

**SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

December 3, 2018

7:15 PM

I. **CALL TO ORDER** by - Ashley Jesse, President

II. **QUORUM** was established with – 4 minimum (6 attended)

Below are a list of those present:

Ashley Jesse  
Eric Reifschneider  
Jennifer Eissing  
Amy Kragel

Guest Adrienne Harrington  
Brenda Poole  
Donna Clement  
Lisa Sasser – HOA Manager

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** September 11, 2018

Motioned by: Ashley Seconded by: Eric

IV. **MANAGEMENT REPORT –**

- 2 liens, 0 bankruptcy, 0 foreclosures
- Operating account balance is \$11,901.14; Escrow, \$53,397.19
- 2 violation letters sent to 531J, courtesy notice trash disposal
- 1 property changed owners since last meeting
- 34 work orders sent

V. **GUEST ADRIENNE HARRINGTON**

- Adrienne shared Greenville Police Department's policy for management of feral cats using Trap-Neuter-Return (TNR). She also shared her credentials showing that the city of Greenville recognizes her as a TNR participant in the city of Greenville.
- The current community of TNR cats numbers 7 and lives in the woods near the 607 building. The cat "condos" and feeding dishes are located on HOA property, near the creek flood plain property owned by the City of Greenville. These cats can be recognized by a clipped left ear.
- The board expressed appreciation for Adrienne's efforts to manage the cat community and noted that the number of untamed cats in the neighborhood has dropped significantly in the past few years.
- Board members living in the 515-519 buildings noted that there are 4 untamed cats living in the kudzu. Adrienne offered to manage this group using the TNR program.

- The board requested that in the future Adrienne request the permission of the board prior to building cat residences in the woods owned by the HOA.
- The board will consider a formal request to Adrienne about managing the 515-519 cat colony of 4 feral cats.

## **VI. UNFINISHED BUSINESS**

- 2019 Proposed Budget.
  - Discussion about items on the budget that were overspent in 2018 (wood rot, mulch, association-funded damage, water, and insurance).
  - Donna moved to approve the budget as is. Ashley seconded. All approved.
- Wood Rot Project was again tabled.
- 523-525 high water bill.
  - Work completed and resolved per report of Lisa. Two follow up actions:
  - Lisa will mail letters to owners in 523 and 525 who were not available for original inspection and engage Vernon at Eastern Utilities to complete these units.
  - Lisa will mail letters to owners in 523 and 525 who were asked to make plumbing repairs and ask for proof of completed work.
- Clean HVAC drains quote.
  - Lisa is waiting on clarification of the scope of work and meaning of trimming the bushes around the units.
- Storage room doors – owners declined to have HOA change the doors. Closed.
- Speed bump quotes.
  - Brief discussion.
  - Ashley moved to vote down the speed bump installation. Donna seconded. Jennifer voted to proceed. All other voted with the motion. Closed.
- 601H rental unit.
  - Additional information shared and discussed.
  - Ashley moved to continue to rent the unit and add the proceeds to the annual income. Brenda seconded this motion. All approved.
- 603A water damage repair – waiting for information from “sheetrock guy” to complete the quoted job (Lupo). Tabled.
- Insurance policy review and quotes. Tabled.
- Rules and Regulations change on exterior-facing changes by owners has been completed.
  - Donna to request this change be included in the new management company’s introductory letter to owners.
- Bird screen project. Tabled.
- Ant mound management. Tabled.

- Pool cover. Closed.
- Stencil for dumpsters delivered to Ashley, board president.
  - Ashley will paint the new dumpster, using Metal Krylon spray paint.

## VII. NEW BUSINESS:

- Collections for 535B, who is \$810 in arrears on dues. Owned by an estate. At this time five months behind in dues. No intention to pay per report of Lisa who met with one of the beneficiaries.
  - Discussion about proceeding with foreclosure. Concern about handout to RPM in January. Lisa noted that the lawyer for both management companies will be the same, providing continuity.
  - Eric moved to foreclose. Brenda seconded the motion. Jennifer and Amy voted no; Donna and Ashley voted yes. Decision to proceed with foreclosure.
- Comments, concerns, discussion
  - Question about 4 recent invoices for tree removal; reviewed by group and determined that the work had been done. Eric moved to pay the 4 invoices. Amy seconded. All approved.
  - Eric updated the group on the handicap parking ramp correction. Lisa's email to vendor had clearly stated ramp, sign, painted lines marking the spot, and appropriate drainage. Vendor has agreed to redo the job under existing quote.
  - Brenda requested that we note our preference to avoid the 2018 pressure washing vendor, who failed to complete the job by cleaning the brick faces.
  - Eric requested that we add a note to the next owners letter about the HOA no longer taking responsibility for snow and ice removal.
  - Lisa provided Ashley with a box of dog refuse bags.

## VIII. ADJOURNMENT at 8:35 PM

Motioned by: Eric Seconded by: Donna

*Next Board Meeting will be managed by Russell Property Management  
Week of January 7-10*

**SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

September 11, 2018

6:00 PM

I. **CALL TO ORDER** by - Ashley Jesse, President

II. **QUORUM** was established with – 4 minimum (6 attended)

Below are a list of those present:

Ashley Jesse  
Eric Reifschneider  
Jennifer Eissing  
Amy Kragel  
Steve

Excused - Jackie Leonard  
Brenda Poole  
Donna Clement  
Lisa Sasser – HOA Manager

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** June 11, 2018

Motioned by: Eric Seconded by: Amy

IV. **MANAGEMENT REPORT –**

- **No liens, bankruptcy, or foreclosures**
- **Collections of \$1710 607H and \$810 537H**
- **Escrow is \$81,252.36 & operating account is \$796.55.**
- **4 properties have been sold to new owners (June 11 to September 10).**

V. **OLD BUSINESS:**

- **Outstanding work orders for quotes on stenciling and 531 bush replacement**
- **Waiting on bird screen contractor to research bird screen material**

VI. **NEW BUSINESS**

- Review 2019 Proposed Budget. Vote to approve budget tabled until December.
- Increase in HOA dues by \$10/month
  - Motioned by Ashley, Seconded by Jennifer. All approved.
- Wood Rot Project was tabled.
- Replenish operating fund
  - Eric moved to move \$15000 from escrow to operating fund. Seconded by Donna. All approved.
- 523-525 high water bill.
  - Lisa to obtain bids from plumbers for inspection.

- Riser Room / Fire Alarm Phone installation for \$610 and monitoring for \$540/year
  - Eric moved to approve the installation and contract. Amy seconded provided the quote covers both lines. All approved.
  - Existing lines discontinued.
- Stencil quotes for dumpster painting, selected Fast Signs, \$104.87 for 18x24 in sign
  - Brenda moved to approve the expense. Eric seconded. All approved.
  - Lisa to email proof of wording for the stencil to Amy for approval.
- Landscaping quotes and items
  - Quote to prune bushes around HVACs & clean drains (all) for \$2,177
    - Tabled and request more information about the meaning of “clean drains”
  - Ant mound pest control for \$486 tabled until spring 2019
  - Bench anchor removal for \$565 is no longer an issue.
  - French drain at 525A, Denton quote for \$700
    - Eric moved to hire Denton for the project; Ashley seconded; Brenda abstained; and all others approved.
  - Ashley and Brenda to develop a plan to improve landscaping maintenance and replacement of end-of-life shrubs and trees.
  - Lisa will contact current landscaper about cutting back the kudzu to pre-2018 line.
- Storage room door quotes were tabled. Lisa to reach out to owners with requests / questions about replacement doors.
- Speed bump quotes were tabled.
- Asphalt Solutions \$650 for asphalt ramp was approved (9 x 6 ft, one space wide).
  - Eric moved; Donna seconded; Amy abstained; all others approved.
- Pool cover was tabled.
- 603A water damage update was tabled.
- 601H rental unit item was discussed; owner continues to pay real estate taxes; there is a mortgage on the property. Tabled.
- Insurance policies to be reviewed; Lisa to get quotes from insurance companies.
- Rules and regulations to be updated to state that exterior changes must be reviewed and approved by the board *prior* to the change being made. Lisa to update the R&R for board to vote on at the December meeting.
- Item about community closet management and building coordinators was voted down. Will continue using professional services for ice and snow management.
- Steve led a discussion about Keystone-HOA board communications.

## VII. MISCELLANEOUS NOTES/ITEMS:

Comments/Concerns & Discussion:

- 1) Steve led a discussion about Keystone-HOA board communications. Concerns about the volume of emails and the process for board approval of payment of invoices.

**VIII. ADJOURNMENT at 8:15 PM**

Motioned by: Eric Seconded by: Ashley

*Next Board Meeting: Monday, December 3, 2018, 6:00 PM at Keystone*

**SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

June 11, 2018

6:00 PM

I. **CALL TO ORDER** by - Ashley Jesse, President

II. **QUORUM** was established with – 4 minimum (5 attended)

Below are a list of those present:

Ashley Jesse  
Eric Reifschneider  
Jennifer Eissing  
Amy Kragel

Jackie Leonard  
Donna Clement  
Excused – Brenda Poole  
Lisa Sasser – HOA Manager

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** March 7, 2018

Motioned by: Eric Seconded by: Jennifer

IV. **MANAGEMENT REPORT –**

- **HOA foreclosure hearing June 18**
- **Escrow is \$76,963 & Operating account is \$1,676; all wood rot project invoices have been paid. See New business below for prudent reserve discussion / decision.**
- **One property sale & new owner since last meeting (535A)**
- **May 21, 2018 property inspection**
- **17 violation letters sent since last meeting**

V. **OLD BUSINESS:**

- 525 Dead Bush Removal and Replacement *Attachment 1*
  - Discussion: Table this and remove it from agenda as it has been completed.
- Question about mulch project completion: The mulch guys have not yet been back.

VI. **NEW BUSINESS**

- Discuss Wood Rot Project Plan / Review Funds
  - Report: Buildings 515 to 603 have been completed. There are two remaining pond-facing buildings; these are 605 & 607.
  - Uncertain current prudent reserve. A plan was commissioned in the past and could be updated.
  - Action: Price out an updated prudent reserve study.
  - Table decision on 605, 607, and other buildings in need of wood rot replacement.

- Budget for 2019 season will be available for review in the September board meeting.

- Review Pressure Washing Quotes

*Attachment 2*

- Discussion: Do all walkways need to be done? Patios? Will pressure washer damage the concrete? Per Lisa, Hydro Clean uses a soft wash system; they do the pool cleaning for the season. Per Lisa, patios are not cleaned unless condo owners / tenants empty the patio prior to the cleaning day.
- Decision: Hydro Clean, full clean (all three quotes)  
Motioned by: Amy \_\_\_\_\_ Seconded by: Eric \_\_\_\_\_

- Review Roof Repair Quotes

*Attachment 3*

- Discussion: Warranty would not apply at this point because current damage is weather related. Curtis estimate is based on Swain's report. Last roof was put on in 2011.
- Caulking skylights not included in Curtis estimate as they think it is a waste of money.
- Timing of the Swain report was after the 2018 snow event repairs had been completed.
- Ashley suggested waiting for the prudent reserve discussion.
- Group agreed to table discussion / decision for the September meeting.

- Discuss Landscaping Contract / Review Quotes

*Attachment 4*

- Discussion: Landscaping is always an issue in terms of quality and satisfaction with the service. Elite Landscaping has bid on a number of Lisa's requests for quote. Elite quoted an annual contract, payable monthly as is standard. Question about whether we would be committing to a year.
- Action: Lisa will check on the annual contract for Elite Landscaping and Land Care.
- Tabled until Lisa can obtain the above information.
- There was general agreement not to substantially increase the landscaping budget.

- Review Bird Screen Quote

*Attachment 5*

- Decision: Marlow for two buildings: 519, 523 (Lisa will double check and email the group). In the newsletter, include a notation about how to reach HOA with issues including nuisance birds. (see misc items)  
Motioned by: Ashley \_\_\_\_\_ Seconded by: Eric \_\_\_\_\_

- Review Denton's Drainage Quote for 603 A.

*Attachment 6*

- Discussion: Option is a French drain but this is more expensive.
- Decision: Project and budget approved. Lisa will notify the vendor.  
Motioned by: Eric \_\_\_\_\_ Seconded by: Amy \_\_\_\_\_



- Newsletter with HOA reminders, to include
    - Seasonal reminders: check toilets/appliances for water leaks; check dryer vents for cleaning; exterior washing project and patio preparation
    - Request people do not speed through the parking lot and remind them that children live here and people walk the parking lot to reach their cars and the refuse containers
    - Pool rules: do not let strangers into the pool area; do not prop open the gate; follow the rules per the signs in the pool area
    - Parking rules: current license plate and tag are required to park in the complex
    - Thank people for cleaning up after their animals and ask them to continue.
    - USPS mailing
- Motioned by: Ashley Seconded by: Donna

## VII. MISCELLANEOUS NOTES/ITEMS:

### Comments/Concerns & Discussion:

- 1) Jennifer raised a concern about speeding in the parking lot. Would speed bumps help? Jackie pointed out that they are pricey and that we will have to fund any in the parking lot from HOA dues. The group decided to request that the city do a traffic study of Spring Forest Road, and to get a quote for 1 to 3 speed bumps for the parking lot (action item for Lisa).
- 2) Eric asked if the dumpsters had been painted with the stenciled city phone numbers for picking up bulky refuse. Answer: not yet. Lisa will send a reminder.
- 3) Eric asked about the high GUC bill (power and water). Lisa pointed out that they do fluctuate and that summer is a higher-power and water use season. Monitor, in light of the news letter asking dwellers to check their toilets and appliances.

## VIII. ADJOURNMENT at 7:04 PM

Motioned by: Ashley Seconded by: Jennifer

*Next Board Meeting: Wednesday, September 12, 2018, 6:00 PM at Keystone*

SPRING FOREST HOMEOWNERS ASSOCIATION  
**Minutes from Quarterly Board Meeting**  
March 7, 2018 at 6:00 PM

- I. CALL TO ORDER by Ashley Jesse, President
- II. QUORUM was established with 5. Those present were Brenda Poole, Eric Reifschneider, Ashley Jesse, Jennifer Eissing, Donna Clement, and Lisa Sasser – Manager.
- III. GUEST SPEAKER Don Clement speaking about dog waste issues.
  - Don reported that he planted 173 orange flags at dog droppings on the grounds. Flags have since been collected to prevent obstructing the mowers. Don proposed sending a letter that summarizes the problem and residents' obligation to pick up and dispose of their dogs' waste appropriately. The letter reviews the association's pet waste policy and the fines that can be levied should residents be caught in violation. The second page of the letter is a form requesting residents to report census information about themselves and their dogs. The forms are to be mailed in care of Lisa at the HOA office.
  - Discussion about whether it will be possible to obtain a dog census. Many units are rentals and the owners may not be aware that their tenants have pets. Don offered to begin a census by going door to door for one or two 8-unit hallways to determine the feasibility of this project.
  - Decision to include the form in the 2018 Spring Reminders (covers owners) and to post hard copy letter with form on each unit's door (covers tenants).
- IV. REVIEW AND ACCEPTANCE OF MINUTES FROM December 6, 2017  
✓ *Motioned by Brenda. Seconded by Eric.*
- V. MANAGEMENT REPORT
  - Eric reported that he identified several vehicles with expired or out of state tags, including a motorcycle. Lisa will investigate and ticket the offending vehicles.
- VI. NEW BUSINESS
  - Nominations for 2018 Officer Positions  
President – Ashley  
Vice President – Jennifer  
Treasurer – Eric  
Secretary – Donna  
At large members – Brenda, Amy, and Jackie  
✓ *Motioned by Eric, seconded by Donna. All approve.*

- Decided to send Spring Reminders, including the dog policy letter and census form.
- Decided to proceed with foreclosure on 537 H, A&K Properties.  
✓ *Motioned by Ashley. Seconded by Eric.*
- Decided to accept pool contract with The Pool Guy, May 26 through September 3 (14 weeks).  
✓ *Motioned by Jennifer. Seconded by Eric.*
- Eric noted that something is drawing power when the pool is closed, resulting in \$80/month power cost. Lisa will investigate.
- Discussed the quotes for pool repairs required prior to 2018 season. Decided to proceed as follows. Pool pump repair was quoted at \$473.11 by The Pool Guy. Brick repair to replace five damaged bricks around the upper edge of the pool was quoted at \$648 by MBR Construction.  
✓ *Motioned by Eric. Seconded by Donna.*
- Discussed moving forward with the wood rot project. Buildings 515 and 517 have been completed. Ashley suggests we proceed at a rate of one building per month. Board members expressed satisfaction with Swain Builders, Inc, who provided a 3% discount and cleaned up the worksites. Decided to proceed with the project; Lisa to notify Swain and allow them to determine the next building.
- Eric asked to ensure that the wrap would be included in the job. Lisa to follow up with Swain.
- Discussed roofing concerns. Shingles down and loose since the high winds this winter. Above-average number of roof leak calls in 2018. Decided to obtain quotes on inspection and repair/replacement from Curtis Construction and Swain Builders.
- Note that roof was replaced in 2011 with 30-year shingles. Suggestion to explore the warranty on the shingles.
- Discussed snow and ice policy. Eric pointed out that the first snow & ice event this year cost \$1,000 and the results were mixed. WB Denton put down salt before the storm and shoveled some but not all sidewalks. Suggestions included 1) bag of salt and a shovel in each building community closet (Lisa to confirm these are available), 2) identify a building captain to manage the salt supply and shovel if needed.
- Discussed policy for plumbing calls and the plumbing contractor. Suggestion to limit after-hours calls to active leaks where property damage is imminent or if water supply is interrupted. Discussion about the first-call plumbing contractor (Lupo's Electric and Plumbing). Mixed experience but will attempt to closely manage the jobs given to Lupo. Lisa to contact the company to request that owner Lupo himself be on site for repair jobs. Board members will continue to provide backup approval

for emergency jobs should Keystone managers be unavailable. Lisa has applied to reduce the repair bill through a cold-weather program offered by the Greenville Utilities Commission (GUC).

