

Autumn Lakes Homeowners Association Inc. Board Meeting
Agenda Tuesday, May 5/31/22,2022 6:00pm - 8:30pm at Russell
Property Management

- I. Meeting called to order
- II. Establishment of Quorum
 - A. All 5 officers were present for this meeting
- III. Election of Officers
 - A. Officers were nominated or volunteered. Elections were unanimous.

President-Milke Rogister

Vice President-Dianne Stair

Treasurer-Ben Dixon

Secretary-Matthew Whited
- IV. Viewing Reports
- V. New Business
 - A. Communication Strategy
 1. Jason DeTiberus led discussion about creating a means of communication between HOA members that allows for more features than the facebook group and preserves member privacy, depending on their preference. He agreed to lead this effort.
 2. We will continue to use and maintain the facebook group and use this for communication currently. In the future it will be used in conjunction with any additional communication strategies. All board members were made administrators of the facebook group.
 3. Members can request admission to the facebook group here:
<https://www.facebook.com/groups/1747683778786790>
 4. The board also reviewed the HOA portal. The overall page is here:
<http://russellpm.com/homeowners-associations>. Important documents can be found here
<http://russellpm.com/homeowners-associations/homeowners-associations-listings/autumn-lakes-homeowners-association-inc>.
 - B. Insurance Proposals
 1. The board briefly reviewed two insurance proposals related to the common area. The board decided to postpone selection of an insurance policy because not all land has been transferred to the HOA at this point.
 2. An additional quote may be sought.
 - C. Late fees
 1. The board unanimously decided that in a normal year cycle, dues are due on January 1st and late fees of \$20 per month will begin

to be assessed on February 1st. This amounts to a 30 day no-penalty period in which all HOA residents must pay their annual Dues.

2. For this year only, the board unanimously agreed to extend the no-penalty period to 90 days because the HOA is newly formed and HOA members may need extra time to work the prorated fee into their household budgets. HOA dues, for this year only, are due by August 1, 2022.

D. Collections Policy

1. The board reviewed and unanimously approved the standard collections policy written by Russell Property Management.

E. Pressure Washing Invoice

1. The board reviewed and approved payment of a bill for powerwashing the main entrances.

F. Annual meeting concerns

1. Grass not being cut on vacant lots on Autumn Lakes Drive
 - a) The board discussed this issue. The owner(s) of these lots have been repeatedly notified of this violation, but appear to be making steps to cut the grass on these lots to the requisite 6 inches. If the grass is not cut soon, the board will consider issuing fines, as spelled out in the covenants.

G. Review Covenants

1. The board thoroughly reviewed the covenants (see above link to view covenants) and discussed priorities for enforcement, in addition to solidifying the board's interpretation of a few areas of the covenants. The board unanimously agreed that their enforcement priorities align with the "List of reminders during inspections" discussed in the next item.
2. List of reminders during inspections
 - a) This list of reminders will guide the board in enforcing the restrictive covenants. While there are various other items listed in the covenants, the board has chosen not to prioritize enforcement of those items at this time. Please note that this could change in the future, especially with changes of board leadership.
 - b) Russell Property Management staff will perform an inspection of the neighborhood and document violations of the covenants. Board members will supplement this list with a follow-up inspection, as needed. Board members will drive the neighborhood to do this inspection and will NOT be entering private property or residences.
3. Non-compliance with boats, trailers, and construction equipment on completed homes

- a) The covenants clearly state that trailers, boats, campers, RVs, et cetera are not to be visible from the road or common area. The board understands that it is necessary to have these items visible on a temporary basis for preparation and maintenance, but not for permanent or seasonal outdoor storage.
- b) The board unanimously agreed to approach HOA members about the above non-compliance and help members to identify storage solutions that are both convenient and affordable. The board will be in touch with members following the above mentioned inspections, and members are welcome to reach out to board members regarding this issue.

H. Architectural Violations

1. The board has unanimously decided that all 5 board members would also serve as the Architectural Committee and approve building plans, landscaping plans, fence plans, etc., as delineated in the covenants.
2. Mailboxes
 - a) Mailboxes on several properties were installed without board approval. Currently, there is only one approved mailbox. The board unanimously agreed to expand the approvable mailboxes to include matching brick mailboxes.
3. Driveway
 - a) The board discussed a driveway on one property that is out of compliance with the covenants. A board member has discussed this issue with the property owner and the owner has agreed to bring the driveway into compliance. The board will seek an update from the property owner and an estimate of the time to completion.

