

Elk Run HOA – Annual Meeting Minutes Saturday July 21, 2007 at Elk Run Clubhouse

Meeting called to order at 4:30PM by Holly Bacon, Vice President.

Chris Brooks, Secretary performed official roll call - Present from the Board of Directors were Holly Bacon – Vice President; Shon Woodall – Treasurer; Chris Brooks – Secretary; and Wendy Clutter-Lawson – Director. Absent was Dan Puche – President, due to work schedule.

For the purpose of this meeting, Dan named Holly as Acting President, and authorized her to vote any proxy's received on his behalf. Holly entered into the record an email from Dan dated Friday, July 20, 2007 4:10 pm wherein Dan explained that he was unable to make the meeting and that he was not seeking re-election. Dan's accomplishments and service to the community were summarized by Holly for the members of the Association present at the meeting. Holly stated that if anyone had not received Dan's email and wished to have a copy, to send a request to the Association and a copy would be forwarded to them.

Chris announced that there was a quorum established at the meeting. Of a total 205 households, 35 were marked "ineligible" on the Association Member List and thereby could be excluded from the number needed to establish a quorum, bringing total households eligible to 170. Of that total, 25% of members must be present in order to establish a quorum, bringing total number of households needed establish a quorum to 43. There were 48 members present in good standing, with 17 proxies received, bringing total present at meeting in person or by proxy to 65. Quorum certified and sealed on Association Member Roster and sign in sheet by Chris Brooks, Secretary. (Official sign in sheet herein attached for the permanent Association record).

Chris Brooks then briefly read from the Special Meeting minutes from the April 4, May 12, and June 23 Board of Directors called special meetings. Shon made a motion to approve all special meeting minutes, second by Wendy, approved by all members present, and so entered into the Association's official record.

Holly spoke about our move to self management. She briefly spoke about the problems with the AMG accounting program and issues that AMG had with us in trying to rectify the concerns which had resulted in a termination of our contract by AMG with no penalty to the Association.

Holly then instructed Wendy Clutter-Lawson to speak to the homeowners regarding the accomplishments of the Board for 2007 with the help of our valued community volunteers. Board Members and Volunteers named below contributed extraordinary service to the community and need to be recognized for their considerable donation of time to save the Association thousands of dollars in labor costs.

POA Amendment out for recording (Board Members) – Homeowners to get copy when finalized
Close Following of Past Due Accounts (Holly Bacon)
Self Management – Accounting Program (Bruce Plum)
Obtain Merchant number for Association to accept credit card payments for dues (Shon Woodall)
Re-writing of documents needed for self management and procedures manual in progress (Chris Brooks and Holly Bacon)
Evaluation of all vendor contracts and monitoring of all bills and contracts (Board and Shon)
HOA handbook – containing all important information for self management (Shon Woodall)
Establishment of Welcome Committee (letters/baskets) and Social Committee (Holly Bacon, Shon Woodall, Heather Shirley, and committee volunteers)
Production of Community Newsletter (Holly Bacon)
Working on Community Directory (Wendy Clutter Lawson)
Started a reserve fund for major improvements (Shon Woodall)

Made comprehensive assessment of landscaping and building improvements (Wendy Clutter Lawson)

- Cleaned out Pool Pump house and installed shelving (Holly Bacon and Shon Woodall)
- Installation of a concrete ramp to enter pool pump house (Fred K. and Don Harrington)
- Clubhouse Interior Renovation (Wendy Clutter Lawson, Holly Bacon, Chris Brooks, Shon Woodall, Don Harrington, Michael Clements, Tim Arnoult and numerous community volunteers)
- Cost Benefit Analysis of installing a Pool Cover (Shon Woodall)
- Bridge Repair – (Fred K. and Don Harrington)
- DOT road widening issue and negotiation of sign easements Association did not have in place (Wendy Clutter Lawson and Holly Bacon)
- ACC Property Inspection form and plan to start a sub-committee of ACC to handle in-house inspections, establish fine procedure and hearing committee (Wendy and Holly)
- Establishment of E-Fax and Voice Mail number for community (Dan Puche and Shon Woodall)
- Evaluation of a better website (Dan Puche)
- Investigating a new surveillance system to deter vandalism and trespass and an electronic key card system to assist with ease of amenity key handout (Dan Puche)

Holly then discussed the status of a few pending lawsuits we still have with our current law firm WNCW against homeowners. She brought up our lead attorney Jay Lazega's and our collection attorney Derek Johanson's departure from the firm and how it has affected the recording of our POA amendment. We did find Jay and have him draft the amendment fee for service to keep the continuity of the legal advice. The next Board may want to look at obtaining new legal representation going forward.

Holly then re-introduced the ACC Design and Maintenance Standards which was first introduced and approved in March 2002 by the Board of Directors (then). She asked for volunteers to form a 10-12 person committee to perform property inspections and to establish hearings and fining procedures for habitual violations. Some members who volunteered include Don Harrington, Chris Bonich, Sheletha Woodall, Shelia Backan, Julie Stephens, Tim Arnoult, Tonya Bah, Jenny Jacobs Cooper and Angela Williams.