- Discussed quotes for building 515 handicap ramp revision project. The presence of a storm drain complicates the repair. Asphalt Solutions provided two quotes, a cost-effective \$2,500 repair that addresses the problem but the ramp would remain outside of ADA criteria, and a \$8,575 quote for an ADA-compliant ramp. Ashley will speak to the resident who requested the change to determine whether the non-ADA solution will meet her needs.
- Discussed mulch replacement quotes. Decided to go with Mark Fielding for \$5,500 for mulch on top of remaining pine straw. Eric noted that the steep bank leading to Spring Forest Road will require pine straw. Lisa will follow up with Mark Fielding on whether the quoted mulch is "dyed" and if undyed mulch would cost less.
- Discussion about WB Denton landscaping service and removal of dead bushes, both on an ongoing basis and per a prior job. Lisa to follow up with WB Denton about removal of dead bushes they had agreed to remove for a previous job. Lisa is also to let WB Denton know that jobs are not being done to satisfaction. Eric suggested we use them for maintenance only and bid out other landscaping work.
- WB Denton quote for landscaping repair over building 605 plumbing repair (\$990) was tabled for the next meeting. Lower-cost solutions were to be evaluated (removal of large clumps of dirt and spread grass seed).
- Eric reported that he was proceeding on the pond fountain replacement. Decision to place the old fountain and all tubing and materials in the dumpster. Decision to use black rope to secure the floating fountain at a cost of about \$40 versus \$12 for yellow rope. Eric suggested that the rope could be sunk using pipe; decision to assess the aesthetics of the floating rope after the fountain has been installed by Eric.
- Decided to change the Riser Room phone line to Suddenlink quoted at \$32.95/month under a 3-year contract.

## VII. ADJOURNMENT

*✓ Motioned by Brenda. Seconded by Eric.*

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Annual Meeting**

**January 22, 2018**

**6:30 PM**

**I. CALL TO ORDER** by - Ashley Jesse, President

**II. QUORUM** was established with 20 – 8 in person and 12 proxies.

**III. BUSINESS AT HAND**

- President's Report and Review of 2017 Accomplishments
- Discussed wood rot project.
- 2018 budget was ratified.
- Board member elections: Ashley Jesse and Jennifer Eissing were elected.  
Motioned by Eric and Seconded by Amy.
- Open Forum
  - A concern was mentioned about dead bushes by 525 building.
  - Cats are a problem.

**IV. ADJOURNMENT** – 7:13 PM, Motioned by Eric and Seconded by Mr. Kragel.

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**December 6, 2017 – 6:00 PM**

- I. **CALL TO ORDER** by Doug Barnum, Vice President
- II. **QUORUM** was established with 5. Those present were Brenda Poole, Eric Reifschneider, Jackie Leonard, Amy Kragel, Doug Barnum, and Lisa Sasser – Mgr.
- III. **REVIEW/ACCEPTANCE OF MINUTES FROM** September 25, 2017  
✓ *Motioned by Eric, Seconded by Doug*
- IV. **NEW BUSINESS**
  - Move to accept 2018 budget with changes noted – All approved.  
✓ *Motioned by Jackie, Seconded by Eric*
  - Approve to pay Swain Builders invoice from escrow for repairs at 515-517.  
✓ *Motioned by Eric, Seconded by Amy*
  - Discussed how to continue with the wood rot project. Decided to talk to Billy Swain for his thoughts on pacing the project and ask if there would be a discount for doing the project faster. It was generally agreed that pacing the project may be the best option, pending the outcome of the discussion with Swain, and that before the next building is begun, present and discuss at the annual meeting in January.
  - Proceed with CPF 1HP Kasco floating aerator fountain.  
✓ *Motioned by Eric, Seconded by Jackie*
  - Confirm if any GCFI or wire work has to be done in conjunction with the fountain installation. Arrange for electrician (not Lupo) to meet with CPF for testing.
  - Decided not to purchase a pool cover or do the salt water conversion.
  - Decided to look into shortening the pool season to open Memorial Day weekend and close Labor Day weekend in an effort to reduce costs.
  - Wait for quote from Advance Concrete, and Eric will get quote from his concrete guy, before making a decision on the 515 handicap ramp. Also, ask attorney what we are required to do, if we do 515 – do we have to do all of the rest, and if ADA law applies to the HOA's parking lot.

## **V. MISCELLANEOUS**

- Ask Denton to cut the grass up to the area where kudzu is bush hogged continuously.
- Email board members to re-iterate participation/quorum requirements and ask for response on re-election and remaining on the board.

## **VI. ADJOURNMENT**

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**September 25, 2017 – 6:00 pm**

- I. CALL TO ORDER** by - Ashley Jesse President
- II. QUORUM** was established with seven. Those present were Eric Reifschneider, Jackie Leonard, Doug Barnum, Ashley Jesse, Brenda Poole, Amy Kragel, Donna Clement, and Lisa Sasser (HOA Manager).
- III. REVIEW/ACCEPTANCE OF MINUTES FROM** 6-21-2017  
Motioned by: Brenda Poole Seconded by: Doug Barnum
- IV. MANAGEMENT REPORT**
- V. NEW BUSINESS**
- 607 H – Rosana Langley - payment plan will be accepted for six month maximum payoff time. If any payment is missed, there will be no grace period, and foreclosure will automatically resume.  
*Motioned by: Brenda                      Seconded by: Jackie*
  - 535 B – E. Sandra Hughes Life Estate – move to foreclosure.  
*Motioned by: Jesse                      Seconded by: Brenda*
  - 537 H – A&K – move to foreclosure.  
*Motioned by: Eric                      Seconded by: Amy*
  - Reviewed 2018 proposed budget. Will vote on the budget at the next meeting.
  - Reviewed pond/fountain quotes – asking for clarification/more information.
  - Reviewed wood rot/general repair quotes - asking for clarification/more information.
  - Reviewed pool cover and salt water conversion quotes - asking for clarification/more information.
- VI. MISCELLANEOUS NOTES/ITEMS:**
- Ask Denton for quote to replace pine straw with mulch.
- VII. ADJOURNMENT**



**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**June 21, 2017**

**6:00 PM**

- I. **CALL TO ORDER** by Ashley Jesse, President
- II. **QUORUM** was established with six. Those present were Eric, Brenda, Ashley, Doug, Amy, and Brittain (by phone). Guest homeowner Ronnie Gorham and HOA Manager, Lisa Sasser were also present.
- III. **GUEST HOMEOWNER** – Ronnie Gorham, 525 D, spoke to the board.
- IV. **REVIEW/ACCEPTANCE OF MINUTES FROM** March 6, 2017. Motion to approve by Brenda, Seconded by Eric.
- V. **MANAGEMENT REPORT**
- VI. **NEW BUSINESS**
  - Vote to approve proceed with HOA Foreclosure on 607 H, Rosana Langley.
    1. Motioned by Eric
    2. Seconded by Amy
  - Vote to sell 601-H back to Richard Figler with the condition that he pay all dues and fees owed and set up his account on automatic draft.
    1. Motioned by Ashley
    2. Seconded by Eric
  - Approved to pay invoices to Caremaster for 529 and 527c.
    1. Motioned by Eric
    2. Seconded by Ashley
  - Reviewed Caremaster's estimate for 517 E major porch wood rot and 521 A window project. Get additional quote for 517 E. If the quote comes in lower, approve new quote.
  - Do not obtain additional building ordinance insurance coverage. All agreed.
  - Allow 537 D to make their own repairs to the unit from water damage and provide copies of the two estimates we received. Damage was only cosmetic.
  - Discussed fountain repair quote. Consult with pond specialists on price and preventative maintenance options.
  - Reviewed caulking estimates and see clarification on knee cap from MBR Construction.

- Confirm with Denton if there is any charge to remove dead bushes only.
- Plan to bush hog in the winter and then start spraying.
- Revisit inspection costs for wood rot on windows/porches project. The board will consider doing an inspection to check for unknown wood rot.
- Get quotes for pool cover and conversion of pool to salt water.
- Send Denton a 30 day notice – if no improvements in the items listed in the letter, the board will terminate the contract.
- Pressure wash the sidewalk by the pool when the pressure washer comes back for 527/529.

#### **VIII. ADJOURNMENT**

**SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

March 6, 2017

6:00 PM

I. **CALL TO ORDER** by - Doug Barnum, VP

II. **QUORUM** was established with – 6. Those present were Doug Barnum, Donna Clement, Amy Kragel, Brenda Poole, Eric Reifschneider, Ashley Jesse, Lisa Sasser (HOA Manager), and Jason Sims (KPM).

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** September 26, 2016

Motioned by: Brenda Poole Seconded by: Doug Barnum

IV. **MANAGEMENT REPORT** – provided by Lisa Sasser

V. **NEW BUSINESS**

- Use the Pool Guy for Spring Forest pool contract. *Motioned by Doug, Seconded by Donna.*
- Move forward with HOA foreclosure on 607 H, Rosana Langley if she does not pay after a bring account current letter is sent offering a final 30 days to pay in full. One-time offer to waive late fees if she pays within that time frame. *Motioned by Brenda, Seconded by Eric.*
- Send Spring Reminder letters. *Motioned by Ashley, Seconded by Donna.*
- Request bids for landscaping contract. Ask C.B. Hudson and Eric will email some companies to ask too.
- Reach out to Taft about kudzu maintenance.
- Walk around to re-evaluate bush replacement needs due to being over budget.
- Request more lights by 531 building.
- Will consider screen policy after walk-around.

VI. **ADJOURNMENT** at 7:05 PM. *Motion to adjourn by Ashley, Seconded by Donna*

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Annual Meeting**

**January 12, 2017**

**6:30 PM**

- I. **CALL TO ORDER** by - Tommy Rich, President
- II. **QUORUM** was established.
- III. **BUSINESS AT HAND**
  - Approved minutes from 2016 annual meeting. Motioned by Ashley, All approved.
  - 2017 budget was ratified.
  - Eric Reifschneider, Amy Kragel, and Donna Clement were nominated as well as Brenda Poole and Jackie Leonard for re-election. Motioned by Tommy. All were approved and elected to the board.
  - Open Forum
- IV. **ADJOURNMENT**

**Spring Forest Homeowners Association  
Board of Directors Meeting Minutes  
December 1, 2016  
6:00 pm**

- I. CALL TO ORDER** – Tommy Rich, President
- II. ESTABLISHMENT OF QUORUM.** No quorum. No voting will take place at this time but discussion of agenda items will occur. Tommy Rich (via conference call), Brenda Poole, Orville Day, and Lisa Sasser (HOA Manager) were present.
- III. NEW BUSINESS** (discussion only)
- Discuss/prepare for upcoming annual meeting.
    - Brenda, Orville, and Jackie are up for re-election. If someone wants to take his place, Orville would prefer to not be re-elected.
  - Discuss landscaping/bush replacement project. The “7 worst” buildings are completed. Vote over email on proceeding with more buildings.
  - Discuss trail cameras. Set up meeting with police. Vote over email on placement.
- IV. ADJOURNMENT**

**SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

September 26, 2016

6:00 PM

- I. **CALL TO ORDER** by - Tommy Rich, President
- II. **QUORUM** was established with – 4, Brenda Poole, Orville Day, Doug Barnum, Tommy Rich (by conference call), and Lisa Sasser, HOA Manager
- III. **FINE HEARING**
- IV. **REVIEW/ACCEPTANCE OF MINUTES FROM June 20, 2016**  
*Motioned by: Brenda Poole                      Seconded by: Orville Day*
- V. **MANAGEMENT REPORT**
- VI. **UNFINISHED BUSINESS:**
  - To have CareMaster move forward on windows. Motioned by Brenda, Seconded by Tommy. All approved.
- VI. **NEW BUSINESS**
  - Fine to be issued to 519-D. *Motioned by Brenda, Seconded by Orville.*
  - Fine to be set at \$50. Letter to be sent of future fines. *Motioned by Doug, Seconded by Brenda.*
  - Move forward with foreclosure proceedings on 521-F, Elisabeth Lee. *Motioned by Tommy, Seconded by Doug*
  - Accept the 2017 budget. *Motioned by Tommy, Seconded by Doug*
  - James Co. to do 535 B repairs and then CareMaster to apply microbial agent. *Motioned by Doug, Seconded by Orville.*
  - Will check with Denton on sod vs. contractors mix and ask for quote for contractors mix if ok.
- VII. **MISCELLANEOUS NOTES/ITEMS:**
  - Get quote for screens for buildings to keep birds out.
  - Check on options for additional lighting to deter non-residents. Get quotes.
- VIII. **ADJOURNMENT – 6:44 PM**

## **SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

June 20, 2016

6:00 PM

- I. **CALL TO ORDER** by Tommy Rich, President
- II. **QUORUM** was established with 4. Those present were Tommy Rich, Brenda Poole, Ashley Jesse, Jackie Leonard, and Lisa Sasser (HOA Manager).
- III. **GUESTS** – Eddie Crabtree Jr. and Richard Clyde with East Carolina Asphalt presented his request for payment of work done on the asphalt in the parking lot by the dumpsters.
- IV. **REVIEW/ACCEPTANCE OF MINUTES FROM:** March 31, 2016
- V. **MANAGEMENT REPORT**
- VI. **OLD BUSINESS:**
  - Board is seeking HOA's attorney input before payment of East Carolina Asphalt invoice.
  - Window inspection quotes – two quotes are in. CareMaster is working on its quote now. Board will review and vote over email when CareMaster's quote is in.
- VII. **NEW BUSINESS**
  - Approved to move \$8,710.45 from escrow to pay for the costs of the repairs to 519 B. Motioned by Tommy, Seconded by Jackie.
  - Approved to have Blue Line continue with the planting project by replacing plants at the 537 building. Motioned by Tommy, Seconded by Ashley.
- VIII. **MISCELLANEOUS NOTES/ITEMS**
  - Check with LocDoc on pool gate (too easy to get in).
  - Put flyers on doors reminding residents not to let people into the pool area who don't have a valid wristband, take wristbands with them to the pool, and call for bulk pickup.
  - Send letter to 521 B about red light bulb in exterior light.
- IX. **ADJOURNMENT**

**SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

March 31, 2016

6:00 PM

**I. CALL TO ORDER** by Doug, Vice President

**II. QUORUM** was established with five: Doug, Jason, Tommy, Ashley, Brenda, and HOA Manager, Lisa Sasser

**III. REVIEW/ACCEPTANCE OF MINUTES** from previous board meeting.

Motioned by: Tommy Seconded by: Ashley

**IV. MANAGEMENT REPORT**

**V. NEW BUSINESS**

- Approved 2016 pool contract to be signed for "The Pool Guy"  
Motioned by: Jason Seconded by: Doug
- Obtain additional construction quote for inspection of buildings for assessment of moisture damage in one of each phase of the building
- Proceed with 6 windows- Bid by Ron Proch  
Motioned by: Doug Seconded by: Jason  
One vote yay, 4 votes nay – Motion failed.
- Approved to move forward with buildings 605 and 607 shrub project.  
Motioned by: Tommy Seconded by: Brenda
- Get quotes from Denton and Blue Line for pine straw by buildings.
- Approved Hydro Clean to pressure wash buildings and patios.  
Motioned by: Tommy Seconded by: Jason
- Reviewed dumpster pad report. Invoice to East Carolina Asphalt not approved until they bring repairs up to code.  
Motioned by: Tommy Seconded by: Jason
- Send Spring Reminders

**VI. MISCELLANEOUS**

- Board requests minimum of three estimates for future projects requiring quotes for the work.
- Send 519 D a fine hearing notice for the dog violations.
- Board agreed that termite damage repairs including wall for Brenda's unit will be repaired and covered by the Association.

**VII. ADJOURNMENT**



**SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

January 11, 2016

5:30 PM

I. **CALL TO ORDER** by - Tommy Rich - President  
Name Board position

II. **QUORUM** was established with – 4

Tommy Rich  
Brenda Poole  
\_\_\_\_\_

Doug Barnum  
Orville Day  
Lisa Sasser – HOA Manager

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** October 26, 2016  
Motioned by: Tommy Rich Seconded by: Brenda Poole

IV. **MANAGEMENT REPORT**

V. **NEW BUSINESS:**

- Repair of 607 D to include the floors. HOA will file on insurance. Use Ron Proch for drywall repairs & Carpet Design Center for flooring.
- Approved Easter Carolina Asphalt to complete the dumpster pad work and parking lot repair. Ask attorney to provide warranty wording for protection of the HOA if work doesn't hold up.
- Approved Jackie's landscaper to do the lirioppe transfer.
- Agreed to do buildings 523 & 525 next in bush replacement project using Blue Line.
- Get Ron Proch's estimate of number of windows that need flashing repair. Prioritize urgency areas.