I. Trespass Agreement

1. Board members noted numerous incidents of non-residents trespassing on common area grounds and often becoming verbally hostile when asked if they were residents and where they live.
2. Mike Rogister has been in contact with the Sheriff's Office to establish a Trespass Agreement for Autumn Lakes. Prior to this agreement, a law enforcement officer would need to witness a resident confronting a trespasser and could only act if they refuse to leave. This would require residents to confront trespassers. A Trespass Agreement removes this step and allows residents to call the sheriff's office (252-830-4141) and have an officer remove trespassers without the officer needing to witness a resident asking the trespasser to leave.

3. Residents are encouraged to ask individuals they suspect of trespassing where they live (to prevent misunderstandings), but to remove themselves from the situation and call the sheriff's office if the trespasser refuses to specify where they live or becomes hostile.

J. Additional board decisions

1. Fishing

- a) Much of non-resident trespassing appears to be on the part of individuals who seek to fish in our ponds. To help reduce this temptation, the board has decided to officially ban fishing for residents in the small pond in front of the Autumn Lakes Drive entrance. Residents are welcome to fish the other ponds from the common area shoreline, or by non-motorized watercraft.
- b) In further service of preventing trespassing, the board also decided that only residents and their accompanied guests may fish the ponds from the common area. This policy is put in place so that trespassers can be distinguished from residents' guests. Trespassers have been known to say that they are visiting someone so that they are not asked to leave, and having residents accompany their fishing guests will greatly help with this issue.
- c) The board will re-assess these policies periodically, based on their effect on residents' report of trespassers.

K. Future items (for discussion at future meetings after regular Board business)

1. Common area invitations

- a) A major function of the board is common area maintenance and enforcement of covenants, but the board also values our community and wants to highlight all that Autumn Lakes has to offer. The board would like to create a map of the common areas and make recreational activity suggestions (with the help of residents) so that all residents know how to enjoy our shared spaces.

2. Fishing fun

- a) Board members, with the help of residents, would like to create a document with some agreed-upon rules for fishing in our community so that we can enjoy this activity. Things like proper catch-and-release, cleaning up discarded line, dealing with snags, and other such things will surely be on the list.

3. Muskrat management

- a) While some consider them to be adorable little rodents, the muskrats are causing damage to shoreline areas. Jason

DeTiberus has done some research into management strategies, and Matt Whited has agreed to assist him in developing potential solutions with the board. Non-lethal solutions will be considered preferential.

VI. Adjournment

Next scheduled meeting: Tuesday, September 20th at 6:00pm at RPM

The board has chosen to meet again prior to the next scheduled meeting in order to address pressing business and make progress on the above, and various other, initiatives.

Autumn Lakes Homeowners Association Inc. Board Meeting
Agenda Tuesday, 07/26/22,2022 6:00pm - 8:30pm at Russell
Property Management

- I. Meeting called to order
- II. Establishment of Quorum
- III. New business

- A. Terms of directors

- The newly formed board must select different years of service in order to prevent the entire board's terms of service expiring at the same time. All future elected positions will be for 3-year terms

- 1. Ben Dixon - 2 years
 - 2. Diane Stair - 2 years
 - 3. Matt Whited - 3 years
 - 4. Scott Baldwin - 1 year
 - 5. Jason DeTiberus - 3 years

- B. Vacant Position

- 1. Scott Baldwin voted into vacant board position
 - 2. Jason DeTiberus voted into empty VP position
 - 3. Diane Stair assumes president role, as former VP

- C. Architectural Committee

- The board voted unanimously to form an architectural committee that will perform reviews of future requests and determine if they are in line with the restrictive covenants. This will reduce the burden on board members (except for Ben Dixon, who graciously volunteered to be on the committee) and create space for pursuing other important issues in the neighborhood.

- 1. Mike Rogister
 - 2. Matt Davenport
 - 3. Ben Dixon

- D. Issues brought forth by President since last meeting, and other items of discussion.

- 1. : has volunteered to drive the neighborhood and make note of violations, and progress rectifying violations to the board. This is in addition to the monthly inspections by Russell Property Management.
 - 2. Progress is being made on muskrat management solutions. We will seek a quote next and determine how to balance costs between common area and privately owned land.
 - 3. : has agreed to do a newsletter for the neighborhood that is distributed to individual's mailboxes. This will help with reaching all residents and providing a summary of important board activities that could be lost in these minutes.

4. [redacted] has quoted a [redacted] landscaping care team! Cleanup, replanting, and remulching is included in this. This is [redacted], Yardie, and the quote is comparable [redacted] and the board unanimously voted to approve this change. The potential high quality of work, and accountability [redacted] are a clear positive.

