

**HOA Full Membership Annual Meeting**

~~Saturday, March 12, 2022~~

~~10:30am - Alderman Circle cul-de-sac~~

~~Wednesday, March 23, 2022~~

~~6:30pm - Alderman Circle cul-de-sac~~

**Monday, March 28, 2022   
6:30pm - Alderman Circle cul-de-sac**

1. **Roll Call**
   1. Residents signed in by household
   2. 12 households attended the meeting
2. **Proof of Notice**
   1. Email notice sent and posted on Facebook on 02/05/2022
   2. Written notice hand delivered on 02/12/2022
   3. Email reminder sent and posted on Facebook on 03/08/2022
   4. Agenda emailed on 03/08/2022
   5. Decision made to reschedule due to inclement weather
      1. New date is Wednesday, March 23rd at 6:30pm; same location
      2. Email notice sent, posted on Facebook and written notice hand delivered on 03/09/2022
   6. Decision made to reschedule due to inclement weather
      1. New date is Monday, March 28th at 6:30pm; same location
      2. Email notice sent, posted on Facebook on 03/23/2022
      3. Written notice hand delivered to those for whom the Board does not have an email address on file
   7. Email reminder sent and posted on Facebook and agenda provided on 03/28/2022
3. **Guidelines of Discussion During Meeting - Jason Haberland, President**
4. **State of the Neighborhood - Jason Haberland, President**
   1. All households who received notices to come into compliance with Covenants and Bylaws responded positively and within timeframes.
   2. Several homes came into compliance with annual dues
      1. Only three homes are currently behind on dues (4.7%)
   3. Legal options to collect remaining dues were researched; a consultation was held (complimentary) to discuss the collections process for home with outstanding balances
      1. See below for additional details
   4. HOA bills are now paid completely online
   5. Email inbox and contact list were cleaned up and updated
5. **Thank you to the following community members - Jason Haberland, President**
   1. Chiara DeLoach + Matt Baker: Obtained and provided landscaping quotes, prepared documents for budget review
   2. Shawn Hallin: Obtained and provided landscaping quotes
   3. Andrew Schmidt: Provided information for legal counsel & landscaping quotes
   4. Liz Robinson: Participated in Treasurer audit; member of Welcome Committee
   5. Katie Haberland: Member of Welcome Committee
   6. Joe Howison: Participated in Treasurer audit
   7. Andrea Turner (+ kids): Found neighborhood lost dog in creek, located and returned to owner
   8. Caitlin Jaquin, Krista Puryear + Angie Sovany: Planned and hosted a Halloween movie night for the neighborhood
6. **Plans for next year’s Board - Caitlin Howison, Secretary**
   1. Retain legal counsel to represent the HOA; establish process for collection of excessively delinquent dues
      1. See below for more information
   2. Plan community events (if there is community interest)
   3. Review bylaws for consistency; create Rules + Regulations document to clarify processes and procedures used by the Board
   4. Evaluate and determine viability of lowering HOA dues for 2023
7. **Landscaping costs - Caitlin Howison, Secretary**
   1. The following companies were contacted regarding maintaining the front entrance:

Company Name Contacted By Quote Given Notes

|  |  |  |  |
| --- | --- | --- | --- |
| Two Brothers Landscaping, LLC | Chiara + Matt Baker | $7,911 |  |
| Palafox Landscaping | Chiara + Matt Baker | $4,120 |  |
| Dino Landscaping | Chiara + Matt Baker | $5,000 |  |
| Triangle Lawn Care | Chiara + Matt Baker | N/A | No response |
| Revolution Outdoors | Chiara + Matt Baker | N/A | Email response received, but no one from the company came out to provide a quote |
| Tar Heel Landscape Enterprises | Chiara + Matt Baker | $8,798 |  |
| Southern Landscape Pros | Shawn Hallin | N/A | No response |
| Kenny’s Lawn Care & Services | Andrew Schmidt | $2,400 | Does not include all services; see below |
| Agape Lawn Company | Josh Bennett | N/A | Neighborhood is outside of their service area |
| Jason’s Quality Landscaping | Josh Bennett | N/A | Met with Josh to get information for a quote, but we have not heard from them since that time |
| Bobby Hardee Landscaping Services | Josh Bennett | N/A | Contact information on website wasn’t accurate |
| Landgreen Landscaping | Josh Bennett | N/A | No response |

