



Stephens Pointe Homeowners Annual Association Meeting

Monday, March 30th 2015, 7pm at McCullers Ruritan

1. Roll Call (Proof of Quorum)

- a. Meeting call to order at **7:06 PM** by Kim Stocks, HOA President
- b. Board of Directors present: Gina Macaluso (Treasurer), Soraya DaCosta (Secretary)
- c. Also present 20 of residents
 - Quorum for meeting reached – 20 resident address represented

2. Proof of Notice

- a. Email and paper notification sent 2 weeks in advance: March 15th
- b. Proxy Ballots delivered 1 week in advance: March 22th
 - Revised ballots: 48 hours in advance: March 28th

3. Opening Housekeeping Rules

This meeting is for community issues. Please notify a board member if there is a private residential matter you would like to discuss. We request that no more than 3 minutes per household on sharing on the floor. Any screaming or yelling at meeting, the person will be asked to leave.

4. Election of new board

Vote on New 2015 Board members

Motion by Kim Stocks to agree and seconded by Patrick Montanaro

19 residents in favor. 1 resident opposed. 1 not able to vote.

5. Old Business

- a. 2014 Budget review
 - Collected HOA dues from 53 homes
 - Question on the HOA Insurance: Kim explained that if a homeowner or an external company sues to HOA board. The fee is to protect the board.
 - Front entrance: Homeowner Angela asked questions about costs associated with landscaping. She volunteered to mow the grass at the front entrance if that would help lower the cost. Board mentioned Landscaping would be addressed later in the meeting under new business and 2015 budget.
 - Taxes: Erin Kepich asked about the \$10 allocated in 2014. This item is being removed from the 2015 budget since we don't file for taxes.
 - Meeting fees: Ralph Roth asked about the \$200 budget allocated to rent a meeting location and why it wasn't used, Gina mentioned the cost was carried forward to 2015 for this meeting, but it was only \$100.
 - Erin Kepich Motion to approve budget and Patrick Montanaro second the motion.
- b. Please be patient when children get on and off the school buses
 - Jeff Kepich asked if homeowners can park only in 1 side of the road. Safety issues and concerns related with children at the bus stop and cars parked in every corner.
 - The HOA will send an email to the homeowners asking them to please park on only one side of the road.



- c. Remind your children not to leave trash at bus stops or neighborhood entrance
 - Trash: Garner newspaper distributed to the neighborhood has not been picked up by the neighbors. We ask neighbors to please pick up
 - ✓ David Tight suggested that homeowners requested to call and request newspaper to stop delivering to the neighborhood. Neighbors will need to request to stop directly and it is not something the board can address. David will provide the board with the details to be distributed to the neighborhood.
- d. Be respectful of others property and clean up after your pets
- e. Voting privileges be extended directly to those families living in **rented** houses (renters) – not property management.
 - The board explained that the property owner is the only one allowed to vote
- f. Renters to be invited to community events
 - Michelle asked to collect renter's information to be invited to community events.
- g. Proposed that the HOA board be released of HOA dues for their service
 - Jeff Kepich raised concerns about this benefit and that it was going against the covenants. According to Jeff's interpretation of the covenants, waiving of the HOA dues is considered compensation.
 - The board does not interpret the waiving of HOA dues as compensation. This item will be voted on at the end of the meeting.
- h. Maintain a password protected area for current directory of residents on the SP website. This could also house a calendar of events section.
- i. Neighborhood Facebook Page
 - Created and published: <https://www.facebook.com/groups/stephenspointe.hoa1/>
 - By invitation only and neighbor's admission should be approved by a board member
- j. Neighborhood Covenants & Review Committee
 - Only 2 volunteers willing to work on the covenants. It was not pursued in 2014.
- k. Street lights: additional poles requested and issues with "flickering"
 - Homeowners are requested to submit a request to Duke Progress Energy directly with pole numbers asked them to come and correct the issue. The HOA will include the website address and phone number to call to submit a service request.
 - The HOA inquired with Duke Progress if they could come to the neighborhood to come and assess the poles. They will NOT come based on the HOA board request.
 - Requests for service should be submitted to: (800) 419-6356 or through the website: <https://www.progress-energy.com/app/outageentry/default.aspx?location=carolinas>
- l. Architectural committee
 - Only 1 homeowner volunteered to participate in the committee
 - Not enough homeowners to create a committee.