VI. **ADJOURNMENT**

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Annual Meeting**

**January 11, 2016**

**6:30 PM**

I. **CALL TO ORDER** by - Tommy Rich, President

II. **QUORUM** was established.

III. **BUSINESS AT HAND:**

- Minutes from 2015 annual meeting were reviewed and approved.
- Presidents Report by Tommy Rich – reviewed 2015 projects and accomplishments.
- 2016 Budget was reviewed and ratified.
- Election of Board Members:  
Re-Elected: Tommy Rich, Jason Allay, Doug Barnum  
New Members: Ashley Jesse, Brittain Bissette  
*Motioned by: Tommy                      Seconded by: Michelle*
- Open Forum

IV. **ADJOURNMENT** – *Motioned by Tommy, Seconded by Brenda*

**SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

October 26, 2015

6:00 PM

- I. **CALL TO ORDER** by - Tommy Rich, President
- II. **QUORUM** was established with four board members present: Tommy Rich, Brenda Poole, Jackie Leonard, Jason Allay, and HOA Manager Lisa Sasser.
- III. **HOMEOWNER FINE HEARING** – Homeowner did not attend. Will send fine to owner of unit 517-B.
- IV. **REVIEW/ACCEPTANCE OF MINUTES FROM:** August 17, 2015
- V. **MANAGEMENT REPORT** - Lisa presented management report.
- VI. **NEW BUSINESS**
  - Review of 2016 Budget
    - Motioned by Tommy, Seconded by Jason, All in agreement.
  - Dumpster Pad Alteration – Will ask the attorney to review the asphalt contract and provide guidance on actions to be taken to repair or replace.
  - Shrubs / Planting Quotes
    1. Brenda and Jackie will ask their landscapers for liriopie transplant quotes.
    2. Will use Blue Line for shrub plantings. This will start one unit at a time begining with the units most in need. Lisa will determine what units will be first.
  - Next meeting is the annual meeting January 11<sup>th</sup> at the library.
- VII. **ADJOURNMENT**

**SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

August 17, 2015

6:00 PM

**I. CALL TO ORDER** by - Tommy Rich, President

**II. QUORUM** was established with 4; Present: Tommy Rich, Brenda Poole, Jackie Leonard, Jason Allay, and HOA Manager Lisa Sasser

**III. REVIEW/ACCEPTANCE OF MINUTES FROM** May 18, 2015  
*Motioned by Tommy, Seconded by Jackie*

**IV. MANAGEMENT REPORT**

**V. OLD BUSINESS:**

- Table off leash dog park discussion. *Brenda motioned, Tommy seconded.*
- In lieu of doing the water heater inspections this year, include in the upcoming newsletter to strongly encourage replacing the water heater if over 10 years old.

**VI. NEW BUSINESS**

- Hearing for 521-H pool violation. Vote to fine. *Motioned by Jason, Seconded by Tommy.*
- Allow one additional red magnetic band per unit for a total of two per unit. Limit green bands to six per unit. *Motioned by Jackie, Seconded by Jason.*
- Table dumpster pad alteration until all quotes are in. May have attorney look at East Carolina Asphalt's quote/contract. *Motioned by Jason, Seconded by Tommy.*
- 537 dumpster fence – look into getting a second dumpster for that area instead of fencing. Table fence.
- Table pond pump until quote from Denton comes in.
- Liriope is sparse in areas. Get quote for removing liriope instead of considering filling in the sparse areas.
- Tommy and Jason will meet with Blue Line to discuss shrubbery quote.
- Reviewed Hydro Clean scheduled cleaning quote and decided to call him for spot cleaning as needed only. *Motioned by Jason, Seconded by Tommy.*

- 2016 budget – All will review the budget and vote on it at next board meeting.
- 607 F & B water damage – New HVAC was incorrectly installed. Pursue assessment to F unit.
- Put HVAC information in newsletter.
- Pool extension was requested. Will extend pool closing for one additional week to close on September 20<sup>th</sup>. Additional costs will be \$410 for the pool contract and a small phone charge. *Motioned by Jackie, Seconded by Tommy.*

## **VII. MISCELLANEOUS**

- Ask Lt. Lucas to send directed patrols during the day primarily between 4-6 PM to observe non-residents going through the complex.
- Notify 605-H to check for possible HVAC leak.
- Have landscaper check French drain by 605 building for incorrect drainage.
- Send letters to downstairs residents in 515 building regarding dog off leash attack on fellow resident.
- Next board meeting scheduled for October 26<sup>th</sup> at 6:00 PM.

## **VIII. ADJOURNMENT**

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**May 18, 2015**

**6:00 PM**

I. **CALL TO ORDER** by - Tommy Rich - President

II. **QUORUM** was established with - 5

Brenda Poole  
Tommy Rich  
Jason Allay

Orville Day  
Jackie Leonard  
Lisa Sasser - HOA Manager  
Steve Saieed, General Manager

GUESTS SPEAKERS: Heber Aldridge, Hydro Clean  
Eddie Crabtree Sr. & Jr, East Carolina Asphalt

III. **REVIEW/ACCEPTANCE OF MINUTES FROM:** March 23, 2015

Motioned by: Tommy Rich Seconded by: Jackie Leonard

IV. **MANAGEMENT REPORT** - provided by Lisa Sasser

V. **NEW BUSINESS**

- Get a second opinion on the parking lot work that was done and get a second quote for the dumpster slab repair. Motioned by Jackie, Seconded by Orville.
- Motion to look further into getting a dog park. Motioned by Brenda, Seconded by Tommy. Majority was in favor.
- Move forward with pressure washing including patios using Hydro Clean. Motioned, then seconded by Tommy.
- Approve payment of invoice for repairs/painting to HOA owned rental unit, 601-H. Motioned by Tommy, Seconded by Jackie.
- Approve Lupo to make the fountain repairs. Motioned by Orville, Seconded by Jackie.
- Approve Ron Proch to replace the pool building doors. Motioned by Jackie, Seconded by Tommy.
- Approve Lupo quote for repair needs noted on inspection. Motioned by Jackie, Seconded by Orville.

- Agree to proceed with intent to foreclose letters to units 521 F & 531 L.  
Motioned by Tommy, Seconded by Jackie.
- Check with attorney on Covenant amendment to prohibit short term rentals.
- Send letters to owners who placed external AC lines to request removal.  
Motioned by Jackie, Seconded by Tommy.

## VI. ADJOURNMENT

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**March 23, 2015**

**6:00 PM**

- I. CALL TO ORDER** by - Tommy Rich - President
- II. QUORUM** was established with five board members present.
- Tommy Rich, Doug Barnum, Jason Allay, Brenda Poole, Jackie Leonard
  - Lisa Sasser – HOA Manager
- III. REVIEW/ACCEPTANCE OF MINUTES FROM** 1/5/15  
Motioned by: Doug Seconded by: Jason
- IV. MANAGEMENT REPORT** – Given by Lisa
- V. OLD BUSINESS:**
- Parking lot requested to be repaired with no additional expense to HOA.
- VI. NEW BUSINESS**
- Pressure washing discussion. Tabled until fall and third quote received. Get Denton's quote for spot cleaning stairwells and cob webs and vote.
  - Discussion of door colors. Request for basic blue or burgundy door was denied due to lack of uniformity.
  - All exterior structural improvements or maintenance must be board approved. Motioned by Jackie, Seconded by Tommy. Four in favor, motion passed.
  - Tabled vote on Blue Line's landscaping improvement quote.
  - Send spring reminders and included checking for mold and police contact information in the notices.
  - Lisa will explore legal issues with potentially getting an off leash dog area.
- VII. MISCELLANEOUS NOTES/ITEMS:**
- Will have police available at pool opening to discuss community safety.
  - Fountain is not working. Lisa is investigating. Get second opinion.
  - Satellite dish in front of 607 building has not been moved.
- VIII. ADJOURNMENT**



**SPRING FOREST HOMEOWNERS ASSOCIATION**  
**Minutes from Quarterly Board Meeting**  
**January 5, 2015**

**I. CALL TO ORDER** by - Tommy Rich - President

**II. QUORUM** No quorum for 5:30 hearing. Quorum established for 7:00 PM meeting.

Present at 5:30 hearing for David Pittman, owner of 523 A

- Tommy Rich, Doug Barnum, Ella Ramsey

Present at 7:00 meeting after annual meeting.

- Tommy Rich, Doug Barnum, Orville Day, Brenda Poole, Jackie Leonard

**III. NEW BUSINESS**

- Officer positions selected as follows:

- President: Tommy Rich
- VP: Doug Barnum
- Secretary: Brenda Poole
- Treasurer: Jason Allay

Motioned by Tommy, Seconded by Orville

- David Pittman water damage assessment – assessment still stands. All approved.
- Board decided to vote over email on pool re-plastering quotes to allow new board members time to review.
- Board will also vote over email on landscaping contract to give new board members time to review landscaping quotes.
- Proceed with Blue Line on sign area landscaping improvements - \$930.

**IV. ADJOURNMENT**

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Annual Meeting**

**January 5, 2015**

**6:30 PM**

**I. CALL TO ORDER** by - Tommy Rich - President

**II. QUORUM** was established with – 20

**III. NEW BUSINESS**

- Approval of minutes from 2014 annual meeting. Motioned by Jackie Leonard, 515 A. Seconded by Brenda Poole, 519 B.
- Introduction of Landscaping Company
- Financial Review
- President's Report
- 2015 Budget Ratified
- Board Member Election: Orville Day re-elected. Jackie Leonard and Brenda Poole were newly elected to join the board.
- Open Forum
  - Discussion of pool re-plastering pending.
  - Driveway resealing issues were noted.
  - Cat population continues to be a problem.
  - Light poles in dense areas.
  - Look into possibility of getting a dog park.
  - Problem with dog poop not being cleaned up at 605 building.

**IV. ADJOURNMENT** – Motion to adjourn by Ella Ramsey and seconded by Melissa Allay at 6:55 PM.

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**November 3, 2014**

**6:00 PM**

**I. CALL TO ORDER** by - Tommy Rich - President

**II. QUORUM** was established with - 5

Below are a list of those present, include in this list the name of the HOA Manager

Ella Ramsey

Orville Day

Tommy Rich

Jason Allay

Doug Barnum

Lisa Sasser - HOA Manager

**III. REVIEW/ACCEPTANCE OF MINUTES FROM** 8-25-14

Motioned by: Tommy Seconded by: Ella

**IV. MANAGEMENT REPORT**

**V. NEW BUSINESS**

- Pool replastering and tile quotes were reviewed. Lisa will ask Havelock Pool how long it takes to do the repairs, if Havelock will price match Greenville Pool's tile price, and confirm the 15 year warranty on the quartz.
- Lisa recommended that \$4,630 be budgeted as income from escrow to cover the cost of pool replastering and pool tile replacement that is not covered by the operating income. Pool repairs expense budget to be increased to \$22,500. Approve budget as amended. Motioned by: Jason, Seconded by: Tommy
- Go with Lupo for 607 B water damage repairs. Motioned by: Jason, Seconded by: Tommy
- Advance Fence to replace the 521 dumpster fencing as quoted for \$1,400. Motioned by: Tommy, Seconded by: Orville
- Approve to pay Denton's pine straw invoice. Motioned by: Jason, Seconded by: Tommy

**VI. MISCELLANEOUS NOTES/ITEMS:**

- After BT replaces dead bushes, get quote for installing extra bushes from Blue Line Landscaping.

- Table review of landscaping contract quotes until next meeting.
- Legal information requested on purchasing condo 601 H – Title search needed.
- Send 537 E a demand letter for unpaid assessment.

**VII. ADJOURNMENT-** Orville motioned and Tommy seconded at 6:43 PM.

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**August 25, 2014**

**6:00 PM**

I. **CALL TO ORDER** by - Tommy Rich - President

II. **QUORUM** was established with – 4

Below are a list of those present, include in this list the name of the HOA Manager

Tommy Rich  
Jason Allay  
Ella Ramsey

Orville Day  
Lisa Sasser – HOA Manager

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** 5-19-14

Motioned by: Tommy Rich Seconded by: Jason Allay

IV. **MANAGEMENT REPORT**

V. **OLD BUSINESS:**

- Re-open case / follow through on foreclosure on Stanley Whitaker. Set sale date.

VI. **NEW BUSINESS**

- Set date for annual meeting in January 2015.
- Go with James Co. for 607-A repairs. Motioned by Tommy, Seconded by Orville
- Change in budget: Foreclosure Property Income / Expenses
- Request new quotes for landscaping contract renewal in March 2015.
- Replace bushes that died in the fall by BT Carawan. Get another quote from Denton on additional bush replacement.
- Get quote to make our property look better.
- Get another quote for pine straw.
- Get quotes on resurfacing the pool.
- Not happy with pool maintenance.
- Get 521 dumpster fence repaired.

VII. **ADJOURNMENT** – Motioned by Tommy, Seconded by Ella at 7:00 PM.

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**May 19, 2014**

**6:00 PM**

I. **CALL TO ORDER** by - Tommy Rich President  
Name Board position

II. **QUORUM** was established with – 4

Below are a list of those present, include in this list the name of the HOA Manager

Ella Ramsey

Jason Allay

Orville Day

Tommy Rich

Lisa Sasser – HOA Manager

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** March 17, 2014

Motioned by: Tommy Rich Seconded by: Ella Ramsey

IV. **MANAGEMENT REPORT**

V. **OLD BUSINESS:**

- Remove gravel in parking lot, check cracks and white lines. Tommy will meet with East Carolina Asphalt to review the work.

VI. **NEW BUSINESS**

- Approved by all to pay invoices for Ron Proch's work on the skylights, Greenville Pool, BT Carawan ice melt.
- Re-strap pool chairs for \$69.00 each. Order two new chairs or as needed. Motioned by Jason Allay, Seconded by Tommy Rich. Approved.
- CNA Surety Fidelity Insurance coverage in the amount of \$50,000 for \$278 premium. Motioned by Jason, Seconded by Tommy. Approved.
- Go with James Co. for \$200 for 531-E repairs. Motioned by Tommy, Seconded by Jason. Approved.
- 527-G/C Water Damage – Assess G for cost of damages. Damages occurred before policy was amended to assess units benefitted. Motioned by Jason, Seconded by Tommy.
- 521-F Water Damage – Contact Coastal Insurance about lien warning. Resend demand letter after 30 days if not paid. Motioned by Jason, Seconded by Tommy.

VII. **MISCELLANEOUS NOTES/ITEMS:**

- Take ServiceMaster off list for mitigation because he does not follow through. Send letter notifying him of the removal.
- Re-quote for other mitigation companies.
- Voted no for HOA expense on plumbing check at \$85.50 per unit for inspection.
- Need clarification on pine straw and shrubs location.
- 515-517 building street light covered in trees. Fire hazard. Lisa will call GUC.
- 517-D satellite dish will be permitted behind a bush, not in yard area.
- Secure lock on pool area. Get metal plate welded over gate handle to stop people from reaching over and pushing down to open the gate.

#### **VIII. ADJOURNMENT – 6:45 PM**

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**March 17, 2014**

**6:00 PM**

I. **CALL TO ORDER** by - Tommy Rich - President

II. **QUORUM** was established with - 5

Below are a list of those present, include in this list the name of the HOA Manager

Doug Barnum  
Jason Allay  
Orville Day

Tommy Rich  
Ella Ramsey  
Lisa Sasser – HOA Manager

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** : January 9, 2014

Motioned by: Tommy Seconded by: Ella

IV. **MANAGEMENT REPORT**

V. **NEW BUSINESS**

- Stanley Whitaker – Reject payment plan proposal and proceed with foreclosure. Three votes for (Tommy, Doug, Ella), One vote against (Jason), Orville abstained from voting.
- Change HOA policy regarding water damage assessments to assess the owners benefited from repairs as stated in the Covenants, Article VII, Section 7.2 and the North Carolina Planned Community Act § 47C-3-115.  
Motioned by Jason, Seconded by Tommy, Approved
- Send lien demand letter to 601-E for past-due water damage assessment.  
Motioned by Jason, Seconded by Tommy
- Send a lien demand letter to 521-F for past-due water damage assessment.  
Motioned by Jason, Seconded by Tommy
- Approve East Carolina Asphalt contract for resealing and striping the parking lot and approve to move money from escrow.  
Motioned by Tommy, Seconded by Ella. Four approved, 1 abstained.

VI. **MISCELLANEOUS NOTES/ITEMS:**

- Requested additional quotes for crime & fidelity coverage.
- Requested quote for landscaping items discussed with Kim from BT Carawan.
- Set up social in May for pool opening. Get more info.

VII. **ADJOURNMENT** – 7:50 PM. Ella motioned, Doug seconded.



**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Annual Meeting**

**January 9, 2014**

**7:00 PM**

I. **CALL TO ORDER** by - Tommy Rich - President  
Name Board position

II. **QUORUM** was established with – 13 present + 8 proxies

Below are a list of Board Members present, include the name of the HOA Manager.