Unfortunately, the board lacks the funds to complete all of the proposed and needed work, but we will be switching to Yardie for basic grounds maintenance and hope to have the funds for other improvements (beds, mulch, etc.) in the future.

5. No trespassing signs: [redacted] is taking the lead on acquiring sign posts for the Trespass Agreement signs. These signs will be obvious, but attractively framed to fit the style of Autumn Lakes. They will be placed at all entrances and at key common area locations. These are official signs provided by the Sheriff's Department that prohibit trespassing and inform non-residents of the trespass agreement.
6. The board reviewed the default violation letter and modified it to be clearer regarding timelines, requirements, and eventual hearings and fines if non-compliance persists. The board is committed to working *with* our fellow homeowners to find solutions to covenant violations. Responsivity is valued by the board and homeowners who receive violations are encouraged to communicate with the board to seek solutions. Working with the board can help prevent the need for hearings and fines for corrections that take time due to things like material and labor shortages.

E. Front lighting replacement

1. [redacted] is taking the lead on examining the lighting situation and determining what will need to be done to repair or install lighting across all of the entrances.

- F. The board reviewed and approved or declined, as needed, outstanding architectural review requests. Future requests will be sent to the Architectural Committee (see above).
- G. Brief discussion of current major architectural violations. Determinations on these issues will be made by the newly formed architectural committee.
- H. The board discussed approaching the Hardee's representative to meet regarding seed money for the HOA. The reserve study indicates several issues that need immediate attention that the HOA would like to prioritize, but we lack seed funds to do so.

The next meeting will be in approximately one month. Monthly meetings will likely be necessary for the foreseeable future as the board works to ameliorate outstanding issues.

Autumn Lakes HOA Board Meeting
September 9th, 2022

- A. Meeting called to order by President Diane Stair at 5:10pm
- B. Establishment of quorum

- D. HOA insurance is now in force. You will see new signs throughout the neighborhood as part of this, that warn potential trespassers, and "at your own risk" signs. We are still debating the precise construction and location of these signs, as we wish to preserve the aesthetics of the neighborhood while also making these warnings obvious to non-residents.
 - a. Residents should be advised that all activities in the common area are "at your own risk", such that the HOA is not responsible for injuries you may incur while fishing, boating, running, swimming, et cetera. You are encouraged to use your own judgment when engaged in outdoor activities.
- E. Landscaping and lighting (Scott Baldwin)
 - a. Landscaping in progress. There are many dead bushes and such that need to be removed, beds need to be refined, etc. The board voted to fund an additional 2 days of work to clear out beds.
 - b. Entrance lighting: There are some additional costs incurred here due to unanticipated issues with the original installation. Uplighting will be installed on entrances 2 and 3 once additional conduits are run. This required authorization of additional funds to complete the projects.
 - c. No-trespassing signs (see above): Size, cost, and placement discussed in reference to landscaping.
- F. Violation discussions
 - a. Potential solutions for violations that would be onerous for homeowners to rectify were discussed. These will be proposed to the architectural committee.
 - b. Fines were issued for homeowners invited to a hearing who did not rectify violations.
 - c. Additional concerns were discussed and letters initiated as needed. Residents who note a lack of changes regarding violations that they have submitted are welcome to re-contact the board manager for updates (call@russellpm.com). Please note that some ongoing violations are in the process of being solved (e.g. out-of-compliance mailboxes), and others have escalated to the issuance of final warnings or fines. At this juncture, the board has made progress on all outstanding issues, even if the violations have not yet been completely corrected.
- G. Newsletter: Discussion of newsletter contents
- H. Golf carts. The board discussed the use of golf carts within Autumn Lakes. The goal of the discussion was to ensure safe and easy navigation of Autumn Lakes for all people, while also respecting private property and prioritizing pedestrian movement. The board concluded:
 - a. Golf carts are, of course, welcome on all roads in the neighborhood.
 - b. Golf carts are permitted on the cement walking path that connects Autumn Lakes Drive and Autumn Breeze Court.