6. New Business



a. Annual Fees:

- Collection process of past due fees – liens on property
 - ✓ HOA is requesting a process to be established to collect homeowner dues. The covenants will not cover the issue with past dues or provide an outline of a process to collect; the only method is to put a lien on the property.
 - ✓ Requesting funds to research a 3rd party company to help with understanding of how to put a lien on the property.
 - ✓ HOA will continue to send notices of past dues to remind homeowners.
 - ✓ Jeff Kepich suggested delivery of receipts for HOA dues paid for document tracking.
 - ✓ Alena asked what other neighborhoods are doing in regards to collection of dues. The board commented that bigger neighborhoods usually have property management which manages this process.
 - ✓ The HOA consults with the HOA Association about ongoing matters. Kim will ask about their suggestion on what can be done in support of putting lien.
 - ✓ Alena Tukman suggested using www.asklawyer.com for free questions and consultation around HOA issues before you decide to hire a lawyer.
 - Kim mentioned that we have reached out to a lawyer, free consultation, and asked to make sure it's covered.
 - Suggested Alena to volunteer and assist with this research and provide feedback for consideration.
 - David Tight raised time for how long it would take to research on what would be required
 - Erin volunteered to find out what it would take to put a lien on a property based on her professional connections with lawyers and neighborhood covenants.
- HOA Board members & dues
 - ✓ It was suggested that the board of directors should not pay for the annual HOA dues in exchange for their time as board members. This item will be voted at the end of the meeting.

b. Review of proposal to re-write the covenants

- ✓ Kim is suggesting a committee is created to review covenants.
 - Erin Kepich, Ralph Roth and Paul Sovany volunteered to participate in the committee.

c. Front Entrance:

- Review of proposed landscape changes and cost
 - ✓ Kim discussed the history of the front entrance and landscaping. The most recent landscaper (Cory) was maintaining the landscape for the front entrance, only doing the basics. Cory sold his business to Giovanni, new landscaping company.
 - ✓ Landscaping company is raising his fees to account for more items on the list of items to beautify the front entrance of our neighborhood:
 - New proposed monthly fees: \$300/month
 - (outline items included in his cost)



- One-time fee of \$600 to install pine straw
 - i. The HOA has researched additional companies to do the work
 - ii. Alena suggesting we send an email to the neighborhood when the board wants changes done so neighbors can suggest companies to participate in the new bid.
 - iii. Jeff requesting comparable prices and name of companies that have been contacted to quote on the job
- ✓ Kim mentioned about how important it is for our neighbors to get involved in the neighborhood and provide suggestions and comments. Participation not only in meetings but ongoing, throughout the year.
- ✓ Wanda asked if the landscaper is there on a weekly basis and that he will be held accountable. Angela suggested that Giovanni delivers a weekly report on the work done when he visits the neighborhood.
- ✓ Ralph asked about the sprinklers being turned on and the process.
 - Kim explained, at a high level, that the plumber maintains the backflow, removal during the winter and backflow install back in the Spring. The Landscaper schedules to turn it on.
- Moving forward the board is committing to provide all documentation necessary in support of the voting items called out ahead of the next meeting.
- The HOA will hold additional meetings throughout the year and ask neighbors to participate. If voting items are included we will need to have a quorum of at least 25% of the neighborhood present or by proxy to proceed.
 - ✓ Erin Kepich rose that neighbors should be notified of the board meetings and announce they are happening so they can attend at their will. Suggesting 2 additional meetings.
 - Another comment is associated to the neighborhood fellowship events – different dates
- The board has committed to send out more surveys about items the neighborhood would like to hear about what we would like happen.
- Patrick Montanaro raised that in his 10 years in the neighborhood and he has never experienced uncomfortable at meetings and not experienced yelling and screaming in the past. Unfair to say that people don't come to the meetings because they don't care enough and homeowners should allocate their time to participate in the meeting.
- Voting of items can happen at any time, but a 25% quorum is required.
- David Tight suggested that if we don't come to an agreement then we should post pone the decision and vote at another meeting.
- Alena Tukman is questioning there isn't enough information for homeowners not present to vote and ballots should not be accepted at this meeting and votes through ballots ignored.
 - ✓ Homeowners that were interested in the items being voted on and had questions about what was being voted on had their answers prior to the meeting.
 - ✓ The board reinstated that, in the future, more information will be provided with enough time for review by the homeowners prior to the scheduled meeting

d. Increase of HOA discretionary funds



- Kim Stocks explained that we suggested increase of funds is for us to research and investigate; potentially hire attorneys to collect the money. It is important, to maintain a functioning HOA, that we collect all funds.
- Erin Kepich mentioned that we should obtain quotes ahead of proposing a new discretionary fund; that can be reviewed at the additional meetings during the year to vote. Reminder that a 25% quorum of the neighborhood should be current.

e. Directory Update

- Soraya DaCosta will be printing new directory and will also create an online format so it's easily accessible by the homeowners if they choose to.