Tommy Rich  
Orville Day  
Jason Allay  
Doug Barnum

Ella Ramsey  
See sign-in sheet for homeowners  
Lisa Sasser – HOA Manager

**III. NEW BUSINESS**

- Minutes from 2013 annual meeting approved. Motioned by Peter Kragel (605-B), Seconded by Doug Barnum.
- 2014 budget ratified.
- Board member election – Tommy Rich, Jason Allay, & Doug Barnum were re-elected. Melissa Marsal was newly elected to join the Board.
- Officers:
  - President – Tommy Rich
  - VP – Doug Barnum
  - Treasurer – Jason Allay
  - Secretary – Ella Ramsey

**IV. MISCELLANEOUS NOTES/ITEMS:**

- Pressure washing issue/complaint at 519 building.
- Bench around pond is rotted and falling over. Remove and replace old bench.

V. **ADJOURNMENT** at 7:25 PM. Motioned by Tommy Rich, Seconded by Peter Kragel.

**SPRING FOREST HOMEOWNERS ASSOCIATION**  
**Minutes from Quarterly Board Meeting**  
**January 9, 2014 at 6:00 PM**  
**Date of meeting**

**I. CALL TO ORDER** by - Tommy - President  
Name Board position

**II. QUORUM** was established with – 5

Below are a list of those present, include in this list the name of the HOA Manager

<u>Ella Ramsey</u>	<u>Jason Allay</u>
<u>Tommy Rich</u>	<u></u>
<u>Orville Day</u>	<u></u>
<u>Doug Barnum</u>	<u>Lisa Sasser – HOA Manager</u>

**III. REVIEW/ACCEPTANCE OF MINUTES FROM** November 18, 2013  
Motioned by Tommy, Seconded by Ella

**IV. MANAGEMENT REPORT**

- 601-H rental – allow pets with \$300 non-refundable pet deposit. Motioned by Tommy, Seconded by Orville, Motion passed.

**V. NEW BUSINESS**

- 607-A, Ron Proch to repair unit.  
Motioned by Tommy, Seconded by Orville, Approved
- Moved to accept pool contract with Time to Swim.  
Motioned by Tommy, Seconded by Doug, Approved
- Power wash buildings. Approved Hydro Clean for all buildings.  
Motioned by Doug, Seconded by Tommy, Approved
- Skylight repair – request more details on Ron Proch quote.
- Kudzu – BT Carawan – Approved. Motioned by Tommy, Seconded by Orville

**VI. ADJOURNMENT** – 6:25 PM

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**November 18, 2013**

Date of meeting

**I. CALL TO ORDER** by - Tommy - President

**II. QUORUM** was established with - 5

Tommy Rich

Orville Day

Ella Ramsey

Jason Allay

Billy Blecha

Lisa Sasser – HOA Manager

**III. REVIEW/ACCEPTANCE OF MINUTES FROM** October 10, 2013

Motioned by: Tommy Seconded by: Jason

**IV. SPECIAL GUEST** – Presentation by Carl Lewis, Servicemaster. He is a potential contractor for remediation and restoration. We will give a try on next water issue. Lisa will get all paperwork on file for his insurance.

**VI. NEW BUSINESS**

- Approve BT Carawan invoice for shrubs. Invoice amount was \$1,315.  
Motioned by Tommy, Seconded by Ella
- Move to pay 517-A CareMaster invoice.  
Motioned by Tommy, Seconded by Jason
- Add Keystone for additional fiduciary coverage.  
Motioned by Tommy, Seconded by Ella/Orville
- Change Nationwide plan. Drop Director's & Officer's coverage. Add USLI D&O plan. Motioned by Jason, Seconded by Tommy
- Approved budget with revisions. No increase in dues.  
Motioned by Tommy, Seconded by Ella
- 601-H Rental, \$750 per month with 13 month special.  
Motioned by Ella, Seconded by Tommy

**VII. MISCELLANEOUS NOTES/ITEMS:**

- Request master insurance policy quote to increase water-sewer backup coverage to \$100,000 and to add ordinance coverage.
- Get quotes from Servicemaster to pressure wash 519, 525, 529 buildings.
- Get quotes to bush hog and herbicide line on kudzu.

**VIII. ADJOURNMENT** – 7:15 PM, Orville motioned, Ella seconded.

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**October 10, 2013**

Date of meeting

I. **CALL TO ORDER** by - Tommy - President  
Name Board position

II. **QUORUM** was established with – 5

Below are a list of those present, include in this list the name of the HOA Manager

Tommy Rich

Doug Barnum

Jason Allay

Billy Blecha

Orville Day

Lisa Sasser – HOA Manager

Guest Speaker – Andrew Bateman, Trisure

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** August 26, 2013  
(date of last minutes to review)

Motioned by: Jason Seconded by: Tommy

IV. **MANAGEMENT REPORT**

VI. **NEW BUSINESS**

- Get \$350 liability insurance policy on 601-H.  
Motioned by Jason, Seconded by Tommy
- Use James Co. for 605-D repairs.  
Motioned by Tommy, Seconded by Doug
- 521-A floor repair – Elite.  
Motioned by Tommy, Seconded by Jason
- Use CareMaster for 531-D carpet replacement.  
Motioned by Tommy, Seconded by Doug
- Use James Co. for flashing repair and clarify warranty/guarantee.  
Motioned by Tommy, Seconded by Orville
- Have BT Carawan bush hog kudzu.  
Motioned by Tommy, Seconded by Orville

VII. **ADJOURNMENT** – Motioned by Doug, Seconded by Tommy

August 26, 2013

- II. **QUORUM** was established with — 4

VI. ADJOURNMENT – Moved by Tommy, Seconded by Doug



**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**May 20, 2013**

Date of meeting

**I. CALL TO ORDER** by - Tommy Rich - President  
Name Board position

**II. QUORUM** was established with – 4

Below are a list of those present, include in this list the name of the HOA Manager

Ella Ramsey  
Tommy Rich

Orville Day  
Jason Allay

Lisa King – HOA Manager

**III. REVIEW/ACCEPTANCE OF MINUTES FROM** April 8, 2013  
(date of last minutes to review)  
Motioned by: Tommy Seconded by: Ella/Jason

**III. MANAGEMENT REPORT –**  
Request to investigate Deed – send letter to Mortgage Co. on HOA foreclosure property

**IV. OLD BUSINESS:** Door replacement looks good.

**VI. NEW BUSINESS**

- CareMaster invoice approved for payment. \$332.05 – 519A  
Motioned by: Tommy Seconded by: Jason - Passed
- Move to have Boberg replace the doors, 31 units.  
Motioned by: Jason Seconded by: Tommy - Passed
- Bike rack – Justin Evans, 607-G – He can purchase a bike rack & must obtain pre-approval by the Board. The HOA will pay for installation. He can take the bike rack with him when he moves. – Passed.

**VII. MISCELLANEOUS NOTES/ITEMS:**

Spoke about restocking the pond with fish and what to do to resolve the algae problem.

Landscaping: Stake a few leaning trees. Replacement of bushes needed. Weeds are a problem. Get pinestraw quote. Bare spot at 519 building. Continue to maintain kudzu.

**VIII. ADJOURNMENT** – Tommy moved to adjourn, Ella seconded.

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**April 8, 2013**

**Date of meeting**

**I. CALL TO ORDER** by - Tommy - President 6:55 PM

**II. QUORUM** was established with – 5

Below is a list of those present, include in this list the name of the HOA Manager:

Doug  
Tommy  
Jason  
Ella

Orville  
Steve  
Lisa King – HOA Manager

**III. REVIEW/ACCEPTANCE OF MINUTES FROM:** February 25, 2013

Motioned by: Tommy Seconded by: Ella

**VI. NEW BUSINESS**

- Replace closet door 529-G with steel.  
Motioned by: Jason Seconded by: Tommy
- Move to have Boberg wrap entry doors with trim.  
Motioned by: Jason Seconded by: Tommy, All (1 abstain)
- Table replacement of damaged doors.  
Motioned by: Jason Seconded by: Tommy, All
- Allow board members to attend CAI event.  
Motioned by: Tommy Seconded by: Orville
- Table water damage assessment until next meeting after email review.
- Get quotes for pressure washing.

**VII. MISCELLANEOUS NOTES/ITEMS**

Dog poop.  
Request termite inspections – get residents' sign-off after termite treatments.  
Send letter to residence about the cats.  
605-H, AC unit noises – Send letter.

**VIII. ADJOURNMENT** – 7:30 PM, Motioned by Tommy, Doug 2<sup>nd</sup>



## Spring Forest HOA

### Minutes from Board Meeting Minutes-February 25<sup>th</sup>, 2013

- I. Call to Order by Tommy Rich, President
- II. Quorum was established with 5 board members. Following is a list of those present: Tommy Rich, Fallon O'Neal, Doug Barnum, Billy Belcha, Ella Ramsey, Jason Allay. Keystone Representatives: Lisa King, Steve Saieed
- III. Review and Acceptance of Minutes from January 15<sup>th</sup>, 2013
- IV. New Business

**a. Election of Officers for Spring Forest Board**

President-Tommy Rich  
Vice President-Doug Barnum  
Treasurer-Jason Allay  
Secretary-Ella Ramsey.

Motioned by: Tommy Rich      Seconded by: Billy Belcha

**b. 2013 Pool Season**

Approved Time to Swim pool contract for 2013 May 11<sup>th</sup> -September 25<sup>th</sup>, 2013. No new wristbands will be provided this year as there are still many available as replacements for unit owners.

Motioned by: Tommy Rich      Seconded by: Billy Belcha

**c. Approve proceeding with foreclosure for Richard Figler, 601-H, currently owes \$1,386.75** Attempts will be made to discuss possible bank drafts to keep unit owner up to date with dues.

Motioned by: Tommy Rich      Seconded By: Ella Ramsey

**d. Water Damage Assessment Procedure Discussions**

Board Members will review recommendations provided by Keystone and will discuss at the next meeting.

**e. Wood Rot Inspection**

Board has decided to send out request to unit owners requesting any issues with damage to units be reported to Keystone. Letter is to be included with the Spring Letter 2013. Decisions for wood rot will be discussed as complaints of damage are reported.

**f. Metal Trim on Doors/Replacing Damaged Doors**

Due to the significant price difference between Boberg Construction and AEA Construction Keystone will contact both companies regarding the details of the quotes, after the details have been clarified decisions for metal trim and door replacement will be made.

**g. Collections Policy for Spring Forest HOA was reviewed.**

One change to be made under the Payment Policy Plan. Policy currently states "Homeowners may request a payment plan for paying assessments", will change to read, "Homeowners can request a payment plan for paying assessments.

**V. Other items discussed**

- a. Turtle issues in the pond. Possible contacting someone to relocate them.
- b. A request was made to revisit the French drain trench that was built that was to be filled in.
- c. Next meeting is scheduled for Monday, April 8<sup>th</sup>, 2013.

**VI. Adjourn**

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Annual Meeting**

**January 24, 2013**

**I. CALL TO ORDER** by - Tom Rich - President  
Name Board position

**II. QUORUM** was established with – 10 Present + 12 Proxy

Below are a list of Board Members present, include the name of the HOA Manager

Ella Ramsey  
Doug Barnum  
Jason Allay  
Tommy Rich

See sign-in sheet for homeowners

Steve - Keystone  
Lisa King – HOA Manager

**V. REVIEW/ACCEPTANCE OF MINUTES FROM:** February 28, 2012

Motioned by: Tom Rich Seconded by: Mrs. Walsh, 525-G

**VI. NEW BUSINESS**

- Board members up for re-election: Ella Ramsey & Fallon O'Neal. Positions open for nomination. Ballot vote – Ella Ramsey and Fallon O'Neal re-elected. Orville Day elected to join the Board.
- Discussion of reserve study, wood rot repairs, and painting. Dues increase \$15.00 on March 1, 2013 and increase annually 3%.

**VII. ADJOURNMENT**

Motioned by: Tom Rich Seconded by: Mrs. Walsh, 525-G

**SPRING FOREST HOMEOWNERS ASSOCIATION**  
**Minutes from Budget Ratification Meeting**  
**January 17, 2013**

I. **CALL TO ORDER** by - Tom Rich - President  
Name Board position

II. **QUORUM** was established with – Not Met

Below are a list of Board Members present, include the name of the HOA Manager

<u>Ella</u>	<u></u>
<u>Jason</u>	<u></u>
<u>Tommy</u>	<u>Steve</u>
<u></u>	<u>Lisa King – HOA Manager</u>

III. **NEW BUSINESS**

- 11 Residents Present – Quorum was not met
- Made a motion to ratify the budget for 2013.  
Motedioned by: Tommy Rich Seconded by: Thomas Harvey 531-E

IV. **MISCELLANEOUS NOTES/ITEMS:**

Door frame replacement.

Replace wood door (interior) needs to be changed out.

March 1<sup>st</sup> dues increase of \$15.00.

3% annual increase in dues.

\*Percentages on line items for budget.

-National and state trends

-Ratio % with other associations

Outside AC drain pipes buried – French drain.

Addressing wood rot – display pictures at annual meeting 1-24-13

V. **ADJOURNMENT** by Tom Rich @ 7:40 PM

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**January 15, 2013**

Date of meeting

I. **CALL TO ORDER** by - Tommy - Pres.  
Name Board position

II. **QUORUM** was established with – 4

Below are a list of those present, include in this list the name of the HOA Manager

<u>Jason</u>	<u></u>
<u>Ella</u>	<u></u>
<u>Tommy</u>	<u>Steve</u>
<u>Fallon</u>	<u>Lisa King – HOA Manager</u>

III. **REVIEW/ACCEPTANCE OF MINUTES FROM:** December 13, 2012

Motioned by: Tommy to accept Seconded by: Ella

V. **OLD BUSINESS:**

- Review 2012, 2013 Budgets

VI. **NEW BUSINESS**

- Getting quotes for insurance – Steve West
- Possible lien on 527-B unit. Letter first.
- Request to draft payment collection policy. Sign approval for drafts ACH.
- Dues increase.
- Letters in Spring - maintenance.

VII. **ADJOURNMENT 6:45 PM.**

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**December 13, 2012**

Date of meeting

I. **CALL TO ORDER** by - Tommy - Pres.  
Name Board position

II. **QUORUM** was established with – 5

Below are a list of those present, include in this list the name of the HOA Manager.

Doug  
Tommy  
Billy

Ella  
Jason  
Lisa King – HOA Manager

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** September 27, 2012  
Motioned by: Tommy Seconded by: Jason

V. **OLD BUSINESS:**

- Painting completed – Excellent Job!

VI. **NEW BUSINESS**

- Budget review: There were questions of the validity of the reserve study report because it did not include wood rot as a guide, but it is not a definite plan for action.
- Dues Increase: There was discussion about a possible dues increase to 3% annual with possible assessment.
- Motion to increase dues additional \$15 monthly effective after annual meeting in February 2013.  
Motioned by: Tommy Seconded by: Doug
- Budget: Move parking lot maintenance to wood rot - \$15,917.00.  
Motioned by: Tommy Seconded by: Jason
- Discussion about pool closing and gym membership incentive.
- Pine straw bill – Approved by all present. Request notification prior to laying straw application. Approved by all.
- Wood rot 527-G – Boberg. Board Approved.
- Pest & Termite – Board – Stay with Russ Pest Control.
- No on mitigation companies Premier & EC Restoration Co. Add Palmetto to mitigation companies to use.
- Repair companies Boberg Construction and Palmetto in rotation on services.
- D. Harrington (605-F) – Doug made motion to concede. Tommy seconded.  
Pending on Jason coming up with alternate solutions.
- Get quote from Boberg on metal frame trim for doors.

VII. **ADJOURNMENT:** Next Board Meeting Scheduled for Tuesday, January 15 at 6:00 pm and Annual Meeting tentatively scheduled for Thursday, January 24 at 6:00 pm.

Meeting adjourned at 7:45 PM. By All. Minutes taken by Ella Ramsey.

Spring Forest Homeowners Association

Minutes from Quarterly Board Meeting

September 27, 2012

- I. Call to Order by Doug Barnum
- II. Quorum was established. Below is a list of those present.
  - a. Ella Ramsey
  - b. Drusilla Brewer
  - c. Jason Allay
  - d. Billy Blecha
  - e. Doug Barnum
  - f. Tommy Rich
  - g. Lisa King – HOA Manager
  - h. Steve Saieed - Keystone
- III. Review/Acceptance of Previous Minutes from 8/23/12. Motioned by Tommy Rich, Seconded by Ella Ramsey.
- IV. Management report given by Lisa King.
  - a. 3 foreclosures in progress, 8 liens, & 2 small claims
  - b. Money collected from 1 foreclosure
  - c. Good response from contact information sheets sent out
- V. Old Business:
  - a. Reserve study information – Lisa will send it out to board members via dropbox.
  - b. Dumpster replacement - Waiting on Ella to get info on recycling old dumpsters
  - c. Landscape concerns. Brian Carawan was present to discuss concerns with the board.
    - i. Bare areas next to the road – seeding or planting beds are options.
    - ii. Brian suggested tilling the large bare areas in the spring, putting down topsoil and seeding in April
    - iii. Kudzu – the goal is to keep the area we have claimed spraying. Brian suggested putting in a straight line 'boundary' by putting up posts to follow in the future.
    - iv. Brian suggested contacting GUC to remove kudzu from around transformers
    - v. Brian will provide an estimate to do these suggestions and Lisa will email out to board for approval
    - vi. Need to re-route gutters that direct water directly onto sidewalk. Storm water will wash out new landscaping.
  - d. Caremaster: George Saad and Al Joyner attending the meeting to discuss billing mistakes and Caremaster's updating of invoicing practices.
    - i. Keystone is working with Caremaster to develop more detailed invoices and a checklist that Keystone, Caremaster, and the homeowner will sign off on at completion of work.