* 1. The scope of service was reviewed and revised and the Board reached back out to Gio, Palafox and Kenny’s for amended quotes:

|  |  |  |
| --- | --- | --- |
| Gio (current provider) | $4,687/year $390/month | Does not include weed control/fertilizer or irrigation repair |
| Palafox | $4,120/year  $344/month | Does not include sprinkler system repair, but will turn off/on in the appropriate months |
| Kenny’s | $4,980/year  $415/month | Does not include sprinkler system maintenance or aeration/lime/pre-emergent application |

* 1. Except when noted above, the revised scope of work includes weekly maintenance (mowing, edging, blowing, etc.)  once a week from March through September and twice a month from October through February; fertilizing + weed control (3 times per year); trimming shrubs/bushes (2 times per year); mulching (8 yards; 1 time per year) and pine straw (20 bales; 1 time per year) - mulch in front of the signs, pine straw behind the signs; sprinkler system maintenance (connect/disconnect, head repairs as needed); aeration (1 time per year) - including the cost of grass, lime, pre emergent; tree trimming (crepe myrtles) (1 time per year)
  2. Discussion, comments, concerns regarding potential landscaping changes
     1. Palafox is much cheaper; there was no opposition from those who attended the annual meeting to switching to this provider.
        1. Matt Baker can do a drive-by of his coworker’s yard, who uses Palafox; this coworker resides in the Lockmere neighborhood, which has a very high standard
     2. Gio has been with the neighborhood for many years, which would by a reason to keep him, but the Board is agreeable to switching if the community is in support of this. We can always go back to Gio, if needed.
     3. There is a risk associated with switching companies, but with the budget, several line items have had to be lowered because most of our money was going toward the landscaping (see below for more details)
     4. Palafox was very responsive to both the Bakers + Caitlin for follow up
     5. Getting quotes for landscaping has been very difficult; some people don’t even respond or there’s no follow up after meeting
     6. Most of the higher quotes matches what we’ve been given as quotes in the past
     7. How often are we needing to fix the irrigation system?
        1. No major repairs with two exceptions: The valve was replaced several years ago – it is currently broken again; the initial company didn’t do a great job with the replacement, but there have been no major costs associated with it since then
        2. Has anyone other than Gio looked at the sprinkler systems? Is it a landscaper issue?
           1. Gio shows Jason the repairs as they are needed. The valves were initially very cheap and have needed replaced since that time. The neighborhood has used Mr. Sprinkler in the past, which was very expensive.
     8. The community water bill is usually around $30/month; there seems to be a base rate/minimum of $20 that they’re billing each month
     9. There was a suggestion to pave the front entrance instead of continuing to pay for landscaping, which would eliminate the need for this budget line item
        1. Each homeowner pays approximately $10/month for landscaping
        2. Maintained landscaping at the entrance increases property values
  3. The neighborhood will switch landscaping companies and begin using Palafox on 05/01/2022

1. **Legal quotes - Josh Bennett, Treasurer**
   1. The following companies were contacted regarding legal quotes:

Firm Name Contacted By Notes

|  |  |  |
| --- | --- | --- |
| Senter, Stephenson, Johnson, PA | Josh Bennett | Does not provide the type of service requested; referred to NC Bar Lawyer Referral |
| Jordan Price | Josh Bennett | Good information provided; no retainer needed |
| Triangle Law Group | Josh Bennett | No availability; referred to NC Bar Lawyer Referral, Jordan Price Law Group, Pendergrass Law Firm and Howard & Stallings |
| Law Firm Carolinas | Josh Bennett | Complimentary consultation on 03/16/2022; collections process discussed; the Board has voted to move forward with this process; details will not be shared at this time so as to preserve the law firm’s process |

* 1. Discussion, comments, concerns
     1. The neighborhood is in need of legal services. For example, if someone doesn’t pay their dues, as a HOA, we don’t have a lot of leeway to compel them to do so.
     2. When this current Board took over, there were approximately 8 houses who were out of compliance; we are now down to 3, which totals $2,608
     3. There have been previous discussions at past HOA meetings about the cost of collecting these back dues not being worth going after these homes; this is not true
     4. The Board is being intentionally vague about the collections process because we want to collect the dues first
     5. There are a lot of reasons why we need to start collecting dues and not keep letting these homes go; some funds may not be recoverable if we continue to let it go
     6. There seems to have been an ongoing theory that if homes don’t pay dues, the HOA will get it back eventually; this isn’t true
     7. Law Firm Carolinas was very accommodating, gave lots of information with no retainer or costs and the Board has used their blog in the past for free legal questions
     8. The budget includes legal services as there are (very rare) scenarios where collections are unable to be made and the HOA would have to pay for the collections process. These legal fees can also cover things like questions about Bylaws and Covenants
     9. Using this firm for the collections process is a trial test, but the lawyer was very confident; he is one of the top collections attorneys and has done tens of thousands of these cases
     10. The firm has a very strict, timely process and has this process down to a science; we would only have to provide them with the information and they handle the rest
     11. This also allows us to set up a collection process for fines and other dues moving forward

