

**MINUTES
BOARD OF DIRECTORS
LAVENDER GLEN HOMEOWNERS ASSOCIATION**

February 2, 2004 at 6:00 pm
132 Jasmine Trail

Present: Lee Kurokawa, Cindy Bornander, Barbara McCaskill, Arlene Escalante, Nancy Courtenay

Guests: Craig Vail and Ronny Kimble of Lawnstar Maintenance

Green Space Clean Up

Mr. Vail and Mr. Kimble of Lawnstar attended the meeting to present the proposal for \$2,375 for the clean up of the green space , decide on the date to start the work and respond to any questions that they board might have. The proposal has been previously approved by the residents during the homeowners' annual meeting in September 2003. Lee asked if they know how a wild azalea looks like since a resident is very much concerned for its preservation. Mr. Kimble replied that they know and would protect them should they see any in the green space.

Barbara asked for the timetable of the clean up. Mr. Kimble replied that it would probably take around 4 days to complete but it will actually depend on the weather. Machineries would be used and if the place is mushy and wet, this will cause some problems. Lee suggested that if possible work should be done in 4 straight days rather than do some partial work in one day and then come back after several days, so as not to bother the surrounding houses a lot with the work activities. Hence, she asked the board to just let Lawnstar determine when would be the best possible day to start. The board agreed. Lawnstar, however, would inform the board when they are about to start.

On the question on whether residents near the green space would be notified on the clean up, the board agreed that perhaps it is a good idea to at least let them know that people are coming to do some work in the green space. A flier can be sent to these residents.

Front Lawn Maintenance

Maintenance of the front lawn (putting the pine straw, application of fertilizer and mowing) has been increased to \$290/month starting January 2004. The board accepted a three-year contract.

Front Lawn Fences

Lee mentioned that Scott suggested that the fences in between houses in front should be finished. Lawnstar have a quote on the fence - \$4,800.00 (240 ft at \$20/ft materials and labor.) Barbara suggested that the board should first seek the approval of the residents because it will require a big amount of money.

Front Lawn Trees

Mr. Kimble suggested on planting trees (e.g. Magnolia, Evergreen trees) in front for privacy instead of fence since it would be less expensive. Mr. Vail asked about what those residents would think about the trees planted on their property. Nancy said that these residents do not quite own the property up the streets but some of them do own the property over the fence so they should be consulted on whether they would agree to trees or not. Lee asked if the board has to ask the whole neighborhood about planting of the trees. Cindy replied that it should be a question on fences vs. trees. Nancy added that it is a necessary question since the association would be spending some money on this. However, should trees be chosen, the people who own the properties in front should be asked if they will agree to have some trees planted on their properties. Lee asked Lawnstar to put together a proposal for the planting of trees for review of the board.

Re-seeding Of Front Lawn

Lawnstar proposed to re-seed and aerate the front lawn to make it greener. The board agreed.

Front Lawn Sprinkler System

Nancy said that part of the original plan of the builders was to install sprinkler system and fences on the front lawn. She said that if the association has money for that then that would be a good idea to have. During drought season, sprinkler system would help a lot. Otherwise a lot of trees and shrubberies might be lost. Lee voiced her concern as to who would be shouldering the water bills. The board agreed that installation of the sprinkler system should be presented (for voting) to the residents during the next annual meeting.

Yard Maintenance for the Neighborhood

Lawnstar is offering the residents lawn maintenance for \$30 (small yards) and \$40 (large yards) per visit. For mowing, they are charging \$30. Lee asked Lawnstar to put together some kind of a "spring special" for the residents. They can advertise this during the neighborhood clean up on May 1.

Vacant Lot at Wisteria

Lee asked Nancy about the vacant space at the end of Silverbell on Wisteria Way. Nancy replied that on the Plat Map, that lot does not belong to any houses on each side, nor does it belong to anybody. Cindy asked if the association can purchased it, but Nancy said that it would be impossible since nobody owns it. Lee said that the association would like to build a playground there. Nancy added that the houses on each side were actually asking about it, but as she said, it cannot be sold to anybody. The builder put mulch on it but as to its maintenance, she doesn't know who should do the mowing. It's not also the responsibility of the association but should be able to take care of it just like the green space. The county probably left it like that (when they approved the Plat) because they might be thinking of building another road in the future to access the undeveloped land on the other side if ever that gets developed. Nancy volunteered to ask the original builders on what is supposed to be done with that vacant lot. The board agreed that that space is good for a playground and a place for residents to gather and meet.

How to Monitor Home Ownership

Cindy asked how would the association know who is moving in and out of the neighborhood. Nancy replied that for a while she is keeping a list but it'll just be vigilance on the part of block captains to know who is in the neighborhood. Cindy mentioned that Ron (her husband) suggested going to the courthouse and looking up the deed registry. This, however, would require a fee per house. Nancy suggested also the tax records would probably give information on the current residents. Tax information is online now. Tax office can be called to ask on how to access their information online.

Status of Subdivision

Lavender Glen has 152 lots, 2 are under contract and 1 is still for sale (along Jasmine Trail.) An agent from Nancy's company will buy the model home (132 Jasmine Trail.) Closing of contract for the sale will be in February or March.