- ii. The board would like to see detailed invoices with materials and labor broken out.
- iii. Caremaster is going to be launching an online system where the board can see pictures, estimates, etc. It may be ready early 2013.
- e. The board requested to add more vendors into the rotation of vendors we request bids from.
- f. The board would like to interview an additional mitigation company at next meeting.

VI. New Business:

- a. Review suggested 2013 budget based on reserve study suggested dues increase of \$63 per month per unit.
- b. The board discussed reserve study and different options for raising dues and/or assessments for taking care of future maintenance. Board members will look more in detail at the reserve study when we receive copies online via dropbox from Lisa. The board will discuss this issue further via email and at next meeting. The board need's to have a plan in place before the next annual meeting.
- c. Painting quotes:
  - i. Doug made a motion to accept AEA construction's quote which includes repairs to things that will be painted. AEA will use epoxy paint on metal items.
  - ii. The board would like to get clarification on if wood or composite material will be used for any repairs.
  - iii. The board will wait on AEA's response to vote and will vote by email.
- d. Wood rot quote on 527-G: \$2,140
  - i. The board requested more info: Is building wrap included? Can we can a better price if we do multiple units at one time?
- e. As of 9/27/12, the board will only approve invoices for work done with written owner or board member approval.

VII. Adjourn. Jason Allay motioned, Ella Ramsey second.



**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**August 23, 2012**

Date of meeting

I. **CALL TO ORDER** by - Tommy Rich - President  
Name Board position

II. **QUORUM** was established with - 4

Below are a list of those present, include in this list the name of the HOA Manager

Doug Barnum

Billy Blecha

Tommy Rich

Ella by proxy

Jason Allay

Steve Saiced

Drusilla Brewer

Lisa King - HOA Manager

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** July 19, 2012

Motioned by: Tommy Seconded by: Dru

V. **OLD BUSINESS:**

- Terry Savage - go over report & recommendations. He will provide all info electronically for all Board members.
- Allen Williford - hearing regarding fines assessed to his unit. No proof provided re: police report, pictures, etc. Board voted to throw out fines. Tommy - motion, Dru - second, passed unanimous.
- Audit complete & compilation.
- Foreclosure complete on 601-H & collected.

VI. **NEW BUSINESS**

- Paint quotes - Tommy walked around with AEA - WAIT.
- Find out about actual rental percentage.
- Foreclose on Whitaker. Vote yes - Tommy, Billy, Ella by proxy/ No- Jason, Dru  
Motioned by: Tommy Seconded by: Billy
- Foreclose on Gorham - ditto
- Foreclose on Eric Eaton. Yes - Tommy, Billy, Jason, Ella by proxy/ Dru -No  
Motioned by: Tommy Seconded by: Billy

- 605-F Water Damage – Harrington – assess – All vote yes.  
Motioned by: Jason Seconded by: Tommy
- 527-D Mitigation water damage. All yes.  
Motioned by: Tommy Seconded by: Billy
- 527-D remaining kitchen repairs assessed. Approved CareMaster – all vote yes.  
Motioned by: Tommy Seconded by: Billy

VII. MISCELLANEOUS NOTES/ITEMS:

Approve payment of rest of study.

Vote to replace 2 trees by 515 for \$350. – Tommy motion

Still waiting on contact for recycling dumpsters - Ella

Kudzu – maintain space we recaptured by mowing & edging

Get Brian to next meeting – landscaping issues

VIII. ADJOURNMENT: Next Meeting Scheduled for Thursday, September 27 at 6:00 pm

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**July 19, 2012**

Date of meeting

I. **CALL TO ORDER** by - Tommy Rich - President

II. **QUORUM** was established with - 5 (need 4)

Below are a list of those present, include in this list the name of the HOA Manager

Doug Barnum

Tommy Rich

Ella Ramsey

Jason Allay

Steve - Keystone

Drusilla Brewer

Lisa King - HOA Manager

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** June 4, 2012

Motioned by: Doug Seconded by: Ella

VI. **NEW BUSINESS**

- More dirt on French drain? Lisa will call BT.
- Paint Quotes - Get more detail on AEA Construction quote
- Porch/patio water damage - quote to repair one 527-G and create a plan for repairs.
- 605-F - request more info from homeowner - dates of service, etc. - and get price from lawyer at same time. Make a decision after getting lawyer quote.
- 537-C - get 3 quotations and stick to normal protocol.  
Motioned by: Ella Seconded by: Tommy, unanimous
- Dumpsters - McGowan out. No painting. 2 new at 521 large, 1 new at 515/517 large, all others ok for now - do not paint. Find out about recycling versus city pickup. Move forward buy three new.  
Motioned by: Doug Seconded by: Jason, unanimous
- Stumps - We will count stumps.  
Vote for BT Carawan.  
Motioned by: Jason Seconded by: Tommy
- Liriope - Finish Liriope  
Motioned by: Ella Seconded by: Jason, unanimous
- Kudzu - What to do with it now.

ADJOURNMENT: NEXT MEETING SCHEDULED FOR: August 23, 2012 at 6:00 pm

## Spring Forest HOA Meeting Minutes June 4, 2012

### I. CALL TO ORDER- Tommy Rich- President

### II. QUORUM established with 5 Spring Forest HOA Board Members:

- Tommy Rich
- Jason Allay
- Ella Ramsey
- Doug Barnum
- Fallon O'Neal

Also in attendance

- Steve Saieed-Keystone
- Lisa King-HOA Manager
- Brian Carawan, Landscaper

### III. REVIEW/ACCEPTANCE OF MINUTES Quarterly Meeting March 29<sup>th</sup> 2012

Motioned by: Tommy Rich Seconded by: Ella Ramsey

### IV. MANAGEMENT REPORT

### V. NEW BUSINESS

- 1) Motion was made to remove Allan Williford from the Spring Forest HOA Board after missing more than 3 meetings.

Motion Made by: Doug Barnum Seconded by: Tommy Rich

- 2) Motion was made to proceed with Benchmark for the Reserve Study at the cost of \$ 2,486.

Motion Made by: Tommy Rich Seconded by: Doug Barnum

- 3) Motion was made to proceed with foreclosure on Richard Figler, 601 H Spring Forest Rd, Greenville, NC 27834 due to the significant debt (\$9,211.25) owed to the association.

Motion Made by: Doug Barnum Seconded by: Tommy Rich

- Board unanimously voted to proceed under the recommendation given from Keystone Property Management. Also discussed if Spring Forest HOA was to obtain property Steve Saieed of Keystone offered to manage it at no cost to the association.

## **Spring Forest HOA Meeting Minutes (cont'd)**

### **June 4, 2012**

- 4) Board has decided to proceed with Audits at the request of community members. For 2010 a compilation will be performed by Sullivan & Shearin at the cost of \$500. For 2011 a Balance Sheet Audit/Review will be performed by Sullivan & Shearin at the cost of \$5,000.

Motion Made by: Tommy Rich Seconded by: Doug Barnum

- 5) Board discussed unit 605 B altering the common area by digging a trench to drain pooling water from patio. Since this is also a liability issue a warning letter will be sent to unit owner about altering the landscape. Carawan will be asked to flag trench to prevent possible injury due to the trench. Board discussed the immediate repair for draining the pooling water via a French drain installed by Carawan that will drain into the pond. Board approved the immediate repair of this unit. Carawan will contact Keystone with a quote.

Motion Made by: Ella Ramsey Seconded by: Jason Allay

- 6) Water Damages for 521-D/H (Caremaster mitigation cost \$1,323.09 and estimate for repair \$1,393.23) and 529-C (Caremaster mitigation cost \$955.35 and estimate for repair \$504.40) were approved.

Motion Made by: Tommy Rich Seconded by: Jason Allay

## **VI. ADDITIONAL DISCUSSIONS**

**Liriope quotes-** more cost effective to plant new liriope. Carawan will view property to determine how many plants may be needed. Will order in groups of 150 plants, buildings with the least number of plants existing will be planted first.

**Dumpster Quotes-** Lisa will contact McGowan Painting to get a more detailed quote since paint quote was given but repairs were not included in estimation and will find out the cost of new dumpsters and will email board with additional information. Decision will be made once additional questions have been answered.

**Painting Quotes-** Will be discussed after pressure washing has been completed. Pressure washing expected to take place the week of June 4<sup>th</sup>, 2012.

## **VII. ADJOURNMENT**

Next meeting is scheduled for July 19<sup>th</sup>, 2012 at 6:00pm.

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Quarterly Board Meeting**

**March 29, 2012**

Date of meeting

I. **CALL TO ORDER** by - Tommy - President  
Name Board position

II. **QUORUM** was established with - 5

Below are a list of those present, include in this list the name of the HOA Manager

Doug Barnum  
Drusilla Brewer  
Jason Allay  
Tommy Rich

Billy Blecha by proxy  
Steve Saieed - Keystone  
Terry Savage - Benchmark  
Lisa King - HOA Manager

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** \_\_\_\_\_  
(date of last minutes to review)

Motioned by: Doug Seconded by: Dru

IV. **NEW BUSINESS**

- Presentation of reserve study by Terry Savage.  
Update every 3 years (on site) about 50% of the original price.
- Save 10% of operational budget to reserve fund - FHA required.  
\$1,670/month
- Increase dues 2.5% per year threshold.
- Mgmt report: Steve recommends collections video (45 min) - foreclosure by  
our attorney.
- 1 quote back on audit - others probably after tax season.
- Steve doesn't recommend 1 over other for reserve study.  
Steve will get sample of other with report and samples of other properties  
they've done it for - email questions.
- Good business judgment rule - discussion in several meetings & minutes -  
work towards meeting goals.
- Defer to next meeting - ask more questions. New to Keystone as well.

- Proposal rekeying pool – Billy to quote – couple options.
- \$15-20 k for pool resurface.
- Landscaping ok.
- Get a quote to remove stumps, sidewalk grasses.
- 519 motorcycle in hallway.
- Special meeting 4-16, more info, not doing special meeting sooner.
- Preventative maintenance spring letter – HVAC, insurance loss assessment rider.
- Pool lettering, wait on keying proposal.
- Meet again before special meeting.
- Adjourn: Tommy move, Doug second.

VI. ADJOURNMENT: NEXT MEETING SCHEDULED FOR: May 17, 2012 at 6:00 pm

**SPRING FOREST HOMEOWNERS ASSOCIATION**

**Minutes from Annual Meeting**

**February 28, 2012**

I. **CALL TO ORDER** by - Tommy Rich - President  
Name Board position

II. **QUORUM** was established with - 59

Below are a list of Board Members present, include the name of the HOA Manager

<u>Dru - VP</u>	<u>Billy</u>
<u>Doug</u>	
<u>Tommy - Pres</u>	<u>Jon Carr - Attorney</u>
<u>Ella</u>	<u>Lisa King - HOA Manager</u>

V. **OLD BUSINESS:**

- Special Assessment Fee!

VI. **NEW BUSINESS**

- Request to discuss pool closing at special meeting  
16 vote yes; 18 vote no  
Motioned by: Tom Feller Seconded by: Langston 521C
- Budget 2012 - approved (20)  
Motioned by: Tom Feller 525 F Seconded by: Ron Coker
- Election of Board - Jason Allay 605 D  
Motioned by: Tom 531 E Seconded by: Dru
- Motion - HOA Approve  
Motioned by: Tom 531 E Seconded by: Heather

VII. **MISCELLANEOUS NOTES/ITEMS:**

Vote to remove Allen Williford as Board member.  
Board election:  
Tommy - Pres  
Dru - VP  
Ella - Sec  
Doug - Tres  
Billy  
Jason  
Fallon APPROVED



# VIII. QUESTIONS:

Tom 603-H: pool closing? Vote to close pool. Open vote. Majority to keep.  
Tiffany 523-G: painting issue  
Nick Mclean 607-F: building damage - water  
Melton 527-G: Management Fee, cable/increase dues  
Heather 521-A: 2011 Bud.  
Steve 535-D: Budget - Long-term savings plan  
John 537-A: Appear - maint & lawn, how long to get to standards  
Reserve study will help address these issues.  
527-D: Caremaster or get bids  
Replacement - water heater  
523-G: Cable service, dryer vents  
537-E: Assessment what guarantee do we have not to incur another  
assessment or increase dues  
Ann 603-A: Insurance denied special assessment.  
Faye 521-C: 25 year shingles & nail  
601-B: Insurance bids on roofs  
605-F: Assessment coverage  
Past due units - collection of funds, steps taken (78 paid assess.)  
525-F: Letter lien - why no payment plan was allowed?  
537: Late fees - assessment  
Mr. Day 517: Signature to call special meeting; figures to \$1,250  
605-B: \$88,000 - get packet  
537-E: missing funds - CAS  
603-H: timing special meeting  
Mr. Day 517: Putnam CAS - Keystone  
523-G: Better Business Bureau -rating for Keystone?  
?: time of assessment  
531-E: concerns - association between Keystone & Caremaster,  
subcontractors. Dancy - poor construction.  
George: parking lot, wind driven rain not covered

# IX. ADJOURNMENT

**SPRING FOREST HOMEOWNERS ASSOCIATION**  
**Minutes from Quarterly Board Meeting**  
**February 15, 2012**

I. **CALL TO ORDER** by - Tommy – President 6 PM  
Name Board position

II. **QUORUM** was established with – 4

Below are a list of those present, include in this list the name of the HOA Manager

<u>Tommy</u>	<u></u>
<u>Doug</u>	<u></u>
<u>Ella</u>	<u>Steve</u>
<u>Dru</u>	<u>Lisa King – HOA Manager</u>

III. **REVIEW/ACCEPTANCE OF MINUTES FROM**

Motioned by: Tommy Seconded by: Dru Approved

V. **OLD BUSINESS:**

- 500 Assessment  
Cable Bill  
New Assessment
- Documents. Handouts.
- Time to Swim – May 12 – Sept. 15  
Approve – Tommy, 2<sup>nd</sup> Doug – All Approved Ella & Dru
- Checking on Insurance & checking deductible \$10,000

VI. **NEW BUSINESS**

- Audit – Approved to get quotes to be approved by email – move forward for audit  
Motioned by: Tommy Seconded by: Doug
- Lisa will get quotes.  
Dru, Ella, Doug, & Tommy approved  
Motioned by:  Seconded by:
- Move to have our lawyer contact Orville's lawyer to discuss issues & at our annual meeting.  
Motioned by: Tommy Seconded by: Doug  
Dru, Ella, Tommy, & Doug approved

- Voting  
\_\_\_\_\_  
Motioned by: \_\_\_\_\_ Seconded by: \_\_\_\_\_
- Call City regarding building alteration – door opening Mr. Day - get  
suggestion  
\_\_\_\_\_  
Motioned by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Board approved – Dru, Ella, Doug, Tommy  
\_\_\_\_\_

VII. MISCELLANEOUS NOTES/ITEMS:

BT Carawan – Present. Lawn Maintenance. Monkey grass/grass  
Upgrade appear. 12 mo/\$1,680 mo  
Special request – air soil, seed. \$100 small area  
\_\_\_\_\_  
Open Statement – Tommy. Set rules for meeting.  
Agenda - Documents  
\_\_\_\_\_  
Details  
\_\_\_\_\_  
Budget & Bal.  
\_\_\_\_\_  
Vote – Board – 60% supported. Motion out of order, not on agenda.  
\_\_\_\_\_

VIII. ADJOURNMENT: NEXT MEETING SCHEDULED FOR: March 29, 2012 at 6:00 pm

## Spring Forest HOA

### Minutes from Special Board Meeting Minutes-January 16<sup>th</sup>, 2012

- I. Call to Order by Tommy Rich.
- II. Quorum was established with 7 board members. Following is a list of those present: Tommy Rich, Allen Williford, Drusilla Brewer, Fallon O'Neal, Doug Barnum, Billy Belcha, Ella Ramsey. Keystone Representatives: Lisa King, Steve Saieed
- III. New Business
  - a. Motion by Tommy Rich, Second by Allen Williford.  
**Request to have Landscaper BT Carawan at Board Meeting February 15<sup>th</sup>, 2012**
    - Board Members to lay out expectations for services provided.
  - b. **Keystone Property Management prepared a Spring Forest HOA Assessment Information Package in Preparation for Annual Meeting to be held February 28<sup>th</sup>, 2012**
    - Board Members reviewed package for completeness and correctness. Board Members decided to make the information available through Keystone Property Managements website, and a hard copy may be provided at the unit owners request.
- IV. Other items discussed
  - a. Dues increase will become effective in February 2012 (next month)
  - b. A walk through will be performed by Tommy Rich and Keystone property Management for damage inspection for repairs performed under hurricane insurance claims.
  - c. Keystone Property Management has recommended the board to consider a Reserve Study to project out what expenses the HOA may occur over time to make sure the HOA has proper funds for future repairs.
  - d. Next meeting is scheduled for Wednesday, February 15<sup>th</sup>, 2012.
- V. Adjourn

## Spring Forest Homeowners Association

### Board Meeting

December 11, 2011

- I. Call to Order by Tommy Rich – President
- II. Quorum was established. Below is a list of those present.
  - a. Ella Ramsey
  - b. Drusilla Hatley
  - c. Billy Blecha
  - d. Tommy Rich
  - e. Doug Barnum
  - f. Lisa King – HOA Manager
- III. Review/Acceptance of Previous Minutes from 9.21.11. Motioned by Ella, Seconded by Tommy.
- IV. Management report given by Lisa King.
- V. Old Business:
  - a. Insurance – received 31 of 124
  - b. Hurricane damage – contractor to repair damage to landscaping and torn screens.  
There should be a walk through to take inventory of damaged items after construction is complete.
  - c. Landscaping bids
- VI. New Business:
  - a. 41 water heater replacement letters sent 10.14.11. There are now only 14 units that need to replace water heaters.
  - b. Special assessment – Necessary due to water damages, wood rot, storm clean up, pool resurfacing necessary next 1-2 years, previous wood rot on roofs. Keystone suggests to keep the letter vague. Tommy votes to move forward with the \$1,250 assessment, second by Ella. Vote unanimous.
  - c. Dues increase by \$15 per unit with 30 days notice minimum. Motion by Tommy, second by Ella, unanimous.
  - d. Review proposed 2012 budget – budget was approved with increase for landscaping. Motion by Tommy and second by Dru.
  - e. Keystone will begin monitoring water usage per building in January 2012
  - f. The board will meet again before the annual meeting to prepare.