Autumn Lakes HOA Board Meeting
September 9th, 2022

- i. This avoids forcing golf cart drivers to use a major roadway to reach the other side of the neighborhood
 - ii. Drivers are asked to use common sense: Stay on the path and maintain a slow speed.
 - c. No golf carts should be driven on private property. Please consult the Common Area Map to identify private property.
 - d. Golf carts should not be driven on the grass in the common area.
 - i. There is no way to access most of the grassy areas of the common area without treading on private property.
 - ii. Access easements typically run on uneven terrain slanting into the ponds, which cause drivers to trespass on private property to safely navigate their vehicles.
 - iii. Pedestrian easements across some private property are only marked for foot traffic and non-motorized vehicles.
 - e. Golf Carts should not be driven across the bridge.
 - i. Golf cart traffic blocks pedestrian use of the bridge, which is its primary purpose.
 - ii. It is not known at this time if it was built to support and withstand golf cart traffic
- I. Muskrat traps and rules: Jason DeTiberus has concluded research on muskrat management. He will be contacting licensed trappers to help reduce the muskrat population around the neighborhood.
 - a. Homeowners are also permitted to trap animals causing property damage on their property, but only during the trapping season for that animal. There are specific requirements for disposal of the animals, and they cannot be relocated onto public property. If any homeowner is interested in trapping muskrat on their property, consult www.ncwildlife.org. Specific links are provided below for convenience. Note that discharge of firearms or hunting in Autumn Lakes neighborhood is prohibited, limiting resident options to trapping. Homeowners who choose to engage in this are encouraged to consider the potential for off-species trapping, and to use appropriate methods to target muskrats.
 - i. <https://www.ncwildlife.org/Licensing/Regulations/Nongame-and-Other-Regulations/Wildlife-Depredation#5836328-wildlife-taken-without-a-depredation-permit>
 - ii. <https://www.ncwildlife.org/Learning/Species/Mammals/Muskrat#95641652-have-a-problem>
- J. Bella Homes: Some of the refuse from their build sites have been found in our lakes and a board member will inform them that they must do a better job of cleaning up after their workers. We will further monitor this situation and appreciate further resident input on this situation.
- K. The next HOA meeting is scheduled for October 25, 2022 at RPM.
- L. Diane Stair, HOA President adjourned the meeting at 7:45pm

Autumn Lakes HOA Board Meeting
October 25, 2022

1. Meeting called to order by President Diane Stair at 6:00pm
2. Establishment of Quorum
3. New business
 - a. The committee reviewed and approved the 2023 budget based on the 2022 annual budget for reference
 - i. Having a full year of funds from dues allows us to set some aside funds for future repairs. These funds will accumulate over successive years until repairs become needed.
 - b. The board has not heard back yet regarding the reception of funds from the Hardee family.
 - c. No-trespassing signs have been completed. Diane paid the fee to the woodworker who created the wooden frames/posts for the no-trespassing signs.
 - d. The board approved funds to create additional signs that prohibit fishing in the front lake (to further deter trespassers; and remind residents), and also signs on the other lakes that state that fishing, boating, and swimming are at one's own risk.
 - e. The board discussed fines that have gone unpaid which a few residents incurred due to violations of the covenants that went unaddressed for a period of time. The sending of additional letters to these homeowners was discussed and letters will be sent once all board members review and approve the content of the letters.
 - f. Discussion of unpaid dues from the previous year for a few homeowners. Homeowners are mailed invoices, and also sent reminder emails to the email address on file.
 - g. Discussion of funding priorities for the next year. Each board member independently proposed a number of priorities, and these were each discussed. Priorities that were agreed upon or mentioned by multiple board members are below. This is not an exhaustive list, and agreeing it is a priority does not guarantee that the board will have the funds to address these issues next year, but this is the goal.
 - i. Replacing the dock near the gazebo with artificial decking to match what exists on the upper deck of this area.
 - ii. Replacing old boards on the bridge crossing the big lake.
 - iii. Completing landscaping, cleaning up and refreshing of mulch.
 - iv. Pressure washing the vinyl fences on the gazebo area and bridge.
 - v. Continuing with muskrat removal.
 - vi. Remove the gazebo on the North end of the big lake and make use of furniture from it for another area that is more easily accessible to a power sprayer.
 - vii. Asphalt repair as needed.
 - h. President Diane Stair adjourned the meeting at 7:30pm

Autumn Lakes Homeowners Association Inc. Board Meeting
Saturday, 11/12/2022 12:30PM to 2:30PM at Russell Property
Management

All board members and Rocky Russell present

The board discussed communication with homeowners and created a plan for a new facebook group page with a clear code of conduct. This will create a space for homeowners to communicate directly with the board where standards for courteous and workable communication are clearly spelled out and enforced by a team. Homeowners will be emailed/texted based on their preference through the HOA management portal once the FB group is completed.

The board reviewed unpaid dues and fines and agreed on a continued course of action involving continued notifications via Russell Property Management.

The board sought a solution for a homeowner with an architectural violation that would minimize the cost to the homeowner.

The board voted on muskrat removal efforts for this year. The board will move forward with trapping efforts on HOA property. Next year, homeowners with lakefront property will be contacted to ask that they opt-in to muskrat trapping on their property.