Big Container and Pathway at Wisteria

Lee asked Nancy about the big container at the cul-de-sac of Wisteria Way and the cleared way which looks like another entrance for the subdivision. Nancy said that the county was the one who cleared the trees for drainage adjustment when the subdivision across started building houses. Lee asked if the county would replace those trees but Nancy doubts that the association can go after them for tree replacement. The houses on that cleared pathway are now under contract and both of them own up to the middle of that cleared lot. As for the big container, Nancy said that it would be moved to their new development site as soon as they get the approval from the county to start building new houses. As of now they do not have any place to put that container. The current subdivision signage there will also be removed.

Warranty Line Number

Lee asked Nancy what number should be used to call them when the builders leave the subdivision. Nancy replied that the builders would only entertain calls from residents whose houses are still under warranty. For Comfort Home, residents can contact their 1-800 number directly. Nancy also informed the board that the builders moved their office and now has a new warranty hotline - 678-904-6240.

Residents' Fences

Nancy turned over the files of all the approval for the fences.

Board Approvals

Scott Lawrence was absent during the meeting and Nancy Courtenay acted as his proxy on any voting done during the meeting.

Board approved the following:

1. Reduction of association fees from \$120 to \$100.
2. Instead of Money Market, which is carrying a 1% interest these days, association funds will be moved to an interest bearing checking account.

3. Scott Lawrence as the new Vice President.
4. Purchase of signs for the clean up/ garage sale on May 1.
5. Hiring of bookkeeper to maintain the association books. He is an accountant at Cindy's company. His fees are: set-up fee - \$200; book maintenance - \$100/month; tax preparation - \$300 or less. Association has already a Tax ID number.

Lavender Glen Website

Arlene volunteered to redesign and maintain the web page since Kerry would not be able to continue working on the website. Barbara said that Kerry mentioned in his e-mail that the domain name registration is up for renewal. However, Cindy said that the association already paid for the registration of the domain name (lavenderglen.org) from March 11, 2004 to March 11, 2006. Arlene would check on this. Barbara is also going to talk to Kerry and get the disk (containing information to update the website) from him. She already made a "complaint form" that would be posted online.

Business Cards

Lee said that she has some business cards to be put on the website. She would like to offer posting for free at this time to stimulate interest for the site. Arlene asked about the software that the board purchased. Barbara said that Kerry wrote in his e-mail that he is already collating all the software and other related website documents and will give all these to her.

Treasury Report

Cindy reported all the receipts and disbursements for the month. As of January 5, 2004, the fund balance was \$13,888.68 (report attached.) Cindy also mentioned about neighbors leaving payments in her front door and mailbox instead of sending it in the P.O. Box address.

Cindy said that she would put in the letter a notification about the reduced fees and would also put on how many times residents should be notified about the dues before late fees can be charged. The reduced fees will be effective January, 2004. Nancy said that they closed a contract lately and they were probably charged for the whole year. Cindy said that if that is the case, then the association has to refund part of the dues paid to the new residents.

Two Directors Needed

Metta resigned as VP due to medical reasons so Scott is now elevated to the position of Vice President. That leaves two vacant seats for board of directors. The board agreed to put an announcement in the newsletter and the webpage about the vacancies. Nancy suggested putting a short description of what is required of a board director. Probably, if residents will know that it won't take up too much of their time, then some of them might come forward and volunteer to serve as director.

Amendment of By-Laws

Lee is actually concerned that Scott as Vice President this year will not be eligible to run as President next year. Hence, the board planned to put together a resolution that will amend the association's by-laws allowing incumbent Vice Presidents to be Presidents just in case no one would stand up and run as president during the homeowners' annual meeting.

Committee Reports

Social Committee

Social Committee is no longer functioning.

Covenant Committee

Covenant committee has not started yet their signature campaign. Nancy said that she already has some forms (reminders to residents) that will only be copied and distributed. Lee said that for the trash can issue, parking on the grass and some minor violations, fliers reminding them of the covenant provisions can be sent to the residents concerned. The committee has ten members plus Metta, who said that she would like to stay in that committee.

Neighborhood Watch Committee

Neighborhood Watch is still collecting signatures to formally launch the program. The committee needs at least 80 signatures to cover the 50% requirement of the Police Department. As of now the committee has 37 signatures. Arlene suggested dividing the subdivision into blocks so that block captains would know exactly what houses are they responsible of. With 8 block captains right now, each of them would be responsible for 20-21 houses each.

Identification Buttons

To be recognized easily, the board planned on wearing big buttons with ribbons that carry the Lavender Glen logo when going house to house or during neighborhood events. Nancy suggested that perhaps before going to a neighbor's house for anything, a flier must be distributed advising them in advance that a member of the board or the committee is coming over to ask for signature or any other purpose. The board also thought of just scheduling a weekend when all members can go out and knock at a neighbor's house to ask for signature. However, as Nancy suggested, neighbors should be told in advance about the board or committee member's visit. Fliers should be worded both in English and Spanish. The board also offered to help out with the collection of signatures for Neighborhood Watch.

Others

Lee said that she signed a letter that was needed to close a contract for the house in the neighborhood (copy attached.)

Next meeting

The next meeting would be on March 1, 2004.

The meeting was adjourned at 7:30 pm.

Respectfully submitted,

Arlene M. Escalante
Secretary