Holly then discussed the year to date budget, the anticipated expenses to year end, and the projected preliminary 2008 budget (copy attached as part of agenda package). Holly explained that the final budget for 2008 would approved at the October 17th meeting and will be sent out with the annual dues invoice in November. Dues are capped at \$300 going forward. We don't anticipate a reduction unless our collection issues improve significantly. Any excess dues income should be put toward savings for future capital improvements.

Shon gave the Treasurer's report, discussing the total amount of funds we have on hand-\$24,500 in available capital which when matched against the \$20,112 in anticipated additional expenses to year end leaves us with around \$4,000 going into the new year before any prepaid dues or any bad debt that may be collected is considered. Shon moves the money from savings into the general checking account monthly.

Shon also brought up some major expenses we have had this year with the pool-replacing one pump, repairing the other and replacing the filtering sand in both pumps. We also decided to purchase of a pool cover which we hope will save the Association \$4,000 - \$5,000 dollars every year going forward. Payback period is over the winter months between this September and opening next May. We have paid for ½ the \$3,900 cost now and will pay the other ½ in September, when it is completed.

In Old Business, Wendy discussed the year to date progress of on going improvement projects (see attached hand out). She also talked about how much we have saved in labor costs by doing many of the projects ourselves (\$4,500), such as painting the interior walls of the clubhouse and the exterior pillars, and tiling the floor ourselves instead of hiring out to do it. Many thanks were given to the volunteers who helped on these projects.

She also discussed the DOT road widening project on Anneewakee Road, and her hopes of transplanting many of the plants from that entrance to the Chapel Hill Road entrance or around the lake, as well as re-purposing the fencing along Anneewakee that will be lost with the road widening. Holly has met with the DOT and their agent and it appears that the Association will get some compensation for the improvements removed, although we have not received a firm offer. Holly and Wendy will negotiate with the DOT agent. The DOT project will let to contract in October or November and construction will likely begin in the spring with a 12 to 18 month construction period. We will update again on this issue at the October meeting.

Because of some recent problems with vandalism and trespass, Wendy told the homeowners that we are looking into obtaining a security camera system \$150 +/- per month to rent and \$3000 to \$3500 to purchase for the pool/pavilion area in order to hopefully stop some of it, or at least enable us to prosecute the offenders. Members present at the meeting were in favor of the expense to protect our property.

Lastly, Wendy spoke about future purchases for the common areas, such as adding trash cans around the lake, planting some aquatic plants in the lake to help bring back a natural ecological balance, and future plans for enclosing the pavilion area.

Holly and Wendy plan to see if the county culvert drains into our lake, and if so, whether we can compel the county to help with cost to have the lake dredged.

In New Business, Heather Shirley, the Social Committee Chair, discussed the upcoming Fall community yard sale in September, and the possible pool closing party around Labor Day. She also mentioned that the Moon Walk provided at the Annual Meeting was paid for by funds the Youth Committee raised from their mailbox cleaning.

Chris Brooks spoke about upcoming events, and reminded homeowners to check the website for updates. Because of the recent clubhouse renovations, the Board has decided to revise the clubhouse rental agreement and raise both the half day and full day rental cost. Holly said that the new contract would be posted on the website within the next week, pending Board approval. Christina Matista and Yvonne Fears offered to be the Clubhouse Rental Coordinators, replacing Chris Brooks.

Chris also announced the next quarterly meeting date of Wednesday, October 17, 2007 at 7:00 PM.

The floor was then open for discussion.

1. Richard Ledford - suggested offering a reward for information on vandalism within our community particularly pursuant to the Elk antlers on Anneewakee entrance. Also suggested was a neighborhood watch program.

2. Tonya Bah, a new resident, thanked the Board for all its' hard work, and for the neighbors who have made her feel welcome.

3. Douglas Cooper suggested we research the mass purchase of front vanity car plates for the community, to better notice who belongs here and create a sense of pride in the community.

As a quorum was established new officers were to be duly elected. Chris Brooks asked each of the nominees for the Board of Directors to please stand and say a few words of introduction.

The nominees were Wendy Clutter-Lawson, Stacey Colon, Fred K., Holly McGowen-Bacon, Julie Stephens, and Shon Woodall. Fred then declined his nomination, preferring to assist the Board, rather than serve on it.

Once the ballots were marked, Ola Jackson and Sheletha Woodall collected them and tallied the votes. The results were as follows:

Holly McGowen-Bacon – 23, Shon Woodall – 12, Julie Stephens – 8, Wendy Clutter-Lawson – 7, Fred K – 4, Stacey Colon – 3, Don Harrington (write-in) – 1. Tally sheet and original ballots maintained in the meeting records.

Chris Brooks then noted in the official minutes record of the Board of Directors for the 2007-2008 year the following names: Holly Bacon, Shon Woodall, Julie Stephens, Wendy Clutter-Lawson, and Stacey Colon. The new Board elected to meet in executive session immediately following the Annual Meeting to appoint the officers.

Shon Woodall then handed out plaques to the people who spent many hours volunteering to the community with other volunteers receiving Certificates of Appreciation and/or Vouchers for clubhouse rental for their service to the community.

The annual meeting was adjourned by Holly Bacon at 6:00 PM.