## Spring Forest HOA

### Board of Directors Meeting Minutes – September 21, 2011

- I. Call order by Tommy Rich.
- II. Quorum was established with 5 board members. Following is a list of those present: Ella Ramsey, Tommy Rich, Drusilla Hatley, Doug Barnum, Billy Blecha, Georgia Drum (Keystone), Steve Saieed (Keystone)
- III. Caremaster gave a report on the condition of the roofs after the hurricane and their dealings with the insurance adjusters. They will be meeting with an adjuster/roof inspector Monday 9-26 to review the damage so that the insurance company can determine what type of repairs are needed. The board decided that if the roofs need to be replaced to keep the same shingle color, 25 year, 6 nail. Motion by Ella Ramsey, Second by Doug Barnum.
- IV. Minutes from June 14, 2011 meeting approved. Motion by Tommy Rich, Second by Doug Barnum.
- V. Management Report given by Georgia Drum.
  - a. Spring Forest's management will be transitioned from Georgia to Lisa.
- VI. Old Business
  - a. Preventative maintenance and water heater replacement letters/enforcement will be placed on hold until the storm damages have been addressed.
  - b. Keystone has only received proof of insurance policies from 25 of 124 units.
- VII. New Business
  - a. Georgia provided 4 landscaping bids. She will scan and email the detailed proposals to all board members. Board members should review and be prepared to make a decision at the next meeting. Actual contract change may be postponed until next spring.
  - b. Keystone presented photographs of significant wood rot on the balcony of building 527 which is hidden from view by the vinyl siding. This is likely to be a problem at other buildings.
  - c. The board voted to remove Dan Hart from the board in order to make meeting quorum easier. Dan has missed more than 3 board meetings in a row. Motion made by Ella Ramsey, Second by Tommy Rich. Georgia will notify him by email.
  - d. Keystone made it clear that they believe Spring Forest's financial position is critical. There is not enough money in our operating account to cover current bills. Additional invoices will be coming in from storm damages/clean up that is not covered by insurance. Wood rot at balconies will also need to be addressed. Keystone suggests considering raising the monthly dues and doing an emergency assessment of a minimum of \$500.
  - e. Doug Barnum made a motion to raise the monthly dues to \$125 in January 2012. Tommy Rich Seconded.
  - f. Doug Barnum made a motion to begin the process for making an emergency assessment of \$500 per unit. Steve will write a letter for the board to review. Ella Ramsey seconded.
- VIII. Adjourn.

## Spring Forest HOA

### Minutes from Special Board Meeting Minutes-June 14<sup>th</sup>, 2011

- I. Call to Order by Tommy Rich.
- II. Quorum was established with 7 board members. Following is a list of those present: Tommy Rich, Allen Williford, Drusilla Hatley, Fallon O'Neal, Doug Barnum, Billy Blecha, Ella Ramsey. Keystone Representatives: Nikole Sutton, Steve Saieed, Jill Everett
- III. New Business
  - a. Motion by Allen Williford, Second by Tommy Rich.

**A draft of the letters specified below will be sent to board members for approval, letter is to be sent by the end of June 2011.**

    - Certified Letter to be sent to the 44 units requesting replacement of the water heaters over 10 years old. Letter is to request each unit to replace water heater, providing proof of installation by a certified plumber or scheduled date of installation, within 30 days.
    - "Loss Assessment Rider" letter to be sent to all units requesting a \$10,000 Loss assessment rider policy added to all unit owners insurance policies. A copy of this policy will be requested to be on file at Keystone Property Management within 60 days of receipt of letter.
  - b. Motion by Doug Barnum, Second by Tommy Rich
    - 515A was broken into and is requesting that a light will be put near that unit. Greenville Utilities will be contacted to have a light pole installed.
- IV. Other items discussed
  - a. Raising the insurance deductible on the Master Policy to \$10, 000.
  - b. Contacting an attorney to determine if the HOA can enter the home to replace water heaters that are "high risk". Spring Forest HOA paying for water heater replacement and creating a payment plan for unit owners, which will allow them to be replaced sooner minimizing the risk of water damage and making it more affordable to unit owners.
  - c. Requesting proof of A/C unit inspection for every unit annually. Offering a \$25 dollar credit to each unit that shows proof of inspection.
  - d. Obtaining bids for new landscaping for next meeting.
  - e. Pool appearance, chairs/umbrellas.
  - f. Board is scheduled to meet monthly until current financial issues associated with water heater/A/C damages is resolved. Next meeting is scheduled for Tuesday, July 19<sup>th</sup>, 2011.

V. Adjourn



**SPRING FOREST HOA  
Annual Meeting  
February 24, 2011  
6:30 PM**

**Agenda**

- ✓ Call to order 6:30PM –Ella Ramsey, President
- ✓ Establishment of quorum – 12
- ✓ Approval of Minutes from February 18, 2010 meeting

**New Business**

- Ella - Treas. 1. Election of Board Members – 4 Positions opened
- Up for re-election: Ella Ramsey, Drusilla Hatley, Susan Coore
  - Matt Carter has chosen not to serve again, Susan stepping down
  - Nominations from the Floor
- Chris Kelly 6076  
Fallon O'Neal 5370
2. 2011 Budget Presentation
- Update on current financial status
- property acquired beside  
3-story bldg from 43 Holdings
3. 2011 Pool Season
- Dates of Operation will be May 14, 2011 to Sept. 18, 2011
4. Preventive Maintenance Inspection –letters have been sent out to those who have not completed the repairs to their units that were suggested in the report dryer vent 603

**5. Homeowner Concerns**

**Adjournment**

- ✓ Letter to all residences to let know about end of cable on March 31st  
-also note about satellite dishes on this letter
- sign b/w 603 & 605  
No trespassing

## Spring Forest HOA

### Board of Directors Meeting Minutes – January 6, 2011

- I. Call order by Ella Ramsey.
- II. Quorum was established with 5 board members. Following is a list of those present: Ella Ramsey, Susan Coore, Drusilla Hatley, Matt Carter, Doug Barnum, Nikole Sutton (Keystone)
- III. Minutes from November 2010 meeting approved. Motion by Matt Carter, Second by Doug Barnum.
- IV. Management Report given by Nikole Sutton.
  - a. There are currently 6 units in small claims.
  - b. Work orders: 6 were entered, 2 were outstanding at the time of the meeting.
  - c. The deed to the vacant lot has been obtained from Bill Dansey.
  - d. 6 homeowners remain for inspections. Nikole will be coordinating with Blount & Williams and a locksmith to obtain access to those units.
  - e. Front entrance landscaping has been completed.
  - f. Slate painting will begin next week.
  - g. Laundry vent clean out is still being scheduled and will begin soon.
  - h. The cable contract cancellation letter has been sent to Suddenlink to terminate the contract at the end of March 2011.
- V. Old Business
  - a. 2011 Budget discussed. Nikole will research a less expensive alternative for the pool/3 story building fire alarm phone. Nikole will also break out which expenses escrow will be allocated for on the budget for the annual meeting.
- VI. New Business
  - a. The Annual meeting was scheduled for Thursday, February 24, 2011 from 6:30 to 8:00 pm in the Sheppard Memorial Library, Room B. The agenda will consist of presenting the 2011 budget, and voting for new board members.
  - b. Nikole will include that residents are needed to run for the board on the mailer.
  - c. The board decided that any open forum discussion should be limited to 2 minutes.
  - d. The new board members will meet directly after the annual meeting, vote for officers, and set up the next meeting date for May 2011.
- VII. Adjourn.

# SPRING FOREST HOA HOMEOWNERS' ASSOCIATION

## Minutes from Board Meeting

November 4, 2010

Date of meeting

I. CALL TO ORDER by - Ella President  
Name Board position

II. QUORUM was established with - 5

Below are a list of those present, include in this list the name of the HOA Manager

Matt Carter  
Tommy Rich  
Ella Ramsey

Doug Barnum  
SUGAN COORE  
Billy

III. REVIEW/ACCEPTANCE OF MINUTES FROM

Mot by Doug  
2nd by Matt  
(date of last minutes to review)

Nikole Sutton - Tracey going 1/2 time

IV. MANAGEMENT REPORT -

\* Letter to residents about cable &/or increasing dues  
(note any pertinent item that needs to be recorded - if necessary) Board recommends  
Doug moved Seconded by Tommy not renewing cable

V. OLD BUSINESS:

- Speeding is still an issue
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VI. NEW BUSINESS:

- Board meeting in Jan
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## Spring Forest HOA

### Board of Directors Meeting Minutes – August 5, 2010

- I. Call order by Ella Ramsey.
- II. Quorum was established with 6 board members. Following is a list of those present: Ella Ramsey, Susan Coore, Tommy Rich, Drusilla Hatley, Matt Carter, Doug Barnum, Tracy Malan (Keystone)
- III. Minutes from May 2009 meeting approved. Motion by Matt Carter, Second by Susan Coore.
- IV. Management Report given by Tracy Malan.
  - a. There are currently 4 Liens on properties and 1 in small claims.
  - b. 3 homeowners have not paid the assessment.
  - c. Work orders: 12 were entered, 5 were outstanding at the time of the meeting.
  - d. The fountain and pump have been repaired.
  - e. Pressure washing has been completed and the majority of the homeowners are pleased with the work.
  - f. The new entrance sign has been installed.
- V. Old Business
  - a. Preventative maintenance update: 8 homes have still not been inspected. Repair letters have been sent out.
- New Business
  - a. Painting of railings: Tracy provided 3 quotes. The board discussed choosing the worst building to have painted first to see the quality of the work before moving forward.
  - b. Board members requested quotes for some low landscaping around the new sign.
  - c. Quotes requested for cleaning out the exterior of all dryer vent exhausts.
  - d. Quotes requested for landscaping around walkways into buildings.
  - e. Tracy will look into costs for obtaining the small piece of property from Dansey.
  - f. The deadline for notifying Suddenlink of cable shutoff is January
- VII. Next meeting scheduled for Thursday, November 4, 2010.
- VIII. Adjourn.

Spring Forest Homeowners Association

Minutes from Quarterly Board Meeting

May 4, 2010

- I. Call to Order by Ella Ramsey – President
- II. Quorum was established. Below is a list of those present.
  - a. Ella Ramsey
  - b. Drusilla Hatley
  - c. Susan Coore
  - d. Billy Blecha
  - e. Allen Wiliford
  - f. Matt Carter
  - g. Tommy Rich
  - h. Doug Barnum
  - i. Lori Hoffa – HOA Manager
- III. Review/Acceptance of Previous Minutes from 11.18.09. Motioned by Susan Coore, Seconded by Allen Wiliford.
- IV. Management report given by Lori Hoffa.
  - a. Preventative maintenance program reports are in the process of being review. Lori requested help with review from Board members to help cut our additional management fees.
  - b. There have been concerns about non-residents around the pond area.
  - c. Pool opening letter was sent out to homeowners. Lori suggested having a Pool Committee to open and close the pool at night.
- V. Old Business:
  - a. Lights on the property are still out. Allen will report the light numbers to Lori.
  - b. The solar powered fountain for the pond will not work.
- VI. New Business:
  - a. A new fountain will be installed by Tim Webb with Webb Electrical for \$3,800. The fountain includes lights and a 26' spread.
  - b. Preventative Maintenance program – about 60 units have still not scheduled there inspection. A letter will be sent out Monday notifying homeowners that access will be gained if they have not scheduled by 5.24.10. All Board Members approved the Letter.
  - c. AC unit drain lines in Building 517. The board spoke with Danny Williams from Blount & Williams about options for running the drain lines. The board agreed it is ok to run on the exterior but it must be painted to match the vinyl siding. Motioned by Matt Carter, Seconded by Allen Wiliford.

- d. Pressure washing was done last year for \$6150. W&W will do it for \$6200 with no sidewalks. Lori to send out a flyer notifying residents to remove items under stairs. Motioned by Allen Wiliford, Seconded by Tommy Rich.
- e. Wood railings at stairs, patios & balconies need to be painted. Some of the wood is rotting in places. Lori will get quotes.
- f. Lori will look into the price of a speed limit sign posting 10 mph. Allen checked into this and per the police this could only be a "suggested speed".

**SPRING FOREST HOMEOWNERS ASSOCIATION**  
**Minutes from ANNUAL Board Meeting**  
**February 18, 2010**

Date of meeting

I. **CALL TO ORDER** by - ELLA RAMSEY - President  
Name Board position

II. **QUORUM** was established with – 59 homeowners and guests

Below are a list of those board members present, include in this list the name of the HOA Manager. Please see the attached sign in sheet for homeowners and proxies.

Ella Ramsey  
Susan Coore  
Matt Carter

Allen Williford  
Bily Blecha  
Lori Hoffa – HOA Manager

**GUEST SPEAKER:** Prior to the meeting commencing, Ms. Kandie Smith, Council Member of District 1 was at the library and saw that we were holding our annual meeting. She request a moment to introduce herself to the homeowners, commended the homeowners for participating in the meeting, with such a nice number of participants and showing such an interest in their community. She offered her contact information being their representative – (phone #: 252-565-4617 and e-mail: ksmith@greenvillenc.gov) if anyone wished to reach her. She also wanted to inform the communities of the District meeting that will be held at City Hall on March 8<sup>th</sup> @ 6 pm and that all were invited.

III. **REVIEW/ACCEPTANCE OF MINUTES** from February 17, 2009  
(date of last minutes to review)  
Motioned by: Ella Ramsey (535A) Seconded by: Dan Hart (607B)  
All in favor

IV. **OLD BUSINESS:**

- Ella Ramsey, President briefly reviewed items that had been addressed: Striping of parking lot, pressure washing and clean up of common areas.
- Ella than asked if there were any other items under "Old Business". Homeowners voiced that with the previous management company, he had 2 cars towed away for being parked over the line, etc. and that a neighbors car was towed because the inspection sticker had expired and that they were out of town. His question was how many vehicles are authorized. Ella responded that proper parking is required as well as proper registration on all vehicles. It was announced and confirmed by other homeowners that there are two (2) parking spaces allotted per unit. And that homeowner should view the Rules and policies for all regulations that are required.
- Landscaping: Two buildings 519 & 603 voice concern about landscaping due to pets being permitted to use the lawn and pet owners not cleaning up after them. They request possibly a sign that can be posted to curb pets and "Scoop the

Poop". It was announced that just recently the parcel of land near the 3 story building has been offered to the association from the building for a small fee of and cost of closing costs. This is currently being looked into. This area is currently being used for pets, and thus if the association is able to acquire the property – they can designate part of this land for pets. Allen Williford did state if this does happen, pet owners would STILL be required to pick up after their pets in order to keep the area clean and maintainable. Also that any pet owner not found cleaning up – could be fined. A homeowner asked that if possible part of that parcel could also be designated as a recreational section; some use this area to play horseshoes, etc. The board stated that this is still being looked into, and they will review the best way to utilize this parcel if it is incorporated with the association.

Additional inquiry on the landscaping maintenance was also discussed. Homeowners inquired if the board obtains quotes regularly, which the board indicates that they get quotes annually to best service the community. That when the current landscaper came on board there were areas that had to be addressed and that the landscaper shows a honest concern to best services the community and will address all concerns of the homeowners. That if homeowners do have a complaint or concern they can contact management and it will get addressed.

## VI. NEW BUSINESS

- **Election of Board Members:** Currently there are 3 positions opened. Allen Williford and Billy Blecha are up for re-election. Deloris Cummings, due to medical reasons will not be up for re-election. Matt Carter took the lead on posting on the flip chart the names of the board members up for re-election and opened nominations from the floor. The bylaws indicated that the board can be not less than 3 – no more than 9 natural members. (The terms are for two year – to allow for a staggered continuity, but could be for one year).

