

Carpenter Village Homeowners Association

Carpenter Village Clubhouse
7:00 PM, December 7, 2017

Annual Meeting Minutes

Attending for the Board: Christine Firman, Vice President and Treasurer, Elsia Sumakeris, Secretary and Phil Mentler, Member at Large. Stephanie Ware Community Manager, Omega Association Management

The Meeting was called to order at 7:05 pm
A quorum was established.

The Board was introduced along with all Committee Heads in attendance: Steven Gebeaux, Social Committee

The 2016 Annual Meeting minutes were reviewed and approved by unanimous consent.

Christine Firman provided the 2017 year in review and 2018 and Beyond which included ideas for discussion. Please see Exhibit A attached for a comprehensive overview.

Christine Firman provided an overview of the 2018 budget which was ratified by unanimous consent. She also reviewed the 11/30/17 Balance sheet and stated that that 2016 Audit was in the process of being finalized. The 2018 budget was ratified by unanimous consent.

Tatia Markland and one other person were nominated and elected to the Board, by acclamation, however due to residency requirements only Tatia is able to serve.

The meeting was adjourned at 9:15 pm

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Exhibit A to the Annual Meeting Minutes

- 2017 – Year in Review
 - Contracted with Arnette Clark Design for preliminary concepts on reimagining the Lake gazebo area to include a more open view to the lake and a pollinator garden with walking paths.
 - Disbanded the Architectural Review Committee and Contracted with CDR (Community Design Review), based out of Chapel Hill for initial review of ARC requests. Their team consists of licensed professionals, including an architect, landscape architect, and general contractor, and their recommendations are provided to the Board at least once per mo.
 - Contracted with Leaf and Limb to catalogue trees in common areas to determine their condition, and begin an organized plan to remove/replace, treat, and prune trees based on recommended cycles.
 - Placed Pool Contract out for bid – pool committee reviewed two proposed contracts and decision was made to renew with Triangle Aquatics. Minor modifications resulted in a lower contract price.
 - Negotiated with Wakefield Nursery & Landscaping on going rate for pine straw and mulch installation & reduced scope of work. Minor modifications resulted in lower contract price of ~\$2,000
 - Planning and Preparation for Board transition as members considered resignation – this included interview with potential candidates and appointments. Resignation of Jim Ruehle, Dennis Carrai in April; Tom Macie in September. Elisa and Christine appointed in April; Phil in November
 - Board meeting time was moved to the evening @ 7:00 pm, standing meeting dates currently at 2nd Thursday of the month. Hopefully this will encourage greater community involvement.
 - Board Decision to expand number of Directors to five
 - Board Vision, Mission, and Values statements were developed and shared with the community
 - Community Interest meeting held April 3rd seeking community involvement – moving from maintenance to improvement mode
 - Community Manager transition from Jennifer Wichowski to Stephanie Ware in May
 - Started the process of reviewing and reclaiming HOA property upon which encroachments have occurred.
 - Playground Inspection performed, immediate repairs occurring in December, RFPs planned for replacement which needs to be accelerated from 2019 (based on Reserve Study estimate) to 2018. Reserve estimate \$51K, but initial RPF is at \$59K, but doesn't include fence repair and wood timber removal and replacement. Survey Monkey is drafted to solicit ages, usage, etc. from the community.

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- RFPs requested for Main gazebo repair. Expected to receive this month. 2013 Reserve Study estimated renovation for 2020 but will be reevaluated in January.
 - Repairs made to the Clubhouse resulting from flooding caused by rupture of frozen pipes (\$8,200 insurance reimbursement)
 - Evaluated walking paths for possible repair. Inspection indicated trails in very good condition overall.
 - Phase 3 Alley repairs/repaving postponed to spring 2018 due to Board transitions
 - 2013 Reserve Study approved to be updated in early 2018 (scheduled fieldwork in January). Cost for study is \$3,450. The goal of reserve studies is to maintain cash reserves above an adequate threshold during one or more years of significant expenditures. Covers HOA property elements such as asphalt paving of alleys, parking lots, walking paths, renovation of gazebos, clubhouse, replacement of elements for tennis court, playgrounds, pool, etc.
 - CD that matured in August was reinvested in two CDs totaling \$50K at another financial institution. I, as Treasurer, recommended redistribution of cash/reserves among two financial institutions to ensure maximum protection of funds above the \$250K FDIC cap. Redistribution is planned for 2018.
 - Plans underway to schedule replacement of street lights with LED fixtures which will be more cost efficient and will direct the light downward towards the sidewalks.
 - Pole lights were repaired/replaced around Village View Lane and Village Core
 - Decorative concrete at one entrance has been painted for determination to expand to other entrances and near gazebos. Painting is required to address fading.
 - Pool parking lot was re-stripped
 - WIFI access and speed enhanced at CV Pool/Clubhouse
 - Stormwater drainpipe at Ivy Tree Lane was repaired
 - Initiated plans to post signs at all entrances to walking paths regarding acceptable uses of the paths
 - FYI, Declarant (Ferrell Land Co, LLC) control ceased as of 6/13/17. Therefore, the addition of land to the Master Declaration of Covenants is now under HOA control
- Vision for 2018 and Beyond
 - Continuation of Lakefront Gazebo Project
 - Implementation of Leaf and Limb Tree Care Program
 - Implementation of repairs to main gazebo
 - Playground Renovations/Replacement
 - Phase 3 alleyway paving
 - Sidewalk improvements
 - Clubhouse Renovation
 - Tennis court locking mechanism and scheduling
 - Improved security and controls for pool admittance
 - Posting of signs at entrances to walking paths/trails

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- Administrative:
 - Appoint members of the Board if not elected today
 - Establishment of Grounds and Welcome Committee
 - Review and Revise Officer Roles and Role of Community Manager as needed
 - Redesign CV Website
 - Revise/update architectural guidelines
 - Develop a pre-approved color palette for exterior painting as recommended by CDR
 - Simplify pool handbook
 - Develop Chart of Accounts & Project Acctg. Standards for expenditures
- Other project ideas
 - Neighborhood Watch
 - Walking path extensions
 - Add bollard lights to walking paths
 - Add benches around main gazebo perimeter
 - Utilize pocket parks (e.g. add soccer goals, small gardens, etc.)
 - Add a community garden
 - Add other exercise amenities (e.g. another tennis court, fitness trail along walking paths, ninja park)