Association Board of Directors meeting  
Jan. 18, 2010  
180 Old Highway 431, Suite F.**

The meeting was called to order by Blake Bentley at 5:55 pm with the following people present: Blake Bentley, Russ Beshirs, Lane Wilson, Kathy Jones, Robert Vigil, Jose Sanchez, AJ Jattuso and staff Cindy Norton and Nancy Cavalier

Robert Vigil made a motion to approve November minutes seconded by Jose, motion passed.

The next item was the election of officers. Blake opened the floor for nominations and Russ Beshirs made a motion to nominate Blake to continue as President. Robert Vigil seconded the motion. Blake accepted the nomination and motion passed.

Jose Sanchez made a motion to nominate Robert Vigil to continue as Vice President, Russ Beshirs seconded and the motion passed. Robert accepted.

Robert Vigil made a motion to nominate Jose to remain as treasurer, AJ seconded. Jose accepted and motion passed.

Blake motioned to amend the proposed meeting dates, as noted and to move the standing meeting to the fourth Monday of the month. AJ seconded motion passed.

Blake added that he has been asked to serve on forming alliance in the North Alabama area. This alliance will to represent the best interest of all homeowners in HOA's, who have been effected negatively by developers.

Discussion of committee chair appointments with the idea that existing chairs continue:  
Committee Descriptions follow minutes.

Architectural Review: AJ Jattuso Chair, Members: Blake, Jose, & Kathy

Finance & LRPlanning: Russ Beshirs Chair, Members: Robert, Lane, Kathy (Cynthia Streams)

Operations: Lindsey Perry Chair, Kathy, Jose,

Nominating: All board members

Water & Land Management: Robert, Lane, Lindsey, Russ

Chuck Saunders will be given a copy of the minutes and may join committees as appropriate.

Kathy Jones made the following motion: The Water and Land Committee will be divided into 2 separate committees with separate chairs. The committees will function separately with set budgets. Both committees will report their recommendations to the board for approval. Russ second. Discussion followed. The vote was called called: In favor- 1; opposed-3; no response-2. Motion failed.

Discussed Financial Overview, Condition of bank accounts, and Condition of Accounts Receivable for 2010 – Collection of HCOA Dues. It was agreed that a meeting of the finance and LRP committee would be organized to design a format for financial reports for the board meeting.

Cindy updated the board on projects assigned for completion last year and their status.

Cindy presented an excel spread sheet that was created comparing features and services of the local banks, and requested in the Nov. board meeting. No decisions were made.

Cindy presented the Issues report that was requested to be made a monthly report, beginning in 2010, so the board can be apprised of all subject matter brought forward by the residents.

The last correspondence from Russell & Dorothy Vaughn was presented to the board. AJ made motion to file suit to remove canopy and Jose seconded the motion. Motion passed.

Cindy presented a proposed letter to Josh & Ashley Harrell regarding a fine for failure to screen pool equipment after 3 request and 6 month, and additional fine for failure to remove the trailer, and with a first notice to repair the gazebo structure in the back yard. Robert Vigil made motion as stated above and AJ seconded. Motion passed. Jose seconded

The last printed reports were the Property Modification reports, and covenant violation report.

Discussion regarding muskrat control followed, and it was requested that a resident Robert Vigil reported on the Waterfall, Whippoorwill, and Mary Park. It is estimated the waterfall can be put into operation in 30 to 60 days, and due to the weather it is uncertain when Whippoorwill dredging will be completed. Mary Park is on track for sometime in the next 30 to 60 days.

Robert made a motion to adjourn to Executive Session. Motion passed.

Committee Descriptions and Members:

### **Nominating Committee-All board members**

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.

**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.**

<p><b><u>Operations Review:</u></b></p> <p>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.</p> <p><b>Requirements:</b>  <b>Regular meetings should be held to review and consider ongoing and new issues as they arise.</b></p>	<p>Chair: Lindsey Perry</p> <p>Board Members:  Kathy Jones  Jose Sanchez</p>
<p><b><u>Water &amp; Land Management</u></b></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><b>Requirements:</b>  <b>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.</b></p>	<p>Chair: Robert Vigil</p> <p>Members:  Lindsey Perry  Russ Beshirs  Lane Wilson</p>

**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:  
Blake Bentley  
Kathy Jones

**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:  
Lane Wilson  
Kathy Jones  
Cynthia Streams  
Robert Vigil