Nominations from the floor were: Dan Hart – unit 607B, Dough Barnum – unit 601f and Tom Rich – unit 521A.

Since the total number of re-elected members and nominee totaled the number permitted for membership, Ella Ramsey put the vote to a verbal vote by all homeowners to accept the names listed. All were in favor. Non opposed.

Position of board members will be discussed and appointed at the next scheduled board meeting.

- **2010 Budget Review:** Review of the 2010 budget was presented by Ella Ramsey. Budget page which noted the 2009 budget/expenditures. Discussion on cable costs and GUC increase was presented, Homeowners showed concern about the rise in cable costs. The information that the association has a contract with Sudden link through 2011 was mentioned, that they pay 60% of what a residential homeowner pays per unit was informed and that there is no out clause. This would be discussed at the next annual meeting.



Discussion on the 2009 expenses was reviewed. Inquiry on the Legal/Accounting line item cost was questioned. Due to the previous management there was a full audit needing to be done for multiple years. Taxes that were not paid for from 2006 – 2009 had to be paid. All previous outstanding bills not addressed by the previous management company (CAS) have been addressed and we are now current.

Discussion on the Assessment was brought up by homeowners. The assessment of \$500.00 was found necessary in order for the association to continue. The finances were in desperate disarray – to almost financial disablement of the association and the community. In lieu of dues increase, that would never be reversed, and the ability to acquire funds that are needed to prepare for upcoming building maintenances (such as roof repair/replacements; wood rot; common ground and element maintenance) this figure was determined to be the amount that would address the need. “We, the board members, also have to pay this assessment – we are homeowners as well”.

After lengthy discussion and inquiry on legal recourse that the association could take against the previous management. The board stated that all avenues were reviewed, and there are no steps that can be taken. No documentation was available from the previous management company that was able to substantiate mis-management. That the new board has implement guidelines on disbursements of funds. Keystone Management has high standards of professional protocol on the contractors used and following up on services conducted on the property. Management is diligent on keeping up with HOA Dues, and following procedures to collect on outstanding dues.

Bylaw Amendment was discussed along with the Assessment. Once all details about expenses incurred, homeowner responsibility etc it was found extremely favorable for the Bylaws to be amended to clearly state all homeowners must have the specified coverage – and will be held accountable, especially if found in neglect for any damages found with their unit as well as other units effected by the damage. Most all homeowners present were ready to sign approval. Signatures were available to be obtained after the meeting but a letter will be going out within the next week to all homeowners requesting the vote for the amendment. A 67% acceptance vote is needed to have this amendment completed.

- **2010 POOL SEASON** – was presented by Susan Coore. She announced the pool season will run from May 22, thru Sept 6<sup>th</sup>. Letters will go out at a later date to inform all homeowners of the season, the regulations and obtaining keys. All homeowners keys. If survey is found that the season should be extended. The board will review and act accordingly (as long as funds are available to extend).
- **Pond Update:** Billy Blecha addressed the homeowners on the concern of the fountain not working. Again, reiterating that funds at the time when the fountain broke down due to turtles eating thru the wires – the fountain was shot! Cost to replace a fountain can run from \$500 ( for a very small fountain – pond size to

\$4500). Billy also answered recent concerns regarding the level of the pond. This pond runs off into Lake Ellsworth. They had a back up which caused ours to back up as well. There was nothing that can be done on our part – they were working on the situation.

Aeration of the water is both a necessity and health issue. Mr. Hart indicated that he had a similar situation and if it is not addressed health issues can arise – botulism, etc. Doug Barnum voiced that this then is not an option but has to be corrected. Not only for the beautification and enhancement it gives to the community but especially for health reason. The board is still looking into getting this installed

▪ **Assessment & 2009 Water Damage** was again presented by Allen Willford where he mentioned that approximately \$12,000 has already been collected toward the assessment. The remaining homeowners need to get their assessment in by the due date.

Allen also briefly reviewed water damages in 2009 were extensive. That the HOA insurance covered. The Preventive Maintenance Inspection is just that, an inspection of the units to see if there are any areas that show a possibility of water leaking, damages.... to inform homeowners of their unit's HVAC condition, install a clean out valve on units that do not have one and to inspect all other areas noted on the inspection as an informative tool for homeowners to maintain their units. To say that the HVAC has been found in perfect working condition cannot be determined in this inspection, but to notify a homeowner that they might need to start looking for a replacement especially if a unit is over 10 yrs of age. Blount and Williams was requested to give discounted prices to our homeowners. Keystone has a Maintenance department that can also assist in these repairs and has competitive replacement costs.

#### VII. MISCELLANEOUS NOTES/ITEMS:

The meeting was length in a variety of discussions and concerns. Due to time allotment, and homeowners noting that there were no other concerns at that time. The meeting was adjourned at 8:30 pm

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#### VIII. **ADJOURNMENT: NEXT MEETING SCHEDULED FOR: November 2011 – so discussion of the Cable contract can be addressed.**

**Spring Forest Homeowners Association**  
**Minutes for Annual Prep Meeting**  
**February 9, 2010**

I. Call to order by Susan Coore.

II. Quorum was established with 4.

Below are a list of those present:

Matt Carter, Billy Blecha, Susan Coore, Drusilla Hatley, Lori Hoffa-HOA Manager

III. Annual Agenda Items:

- a. Election of board members – Allen Williford and Billy Blecha are up for re-election. Lori will bring an easel to write nominations from the floor. Matt Carter will write the nominated names up for vote. Lori will provide the ballots. Board members will meet for a short period after the annual meeting is adjourned to vote on officers. Lori will make a Certificate of Appreciation for Mrs. Cummings.
- b. 2010 Budget and update on current financial status will be discussed by Ella Ramsey.
- c. Lori will discuss the vote to amend the Bylaws which will require each homeowner to carry a loss assessment of \$5,000 on their H06 policy and to submit a copy to HOA manager annually.
- d. Pool will be open May 22 – September 26. Susan will discuss the pool dates at the annual meeting.
- e. Pond update will be given by Billy.
- f. Update on assessment and 2009 water damages and repairs will be discussed by Allen. He will explain the Preventative Maintenance inspection. The board decided not to bring up the cable issue at this meeting.
- g. Homeowner's concerns will be addressed at the end of the meeting.

IV. Up for discussion at the next Board meeting will be the proposed donation (sale for \$1) of the 0.44 acre parcel #65238 by Bill Dancy's company. Meanwhile, Lori is looking into the details of property tax costs, closing costs, and attorneys to handle the transaction.

V. Adjournment: Next Board meeting date and time to be decided after Annual HOA meeting on February 18<sup>th</sup>.

# Spring Forest Homeowners Association

## Minutes from Quarterly Board Meeting

November 18, 2009

- I. Call to Order by Ella Ramsey – President
- II. Quorum was established with 6 board members. The following is a list of those present: Matt Carter, Allen Williford, Billy Blecha, Susan Coore, Drusilla Hatley, Ella Ramsey, and Lori Hoffa-HOA manager.
- III. Review/Acceptance of Minutes from August 19, 2009. Motioned by Ella Ramsey, Seconded by Allen Williford.
- IV. Management Report – Lori went through 24 work orders entered. Approximately 4 from water damage from recent storm.
  - a. The board decided to have all trees cut back that scrape against second story windows. Screens can be repaired in the Spring.
  - b. Mr. Mooring brought in photos of water damage that he paid to have repaired. He requested a reimbursement for his expenses. – The board decided to offer to pay for half of Mr. Mooring expense.
- V. Old Business:
  - a. Lori has not been able to get in touch with Orville about getting the HOA binders.
  - b. One-time assessment reviewed.
  - c. Lori provided a copy of the Suddenlink contract showing the end date of March 31, 2011. It requires 90 days prior notice for termination.
  - d. No light outages were reported to Lori so none have been repaired.
  - e. A Spring Forest sign was not quoted.
  - f. The board requested quotes for painting the rails on the stairs and decks. Quoted price should be per building.
  - g. The fountain issue was discussed. It would cost 3 to 4 thousand dollars to replace the fountain as is. This will be Spring time project. (In the meantime, Billy is personally purchasing a smaller, solar powered fountain to try out for his personal property.)
- VI. New Business:
  - a. Unit 531 F, recently purchased by Mr. Whittaker, had a previous balance of \$2226.25 which was paid at closing. The amount did not yet show the \$500 assessment and was not collected by the attorney. The board voted to exclude Mr. Whittaker from the one-time assessment. The motion was made by Allen Williford, and seconded by Matt Carter.
  - b. Budget for 2010 was discussed. The new proposed new budget reflected a recommended 15% increase for GUC, and the Suddenlink rate increase.
    - i. The pool contract was set up for the pool to be open for 15 weeks (2 weeks shorter than last year's contract) and to be paid in 12 monthly installments. The total equals \$7,100 for the year plus a \$100 license fee for the year. Ella Ramsey made a motion to approve

the contract, and Allen Williford seconded. Motion carried and the contract was signed by the president, Ella Ramsey.

- c. The next Board meeting is scheduled for Tuesday, February 9, 2010 at the Keystone office. This meeting will include board member preparation for the Annual HOA meeting the following Tuesday.
- d. 2010 Annual Meeting is scheduled for Tuesday, February 16, 2010 at 6:30pm to be held at Pitt Community College. Items which need to be addressed include: possible termination of the Suddenlink contract, cost of maintaining the pool, and the mandatory Preventative Maintenance program.

VII. Adjournment: Next meeting scheduled for Tuesday, February 9, 2010 (Mrs. Coore's Birthday!) at 6:30 pm at Keystone.

Spring Forest Homeowners Association  
Emergency Board of Directors Meeting  
September 21, 2009

Ella Ramsey called the meeting to order.

Quorum was established with six board members present: Ella Ramsey, Susan Coore, Allen Williford, Matt Carter, Billy Blecha, and Drusilla Hatley.

The purpose of this meeting was to discuss the poor financial situation of the HOA and some options for correcting it. Steve Saieed of Keystone went through the HOA's Budget Comparison Cash Flow report and noted items that we are over budget on including pressure washing, landscape improvements, irrigation repair, legal/accounting, and some other miscellaneous items.

He then went over the HOA's insurance budget. We have budgeted \$27,000 for the year but this would only cover normal insurance premiums plus maybe one claim deductible at \$5,000. We currently have 2 to 4 claims. He also explained that the board had been informed incorrectly about water damage responsibility. State condominium laws state that the HOA is responsible for all water damage claims. Because of this we can expect to be responsible for \$5,000 (deductible) for each unit with water damage regardless of any negligence.

Another big ticket item on the budget is the Suddenlink contract. The HOA cannot terminate this contract until Spring of 2011. If the HOA decides to terminate this contract, Suddenlink requires 90 days notice or the contract will automatically be renewed.

Steve suggested that the HOA implement a one time emergency assessment of \$500 per homeowner and a mandatory preventative maintenance program which he estimated may be around \$50-60 per unit. This would include an inspection of every unit for leaks/damage to ac units and drain lines, hot water heaters, and plumbing lines to all sinks and toilets. The inspection company would provide a copy of all findings to the homeowner and the HOA. If the inspection showed any problems, the HOA would then require the homeowner to repair the problem by a certain date. If the homeowner did not provide proof of the repair by a certain date, the HOA may be able to have the repair done and charge it to the homeowner's ledger. The HOA would probably need the help of an attorney to work out the details. The preventative maintenance program would protect the HOA 10-15 years down the road. To implement the \$500 assessment, the HOA needs to put together a letter to the homeowners stating the facts about why the assessment is necessary, and how we are handling the problem. If all homeowners paid the assessment:  $500 \times 124$  units would be \$62,000.

A couple of cost saving options were discussed. Items included requiring hot water heater replacement with tankless water heaters, cutting back on landscaping, etc. It was decided that we would discuss these items more at the next regularly scheduled board meeting. (For future budgeting purposes, Steve said that 10% of an HOA's budget should be going toward long term maintenance.)

Lori went over the outstanding items for insurance claims. For unit 519D, we have already been paid the total amount minus our deductible by the insurance company and received the bill from Caremaster, so this needs to be paid. For unit 601F/B, the amount was below the insurance deductible so this will need to be paid in full by the HOA. These two items total \$16,316.49. Lori is going to find out if Caremaster will work out some type of payment plan for us. For the Mooreing unit 603E/A, proper procedure was not followed by the homeowner so the HOA has no proof of the damage. Susan Coore made a motion not to pay this claim due to improper procedure. Matt Carter seconded. All approved. Lori received a request from Mr. Gorham 525D for a copy of the inspection of his unit so he can pursue getting money from the upstairs unit owner. The board decided just to give him the information that he has requested for now.

Susan Coore motioned to implement the \$500 Emergency assessment to be due by March 31, 2010. Allen Williford seconded. The board will send out the letter to homeowners no later than December 1, 2009. Ella, Susan, and Dru will work on writing the letter.

Susan Coore made a motion to take money out of escrow to pay for repairs to the sink holes on the property. Ella Ramsey seconded. Lori will try to get the price lowered from the \$2,000 originally quoted.

Ella Ramsey adjourned the meeting. The next meeting will be November 18, 2009 at 6:30pm at Keystone.

Respectfully submitted,

Drusilla Hatley

**Spring Forest Homeowners Association**  
Minutes from Quarterly Board Meeting  
August 19, 2009

- I. Call to order by Ella Ramsey – President, Second by Allen Williford.
- II. Quorum was established with 6 board members. Below are a list of those present:

Lori Hoffa	Allen Williford
Ella Ramsey	Matt Carter
Delores Cummings	Drusilla Hatley
Susan Coore	
- III. Review/Acceptance of minutes from 5.20.09 motioned by Ella Ramsey, seconded by Allen Williford, and all approved.
- IV. Management Report:
  - Suddenlink is raising their rate from \$29.10 to \$30.57 per unit as of August 30, 2009. Allen is going to look into finding another cable provider that may be less expensive.
  - Concerns received from a homeowner regarding the fountain. Lori is going to find out if the pump is still in the pond or if someone has it.
- V. Old Business:
  - Lori will follow up to see if Suzanne got the binders back from Orville.
  - HOA bylaws state that an audit (what type not specified) shall be done each year. It was suggested that the HOA only do a full audit every 3-5 years as needed.
  - Tax bills were discussed and will be paid immediately. Lori will take the money out of escrow. The 2008 taxes will be paid out of operating.
  - Closets underneath the stairs still need to be cleaned out because of the powerwashing. We will post flyers for homeowners to remove their personal items before clean out. Lori is checking to see if she has the keys.
  - There are still complaints about the landscaping and lack of grass.
  - Quotes for Roofing of buildings: Several options for raising roof replacement funds were discussed including dropping the cable service and using that extra money toward roofing or doing a one time assessment of around \$1200 per owner. The board needs to further research and discuss this issue. This issue will have to be brought up for vote at an annual homeowners meeting or an emergency meeting called.
- VI. New Business:
  - Concerns were discussed about the use of pine straw versus another landscaping material. It was decided that there were more pressing issues to address and to wait on this.



- Lori is going to get a quote for a sign for the main entrance. 5' x 3', Hunter Green & Beige
- It was suggested that the HOA not extend pool hours next year to save money on pool services.
- One of the dumpsters in front of 521 is completely rusted out. The HOA was led to believe that these dumpsters were repaired previously, but apparently they were only painted. Lori is going to check on the previous dumpster repair, and have the dumpster looked at.
- Some lights are out. Report which ones to Lori. Stairway lights on Building 521 still stay on constantly. Lori suggested that the HOA appoint a "light checker" to stay on top of this.

VII. Adjourn. Next meeting scheduled for November 18, 2009 at 6:30pm at the Keystone office.

Spring Forest Home Owners Association

Board of Directors Meeting

May 20, 2009

6:30 PM

A meeting of the Spring Forest Home Owners Association Board of Directors was held on May 20, 2009 at the Keystone Property Management office. Quorum was established and the meeting called to order. Board members present were Ella Ramsey, Matt Carter, Susan Coore, Allen Williford, Delores Cummings, Billy Blecha, Drusilla Hatley, and Ella Ramsey. Susanne Vaughn represented Keystone. The minutes from the January 14<sup>th</sup> meeting were passed out for everyone to read. Allen made a motion to accept the minutes. It was seconded by Billy. Motion was approved.

Old business was discussed. Ella requested that Susanne acquire binders from the previous president which include important information regarding the association. There was a dumpster that was supposed to be moved but was not. Allen suggested that we leave it where it is for now. Allen also stated that the previous problem with pet clean-up seems to have gotten better so we will not pursue the fenced dog area at this time. Also, the tree that was up for discussion before is gone.

Under new business, Ella asked the board how to proceed with the auditor for the 2008 year. The two options were a review for about \$2,000 versus a full audit for \$4,000. The HOA was under CAS for only a portion of 2008. Susanne suggested that the HOA just do the review for 2008 and get an audit only every 3-4 years. Ella will check the HOA bylaws to make sure they don't require an audit each year, and she will report at the next meeting. Allen made a motion to do the review only. Susan seconded. The motion passed.

Allen reported that the power washing went well but the closets underneath the stairs now need to be cleaned out because water got into them and the drywall is now falling down. Those doors currently have locks and we would like to either replace them or break the locks so that they remain unlocked for community use. We need a new dead bolt lock on the door to the sprinkler system and alarm system in the three story building.