1. **Budget - Josh Bennett, Treasurer**
   1. Discuss/review 2021 budget
      1. Budget v. Actuals was provided via email and at the meeting
      2. Dues were raised for 2022 because there was an identified need at the time to do so
         1. For example, last year, we were budgeted to lose $1,720 from our account
      3. There seemed to be a feeling of acceptance of draining the account and figuring it out from there
      4. The total loss equaled $1,806 from the account this year
      5. Actuals were close to budgeted line items, but there were a lot of line items that weren’t used
         1. A lot of materials were donated by the Board (stamps, office supplies, Post Office costs (certified letters), gift cards for holiday lights winners); this adds up quickly and should be coming from the HOA funds
         2. The Welcome Committee also spent money out of pocket for welcome baskets for new neighbors; five families have moved in since last year’s meeting; the Board definitely wants this to continue; there is a large benefit to it as it provides a warm welcome to the neighborhood; three of the five homes are in attendance at the meeting
         3. The Board didn’t feel good about hosting events as it would continue to drain the account and we would be spending money when there was little community interest
         4. Lots of momentum now with the increase in dues
   2. Discuss/review 2022 proposed budget
      1. The proposed budget was provided via email and at the meeting
      2. The budget is unusual because the fiscal year runs from January to December, but the annual meeting doesn’t happen until March
         1. We can look into moving the meeting to be held before the end of the year OR look into moving the fiscal year to match
      3. Are we able to decrease dues for 2023/is this being voted on today?
         1. A number of things need looked into before this decision can be made, including the quality of landscaping with the new company
         2. It is likely that annual dues won’t be decreased back to $100 for the year, but they may be able to be lowered to an extent
         3. The economy as a whole has followed a 9% inflation rate month to month, so costs of goods and services are going up
         4. Our insurance premiums are increasing by around $100; we learned about this today
      4. If we stay with Gio for landscaping, we would have to keep the lowered line items low, as well as keep the budget at the increased amount. There are also things we would need to give up as a neighborhood/community.
      5. We adjusted the budget at the end of 2021 just to breakeven and match existing costs
      6. A show of hands at the meeting (NOT a formal vote) shows that switching to Palafox is the overall desire
      7. A vote was not held at this time as quorum was not met at the meeting; a vote will be called via email
2. **Committees - Jason Haberland, President**
   1. Welcome Committee - Katie Haberland, Liz Robinson, Caitlin Howison
      1. Keep up with new residents; create and deliver welcome baskets to each new household; keep welcome brochure up to date
      2. Caitlin Jaquin will move to this committee from Events
      3. It is unknown if Caitlin Howison will stay on this committee, but a Board member will need to serve on it
   2. Events Committee - ~~Caitlin Jaquin~~, Jason Haberland
      1. Plan and execute neighborhood events sponsored by the HOA
      2. Will need Board member presence and more community involvement!
      3. Erika Hallin and Matt & Chiara Baker will join this committee
   3. Any new volunteers for these committees? We would love to have you!
      1. Please email [stephenspointe.hoa1@gmail.com](mailto:stephenspointe.hoa1@gmail.com) if you would like to join
3. **Other Business** 
   1. The Board tried to get back on track with some of the maintenance within the neighborhood; this process allows for notice and corrections by the homeowner; there was a change in how the notices are sent
   2. Bill Reynolds asked about AT&T busting a water main. This also raised up part of the road on Turning Branch
      1. Bill has reported this to AT&T and was hoping they would come back and fix it
      2. Roads are the responsibility of Wake County; Jason will follow up with them regarding this
4. **Board Elections** (vote was held as quorum was met by proxy votes)
   1. Nominations for President:
      1. Justin Jaquin
      2. Shawn Hallin – elected
   2. Nominations for Treasurer:
      1. Josh Bennett – confirmed to serve for another year
   3. Nominations for Secretary:
      1. Caitlin Howison – confirmed to serve for another year
5. **Meeting adjourned at 7:43pm**