f. Website:

- Jeff Kepich suggested that if we are raising the cost for website maintenance with password protected we should provide all costs and details in support of the same.
- Alena Tukman suggested that she has all information and contact for websites and she will provide this information. She questioned the time the board put in place to research.
 - ✓ Kim asked if Alena would volunteer her time to maintain and update the website. Alena declined the request.
- The HOA board clarified the proposed costs for the website cost increase, which included the functionality of password protected.
- Angela Case suggested include the directory on Facebook. Patrick Montanaro rejected the option of having neighbor information published on Facebook. Neighbors requested print version of the same.

g. Events Updates

- Michelle Wertman introduced herself as the neighborhood events coordinator. Responsible to welcome new neighbors to the neighborhood and coordinate Spring Yard Sale and Fall Festivals.
- Upcoming date of Spring Yard Sale by the end of this week.
 - ✓ Alena suggested having a Fall Yard Sale as well.
- Suggested Pot Luck style in the neighborhood.

h. Meeting Location Change proposal: virtual meetings

- Low turnout of resident's attendance to the meetings suggested a virtual meeting.
- Alena suggested the meeting to happen in the neighborhood instead of an external location.
- The HOA will send out a survey to ask our neighbors if they would prefer to have the annual meeting in the neighborhood in a cul-de-sac.

i. 2015 Budget Review

- Kim Stocks clarified that items in RED in the budget are new to this year's budget
- One-time fee items will come out of the surplus.
- Gina Macaluso reviewed of the budget in detail.
- The BOARD requested that all votes are in writing. Review of the ballot types delivered ahead of the meeting and in the meeting.
- Jeff Kepich raised the new proposed cost for the website was not included in the proposed budget. Need consistency in the items that are being voted on.



- Kim Stocks called out there were hand writing notes on the budget that was delivered to those present at the meeting, due to an oversight that was not caught prior to being printed.
- The board reviewed the ballot for voting at the meeting – item by item
 - Open for questions
 - Paul Sovany rose that if fiscal is March to March, then there is a 3 month gap in the budget.
 - Gina explained that beginning balance for the new board was in December because meetings were held in January. Moving forward the fiscal year starts in March and the budget will reflect the same.
 - Paul checked the budget and mentioned that the board was correct with the numbers presented for last years.

j. Voting Items

Kim Stocks reviewed all of the voting items in detail and asked for votes in person plus inclusion of proxy ballots.

	YES	NO	APPROVED?
A. Proposal of legal review of covenants: \$1,500.00 (one-time fee) The vote on this item will not to change the covenants. The request is to have a legal review, re-writing of covenants to be reviewed by all members of the HOA. Please note there is a need for 90% quorum to vote for change to the covenants.	6 votes	13 votes	NO
B. Landscaping Maintenance cost increase: Revised fee: \$300.00/month . An increase of \$100/month for additional services. Pine straw installation: \$600/one-time fee	13 votes 12 votes	6 no 7 no	YES YES
C. Website change: \$100/month Change of website hosting provider and new capabilities, including a password protected section of the site.	2 votes	17 votes	NO
D. HOA Board Members exempt from annual dues Exempt HOA Board members, who volunteer their time, from paying the annual HOA dues in recognition of their service	12 votes	7 votes	YES
E. HOA Board Discretionary Funds increase (one-time fee) Adjustment to discretionary funds for out of budget items, fees and unexpected costs Change from \$250 to \$1,000 (one-time fee)	8 votes	11 votes	NO
HOA Poll question If the annual, or any scheduled HOA Meetings, were held virtually would you be more likely to attend the meeting? (<i>virtually = through conference calls or SKYPE video calls</i>)	8 votes	11 votes	NO

k. Miscellaneous items:

- Patrick Montanaro asked for the floor and shared with the neighbors present at the meeting that he had recent issues at his house associated with our well water corroding through metal fittings; which then leaks into the walls of his house. He is alerting homeowners that there is a potential problem with pipes. Primary COLD water run. Plumber recommended well-water filtration. The initial expenses associated with this issue were around \$1100 to fix fittings, drywall fixes are additional. PVC fittings have become more current in the last 2 years, which are best for well-water and will not corrode.
- The board will send information to the neighborhood on this issue reported by Patrick so everyone is aware of this potential problem.
- Patrick thanked the board for their efforts and help they provide.



- We ask that if you have an issue with something that it's not run properly, please bring to the board for consideration. The HOA Board email address for all communications is: stephenspointe.hoa1@gmail.com, or through the Facebook Community page: <https://www.facebook.com/groups/stephenspointe.hoa1/>

7. **Meeting Adjournment** at 9:10 PM