Everyone received a copy of the management report. Susanne reviewed the bank accounts, dues and assessments, maintenance and work orders, and went over roofing and painting quotes. The board decided to put off roof and painting until the next meeting. Susanne will get a few more quotes including some for metal roofing. She also said she was planning on having the landscaper at the next board meeting.

The next Board of Directors meeting was scheduled for August 19, 2009 at 6:30PM at the Keystone office.

Allen made a motion to adjourn and Ella seconded the motion.

Respectfully submitted,

Drusilla Hatley

Under old business, Allen made a motion for Asphalt Solutions to stripe the parking lot for a price of \$1,200.00. Mrs. Cummings seconded the motion. The motion passed. Allen made a motion to hire Small Jobs to pressure wash the condominiums for a price of \$400.00 per two story building and \$550.00 for the three story building. Drusilla seconded the motion. The motion passed. The Board will distribute flyers to the residents letting them know when the pressure washing will occur.

Under a review of action items, Susanne will see if the dumpster near Orville's house can be moved to the end on the grass. She will also check on the tree at 605 and the sidewalk. Additionally, the bench between 521-517 is full of slivers and needs attention.

Susanne will check her schedule and notify us of the next board meeting.

The annual homeowners meeting is scheduled for February 17, 2009, 6:30, Room 143 of the Leslie Building at Pitt County Community College.

Allen made a motion to adjourn and Ella seconded the motion.

Respectfully submitted,  
Susan Coore

Spring Forest Homeowners Association  
Annual Meeting Minutes for February 17, 2009 @ 6:30 pm

The annual meeting of the Spring Forest Homeowners Association Board of Directors was held on February 17, 2009 at Pitt Community College Campus in Room 143 of the Leslie Building. The meeting was called to order by Vice President Ella Ramsey due to the fact that President Orville Day was delayed. However he did attend during the commencement of the meeting. Board members present were: Orville Day, Ella Ramsey, Del Cummings, Allen Williford, Bill Belcha, and Susan Coore. Representing Keystone Management Company was Susanne Vaughn. Please see the sign in sheet for homeowners that were in attendance and proxies. A total of 46 homeowners were recorded as in attendance or proxy. Also in attendance were Stephen West, representative of Nationwide Insurance and Greenville Police Representatives Lt Earl Phipps of Code Enforcement and Officer Dallas Warren.

Prior to addressing noted agenda items, the floor was opened to the representatives to discuss concerns of insurance issues as well as community safety.

The Annual Minutes of the February 22, 2008 were reviewed. A motion to accept the minutes was made by Thomas Harvey and seconded by Matt Carter. The motion passed.

### OLD BUSINESS

A review of the parking lot striping and the pressure washing of the units was discussed. The parking lot striping had been completed. The pressure washing of buildings had been scheduled for March 2009.

### NEW BUSINESS

- The 2009 Pool Season was discussed. The dates of operation for the 2009 pool season will be May 9, 2009 thru Sept 7, 2009. Homeowners must be current with their dues. Swipe Cards will be used to gain access to the pool.
- The Pond Bench Repairs have been scheduled. The benches are being PCVed. This should be completed by the end of the month.
- Our new lawn maintenance contractor is Lawn Care Solution. Their duties are to maintain the common area, which includes mowing and scheduled pruning. Pine straw installation is an additional cost for materials. All concerns are to be submitted to the management company. Springtime planting was discussed, to which if funds were available, the board would be address specified areas needing to be addressed.
- The 2009 Budget was reviewed. Allen Williford made a motion to accept the budget and Shelly Gibbons seconded the motion. The motion passed.
- Election of Board Members were as follows:  
Orville Day- President formally resigned his position as president and board member. Ella Ramsey, Delores Cummings, Allen Williford, Billy Belcher and Susan Coore retained their board seats. Matt Carter was voted as a new member to the board.

### MOTION TO ADJOURN

A motion to adjourn the residence meeting at 7:35 PM was presented and accepted.

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The Board of Directors met directly following the meeting to establish officers as follows:

#### Election of Board members for 2009-

##### Officers:

Ella Ramsey- Vice President	Delores Cummings – Vice President
Drusilla Hatley - Secretary	Allen Williford – Treasurer
General Directors: Susan Coore	Billy Blecha
	Matt Carter

Respectfully submitted,

Susan Coore  
Secretary

**Spring Forest Homeowners Association  
Board of Directors Meeting  
January 14, 2009  
6:30 PM**

A meeting of the Spring Forest Homeowners Association Board of Directors was held on January 14, 2009 at the office of Keystone Property Management Company. President Orville Day called the meeting to order. Board members present were Orville Day, Ella Ramsey, Delores Cummings, Drusilla Hatley Allen Williford, Billy Blecha and Susan Coore. Susanne Vaughn represented Keystone. It was determined that a quorum was present and that the meeting could proceed.

The minutes were passed out for everyone to read. After a typing correction was made correction was made, Ella made a motion to accept the minutes as corrected. Mrs. Cummings seconded the motion. Motion was approved.

Everyone received a copy of the management report. Susanne reviewed the bank accounts, the dues and assessments, the maintenance issues and work orders and miscellaneous items. While reviewing the miscellaneous items a discussion about dog poop leash violations ensued. It was suggested that an area should be built with a four foot fence for small dogs to be unleashed and run around. Allen and Billy will figure what size area and Susanne will get bids.

Under new business the budget for 2009 was discussed. While reviewing the budget, it was decided that Susanne will start moving \$400.00 a month into the escrow account. This is an increase of \$250.00 a month. The next item was the agenda for the annual homeowners meeting. It was decided that we would have a representative from the insurance company come talk about 15 minutes to the homeowners to clarify who is responsible for what when damage occurs. Next we would inform the homeowners of the following: striping the parking lot, pressure washing the condos, the landscaping change, the pool opening two weeks earlier, and a recap of the pool rules. It was decided not to put the audit on the agenda. Ella discussed the audit progress. The board was informed that CAS did not pay the corporate, the property, and the real estate taxes for the years 2006, 2007, and 2008 on the Spring Forest property. Susanne is working with the IRS to fix the problem. Lastly under new business, it was decided that people using POD moving equipment will have a five day limit to remove them.

**Spring Forest Homeowners Association  
Board of Directors Meeting  
November 20, 2008**

A meeting of the Spring Forest Homeowners Association Board of Directors was held on November 20, 2008 at the office of Keystone Property Management Company. President Orville Day called the meeting to order. Board members present were Orville Day, Ella Ramsey, Delores Cummings, Allen Williford, Billy Blecha and Susan Coore. Susanne Vaughn represented Keystone. It was determined that a quorum was present and that the meeting could proceed.

The minutes were passed out for everyone to read. Ella made a motion to accept the minutes as written. Mrs. Cummings seconded the motion. Motion was approved.

Everyone received a copy of the management report. Susanne reviewed the bank account, the dues and assessments including the lien letters sent, and the work orders.

Under new business, the painting of the dumpsters was discussed. Billy made a motion to accept Hyler's Painting bid of \$6645.00 to paint the dumpsters. Mrs. Cummings seconded the motion. Motion was approved. A discussion about the landscaping was held next. Susanne reported that we could terminate Clean Cutt's contract with a 30 day notice. Allen made a motion to terminate Clean Cutt and to accept Top Choice's bid of \$1,450.00 to do the landscaping. Ella seconded the motion. Motion was passed. A discussion about replacing the missing shingles on all of the buildings was held. Concerns about walking on the roofs of the older buildings were expressed. Allen made a motion to allow Taylor's Home Improvements to replace all the missing shingles on all of the buildings at a cost of between \$800.00 to \$1,000.00 to include materials and labor and with a caution to Mr. Taylor about the older buildings. Ella seconded the motion. Motion was passed. A decision about sealing and striping the parking lot was tabled until the board had more information.

Under old business Susanne reported that the Putnam Bond money had been released and put in the operating account. She also stated that all bills were caught up. Ella made a motion to move \$10,000 into an escrow account. Allen seconded the motion. Motion was passed. Susanne reviewed the action items. These included changing Susan Coore's mailing address, contacting Hyler's Painting, Clean Cutt, Top Choice, and Taylor's Home Improvement, getting more information about sealing and striping the parking lot, and moving money into escrow.

The next board meeting will be Jan. 14, 2009 at 6:30 p.m. at Keystone. The Annual Homeowners meeting will be Feb. 17, 2009 at Pitt County Community College in the Leslie Building.

Ella made a motion to adjourn. Allen seconded the motion. Motion passed.

**Spring Forest Homeowners Association  
Board of Directors Meeting  
October 22, 2008**

A meeting of the Spring Forest Homeowners Association Board of Directors was held on October 22, 2008 at the office of Keystone Property Management Company. President Orville Day called the meeting to order. Board members present were Orville Day, Ella Ramsey, Delores Cummings, Allen Williford and Susan Coore. Susanne Vaughn represented Keystone. Also present were Frances Cherry of 605C, Pat Edwards of 605 B and Tom and Ruth Shaw of 605 D. It was determined that a quorum was present and that the meeting could continue.

The residents of Building 605 wished to address the Board about some of their concerns. These concerns included the following: 1) recycling, 2) the water fountain in the lake, 3) need for pine straw and new grass, 4) the Bradford pear tree and the uprooting sidewalk, 5) assigned parking spaces, and 6) a response from complaints. In response to recycling, the Board agreed to find out from the city what goes in recycling containers and to put up signs on the recycling containers. Flyers will be put out to all residents about recycling. In response to the water fountain in the lake, Susanne stated that someone was checking on the cost of fixing the chewed up wires on the water fountain. The need for pine straw and new grass will be addressed with the landscaper. Susanne will get quotes to removed the Bradford pear tree that is about to fall. She will also get someone from the agricultural center to look at the problem of tree roots and the sidewalk. Since there is not a problem with parking spaces currently, the Board did not see a need for assigned parking spaces. Finally, each written complaint addressed to Keystone will receive a response. The residents of 605 were allowed to leave the meeting at this time.

The minutes were passed out for everyone to read. Allen made a motion to accept the minutes as written. Mrs.Cummings seconded the motion. Motion was approved.

Everyone received a copy of the Management report and financials. It was agreed that Susanne would talk to the landscaper about the dirty parking lot and also get a quote to re-strip and seal the parking lot. Much of the new business was discussed with the residents of building 605. As far as the dumpsters at building 605, a three cubic yard dumpster was to 605 from the pool area. However, Delbert from the city of Greenville may have inadvertently moved it to the end of the cul-de-sac. Susanne will check on this matter. The board reviewed the pool contract from Time to Swim. A discussion was held on whether or not to switch to a salt water pool. It was decided not to change. Mrs. Cummings made a motion to accept the pool agreement from Time to Swim for \$7,900.00, which will allow the pool to be open 17 weeks from May 9,2009-Sept.7,2009. Allen seconded the motion. Motion passed. The board agreed to pay the \$7,900.00 over twelve months. Susanne reported that the pool phone had been changed to emergency only calls. Under old business, Susanne reported that she was meeting with Vicky at Select Bank on Monday to get the Putnam account funds to release to the Association.

The next meeting will be held at 6:30 p.m. on November 20, 2008.

Ella made a motion to adjourn. Allen seconded the motion. Motion passed.

Respectfully submitted,  
Susan Coore

Spring Forest Homeowners Association  
Joint Meeting between Board of Spring Forest and Keystone Management  
September 17, 2008

The Spring Forest Homeowners Association meeting was held on September 17, 2008 at 535B Spring Forest, home of Delores Cummings. The Meeting was called to order at 6:30 PM by President Orville Day.

Board Members Present were: Orville Day, President, Delores Cummings, Billy Blecha, Drusilla Hartley, Treasurer and Ella Ramsey, Vice President

The Keystone Property Co: Lori Hoffa and Tracy Malon

It was determined that quorums of members were present and the meeting continued. The minutes of the August 20, 2008 were reviewed. A motion was made by all members present to accept the minutes.

Keystone was asked for a status report of Spring Forest setup under their new management. Keystone informed us that they have several standard forms which will help us in organization. Presented was Owner summary, Balance Sheet, Cash Flow for the residence, Work orders Summary report, list of Board members with contact information and Summary of the complex services that they will supply.

- A list from the meeting consisting of 12 to 14 matters which need to be addressed as soon as possible.

Cash Flow, Residence set up for payments/ auto draft pulled between 15<sup>th</sup> & 20<sup>th</sup> of each month (starting in October 08), old work orders pending, loose roof shingles, water damages from water leaks, conflicts on tree issues with residence, delinquent accounts and procedures to collect these funds with an attorney to assist.

- They will check with the phone company and change the telephone at the pool to 911 emergencies only.
- Keystone also informed us the importance of all residence to address all complaints and problems in writing. If necessary residence can have an opportunity to address their matter prior to the Board meetings.
- Discussion on Owner/ Management responsibility for damages to personal property, other owner's property and common areas because of negligence. We also discussed the \$100 non-compliance fees for those who do not comply with billings as issued.
- Ms. Ramsey gave a report status regarding the operating bank account with First South Bank. It has been confirmed no further checks have been cleared or



deposits made to the account since ending our contract with Community Association Services, Christy McLawhorn. Address was changed to Keystone. Balance at present time \$1,186.51.

- The Putnam Reserve account has been flagged and Ms Ramsey contacted them to confirm that Christy McLawhorn can no longer access our account. Address was changed to Keystone Properties. She was informed that they had been in contact with Orville Day requesting additional information. Information has been received by Ms. Ramsey from Mr. Day and copies will be made and Fedex to Putnam on September 18, 2008.

The meeting was adjourned at 8:20 PM; date of the next meeting to be determined.

**Spring Forest Homeowners Association  
Board of Directors Meeting  
June 25, 2008**

A meeting of the Spring Forest Homeowners Association Board of Directors meeting was held on June 25, 2008.

Orville Day (President) called the meeting to order. Board members present were: Orville Day, Ella Ramsey, Delores Cummings, Dru Hatley, and Susan Coore. Also present were Christy McLawhorn and Lisa Pase representatives for Community Association Services of Pitt County, Inc.

It was determined that a quorum was present and that the meeting could continue. Everyone received a copy of the minutes, a management report, and financials.

The meeting centered around a financial discussion. It was determined that a treasurer was needed. Orville Day nominated Dru Hatley for treasurer. Ella Ramsey seconded the motion. The motion passed unanimously. Christy McLawhorn scheduled a meeting for June 30, 2008 with Dru Hatley and Ella Ramsey to work on communication breakdowns, financials and scheduling. Ella Ramsey asked to see a copy of the 2006 tax return. Christy McLawhorn will send it to us. Christy McLawhorn also agreed to provide the auditor with any information that was needed to do an audit. The Board agreed to withhold any decisions about changing management companies until Ella Ramsey and Dru Hartley reported back to the board and the audit report had been received and discussed by the board.

Lights are scheduled to go up next week at the complex. The board agreed that temporarily any emergency maintainance would be done by Dale Taylor of Taylor's Home Improvement.

Orville Day gave the board a copy of a letter written to Christy McLawhorn concerning the dumpsters. After a brief discussion the board directed Christy McLawhorn to respond by letter to Patricia Edwards.

The meeting was adjourned. The board will be notified of our next meeting.

Respectfully submitted,  
Susan Coore

Spring Forest Homeowners Association  
Board of Directors Meeting  
April 17, 2007

A meeting of the Spring Forest Homeowners Association Board of Directors was held April 17, 2007 at the association management office.

President Orville Day called the meeting to order. Board members present were: Orville Day, Ella Ramsey, Delores Cummings and Susan Coore. Representing the management company were Christy and Shawn McLawhorn.

It was determined that a quorum was present and the meeting could continue.

Christy and Shawn proceeded with the management report beginning with the delinquent dues. Twelve units are delinquent. Eight units have liens against them and two units will proceed to small claims court. Homeowners delinquent with their dues are being contacted by phone.

Under maintenance, Quality Built requested a list of expenditures on the walls and flashing be submitted to them. This has been done.

The management company conducted an inspection of the property and noted that the buildings need to be pressure washed, the outside of the dryer vents were clogged and need to be cleaned, that most of the lights at the entrance of the building needed to be repainted or replaced, some pieces of vinyl need to be replaced, a pothole in the landscaping needs to be filled in, and a few shingles need to be replaced. Much of this work has already been completed.

A discussion was held about having one community dumpster area where the recycling containers are presently. There would be no need to buy a new dumpster. We could move the existing dumpsters to the recycling site and put up a chain link fence with vinyl slats on three sides. Hyman Ebron has been contacted about moving the dumpster enclosures. The management company is waiting for him to return the call.

The Board reviewed the insurance proposals for Spring Forest condominiums. In addition, the Board reviewed the Pool Maintenance Contract for 2007 with Billy Whitehurst and Lisa Ziegler. A discussion was held about the four trees by the pool that need to be removed and replaced with lilies. Russ will take care of it.

Bank account balances were as follows: Operating: \$10,457.25 and Escrow: \$8077.86. A discussion was held about putting money back into escrow. Ella Ramsey requested that on our monthly budget comparison that Christy add a year to date column and a variable year to date column.

The next meeting will be held on July 24, 2007 at 6:30 p.m.  
Meeting adjourned.