



*“A Community Committed to Family”*

**BOARD MEETING AGENDA  
May 30, 2014**

**I. CALL TO ORDER**

- A. Roll Call
- B. Acceptance of the May Agenda
- C. Acceptance of the March Board Meeting Minutes  
(M: Dr. Trey Thompson; 2<sup>nd</sup>: Laura Delauney) via email

**II. OFFICERS' REPORTS**

- A. Financial Report Love Anderson

**III. COMMITTEE REPORTS**

- A. Home Maintenance Trey Thompson
- B. Community Socials Laura Delauney
- C. Landscaping Aaron Harrison
- D. Special Projects At Large

**IV. COMMUNICATIONS**

- A. Newsletter Terrence Scarborough

**V. OTHER BUSINESS**

- A. N/A

**VI. CLOSING REMARKS**

- A. President Laura Delauney
- B. Board At Large
- C. **Next Meeting: July 20, 2014 at 7:30 pm (Aaron's)**

**VII. ADJOURNMENT**



*“A Community Committed to Family”*

**BOARD MEETING MINUTES  
May 30, 2014**

**BOARD MEMBERS PRESENT**

Ms. Laura Delauney, President  
Mr. Terrence Scarborough, Secretary

Ms. Love Anderson, Treasurer  
Dr. Trey Thompson, Home Maintenance

**HOMEOWNERS PRESENT**

None.

**I. CALL TO ORDER**

- A. Laura called the meeting to order at 7:30 pm.
- B. Roll Call results are listed above.
- C. Trey moved that the March Board Meeting minutes be approved with edits. Laura gave the second, with edits, and the motion carried (action performed via email).

**II. OFFICERS' REPORTS**

**A. Financial Report**

**Laura Delauney**

- We have \$47,933.71 in the bank. Bank statements were emailed.
- One property has paid \$100 but still has an outstanding balance of \$225. They will pay \$30-\$50 per month to get caught up. A second property was contacted and will pay \$300 in full on 6/1/14. Our payment plan house is no longer acting in good faith. Consequently, the next missed payment will result in the initiation of the lien process.
- We may receive a letter from the IRS for the taxes that we could not file (2006).

**III. COMMITTEE REPORTS**

**A. Home Maintenance**

**Trey Thompson**

- 7 violation letters mailed (2 ruts in driveway, 1 trash bin, 3 lawns not mowed, 1 mulch).
- Most people are adhering to letters and resolving the respective issue(s).

**Tree Removal**

**Laura Delauney**

- Laura gave the motion that we accept the \$500 quote to remove the tree behind the property on Catskill. Love gave the second and the motion carried. Trey suggested we leave the tree trunk/roots on the ground rather than remove for ecological purposes.

**B. Community Socials**

**Laura Delauney**

- The Family Social Fun Day will be on 5/31 at 5pm. We will get a 15’ x 15’ inflatable house, setup is at 2pm. Roughly 25% of households said they would attend. We did not receive any complaints from our notice that the street would be closed.
- Laura will send dates out for the fall BBQ soon.

**C. Landscaping**

**Laura Delauney**

- Community Mulch Day was cancelled due to lack of participation. We will have Aaron email the final quote from Agape to mulch.
- Agape has not been responsive to our requests and the quality of their service has declined. Consequently, we will entertain bids from 3 companies: Carolina Scapes (Terrence); Touch Point Lawn Care (Laura); and one from Trey to explore hiring a new landscaping company.

**D. Special Projects**

**At Large**

**1. Timeline**

**Laura Delauney**

- A timeline (calendar of events/responsibilities) was distributed by Laura. It lists the months that require action by the board or officers of the board (i.e. the Treasurer should mail invoices for the upcoming year’s dues in November). She asked for us to let her know if we need to add something or place something in a different month.
- We did agree to add under the Treasurer to have the proposed budget for the upcoming year (presented at the General Meeting in January) ready at the November board meeting.
- We agreed to add, under the Secretary, that they ensure the directory is current by November so the Treasurer will have accurate contact information when mailing invoices.

**2. Land Purchase**

**Love Anderson**

- The land surveyor will speak with Durham County on 6/2/14. There are two options that we will have to consider. The first is that we receive a waiver from the city and they allow us to purchase the land. The second is that we will have to go through an extensive process through the Planning/Zoning committee.

**3. Solar Lights at Entrance**

**Love Anderson**

- Discussion of this project was tabled.

**4. File Management**

**Laura Delauney**

- There are concerns that when officers are replaced, we may lose historical documents, especially if those documents were saved electronically to the officer’s personal computer or account. Laura introduced the idea that all officers save/store their respective documents on the HOA Google Drive. We would log in with the same info and save whatever documents we need to save there. When new officers join the board, the login information would be changed.
- The Secretary would be responsible for manually saving the docs to the communal drive. Love will research the feasibility and security of this initiative.

#### **IV. COMMUNICATIONS**

##### **A. Newsletter**

**Terrence Scarborough**

- The June edition will include the Lawn Care contacts; Solicit updated contact info from the community; and Trey's Lawn Care Tips.
- It will also state that homeowners should email the board with any concerns that they may have to ensure that concerns are being addressed.

#### **V. OTHER BUSINESS**

##### **A. Community Concerns**

- The storm water runoff canal is posing a problem for some homeowners. Some have asked if they could put up a fence to prevent items/people from falling into it. Seeing access must be available, it was agreed by the board to inform the owner that they can plant bushes or shrubs along the embankment. This would provide some protection yet maintain access in the event it is needed.
- Additionally, another owner asked how they could prevent soil/ground erosion into the embankment from happening. Trey suggested placing a retaining wall or junipers. It was encouraged that the owner obtain board approval.

#### **VI. CLOSING REMARKS**

##### **A. President**

**Laura Delauney**

- None.

##### **B. Board**

**At Large**

- None.

#### **VII. ADJOURNMENT**

Terrence moved that the meeting be adjourned. Trey gave the second and the motion carried. Laura adjourned the meeting at 8:59 pm.

The next meeting is set for Sunday, July 20, 2014 at 7:30 p.m. at Aaron's.

CC: Chadsford HOA Board