

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

January 5, 2004 at 6:30 pm
216 Jasmine Trail

Present: Lee Kurokawa, Metta Nicewarner, Cindy Bornander (left early,) Barbara McCaskill, Scott Lawrence, Arlene Escalante

Guest: Audrey Sheppard of 403 Wisteria Way

Audrey attended the meeting to discuss some concerns that she has regarding the neighborhood.

Trashcan Issue

Discussion on the trashcan issue followed:

1. Board need to make a flier to advise residents of the need to keep their trash can from sight after thrash pick-up day.
2. Keeping the trashcan is actually in the covenant.
3. Trashcans should not be left on the back or side of the house since they can still be seen from the street.
4. Keeping the trashcans is actually a county ordinance hence Marshall can be called if they (trashcans) are not properly kept.

Dog Issues

Several dogs around the neighborhood are not properly cared upon and should be reported to the Animal Control.

Car Washing Business

It was reported that a car washing business is being done in the neighborhood. Such is a covenant violation since you cannot do business out of your home.

Fences

At the end of Jasmine before the cul-de-sac, there are some problems on how the fences were built.

Real Estate Agents

The board will advise realtors who are selling housed in the neighborhood about the homeowners association and the corresponding dues.

List of violations from Nancy

The board discussed the list of violations that Nancy compiled.

Street Cleaner

Lee asked Barbara to put in the newsletter that our subdivision does not have a street cleaner or sweeper, hence residents should be a good neighbor by picking up any trash that they might see on the street or any place near their properties.

New Director

There are several residents whom Lee has talked to and are interested in the position. Arlene also has nominated Jeff Fogg and Lee would talk to him as well.

Speeding

Audrey raised the issue of "speeding" in the neighborhood. During the annual meeting it was suggested that speed bumps should be put on the streets but residents voted against it. The best thing to do is to record the plate number of the car and report it to authorities. Some of the speeders are probably not from this neighborhood. Maximum speed signs are already posted around the neighborhood but apparently these are not being followed. The board recalled that there was a big electric speed sign before that can show the speed of an approaching car. Lee said she'd check on the possibility of having that sign back in the neighborhood again.

Committee Reports

Environmental Committee

Green space and Wild Azaleas - The Environmental Committee should start doing something about our green space because it will be more difficult to do the clean up when spring comes. Cindy said that they still have to check on the place and see what's in there and decide on what to cut and what to preserve. Lee mentioned about a resident that raised concerns about wild azaleas during the annual meeting.

Green Space Marks - Cindy requested to have the green space marked – where is it and the access place so that residents who would like to take a look at it would be able to easily find the place. Lee said that the green space is on Jasmine Trail before the cul-de-sac. There is already a "no trespassing sign" there and can be visited at "your own risk."

Social Committee

Clean Up Campaign - Spring-cleaning is a big activity for the social committee. Part of the clean-up campaign is looking for a pressure washing service on a big discount.

Lee suggested putting up a booth/table with refreshments and information (probably near the rented dumpster) during clean-up day so that residents would be able to have a place to stop by, socialize, chat and ask questions, if they want to. Board members and committee members should be at hand to answer questions from residents. Target date for the clean up is May 1.

Social committee would be responsible for refreshments. Lee would get the dumpster again. Location for the dumpster would be near Lee's house.

Signs Needed - A total of six signs are needed. Clean-up day signs usually are posted on the two entrances, plus another one near Wisteria and another one to mark where the dumpster is. Another two are needed to mark the way to the green space. Lee suggested using a stand with the inserts.

Welcome Baskets – Social committee should give a welcome basket, which will include neighborhood information, to the new residents. Block captains would be able to tell the committee who are the new residents on their block.

Neighborhood Watch Committee

No list of block captains is available at the moment. Arlene e-mailed Ron but was not able to get any replies. Lee requested Arlene to get Neighborhood Watch information from Ron and go ahead with signature collections.

Barbara also asked Arlene to send her the names of the block captains once they are available for inclusion in the newsletter.

Covenant Committee

Collection of Signatures - Covenant Committee hasn't started their own signature collection for the resolutions because they haven't had a recent meeting yet. No coordination was done also with the Neighborhood Watch Committee on when they are going to collect signatures.

Complaint form - Complaint form will be drafted and put in the website.

Treasury Report

Cindy distributed copies of recent disbursements reports. A question on when the due dates are was raised. Arlene answered that they are March 15 and September 15. Scott said that notice should be sent by mail 30 days prior to the due date. Currently, dues are \$120 and residents have the options of paying it one time or by two installments. Dues are pro-rated when homeowner moves in between due dates.

Cindy raised the question on whether association fees can be reduced. She also said that she is going to ask about invoicing service and money market accounts for the collected fees not being used yet. Lee would also ask information on money market rates.

Reduction of Association Dues

The board is in favor of reducing the dues. Barbara commented that this would be a great service to the community since economic hardship is prevalent these days. Lee would ask Cindy to do some projections with the reduced dues just to make sure that we can cover all our expenses with

the new fees. Lee said we couldn't reduce the fees in half. Scott suggested on reducing \$10 per cycle (six-month due date) bringing the total amount of association fees to \$100 per year.

Invoicing Service

Metta asked whether LGHOA is non-profit or not because she is concerned about how much money can we carry on from a year to the next. Lee replied that our organization is non-profit. She added that our association is having a hard time looking for somebody to do invoicing service (dues, late fees, fines and accruals) and prepare quarterly reports – whose service fees are within the organization's budget. It is advisable to have somebody from outside the organization to do the accounting since the funds are getting bigger. Lee asked the board if they know somebody who can do the invoicing for a reasonable fee

Last year, the board was considering property management companies, accountants and CPAs, but most of them were charging exorbitant fees. The lowest amount asked for the service was close to \$4,000.00.

Barbara asked how much would be the reasonable fee for an accountant for this type of service. Lee replied that if the asking fee were near \$4,000, then that would not be reasonable for a homeowner's association.

Tax Preparation

Tax return should also be filed on behalf of the association.

Entrance Landscaping

Lawn Star's fee for maintaining our entrance is \$215. They were also able to offer residents yard maintenance service for \$30-40 per visit. Scott raised the issue of having uniform sodding of the subdivision's entrance as suggested by Kevin. The board agreed and Lee said that she would talk to Craig of Lawnstar. Lawnstar would also like to re-bid on the green space clean up.

Handyman

Lee received a business card from somebody doing construction work. However, she said that the subdivision is looking for just a "handy andy" and not really a big construction guy.

Pine Beetles

Metta asked what are the signs that the tree is infected with pine beetles. Lee said that the forestry people can assess the tree and would know if it is infected or not. In addition, she said that the cost for cutting a tree infested with pine beetles could be deducted in the tax return since it can be considered as a disaster. Scott knows somebody whose business is cutting trees and Barbara will put his name in the website.

Deed Status

Lee talked to Kevin to look into the Plat Book number and page.

Vice President Correction

The listing for Vice President has already been corrected and Barbara would note that in the next newsletter.

List of Committee Members

Barbara also asked for an updated list of all committee members. Scott, Metta and Arlene will e-mail to Barbara the list of members of their respective committees.

Access for the Board E-mail

Lee asked Barbara on how to access the e-mail for the board of directors. Barbara said that the password can be asked from Kerry, the webmaster, through his e-mail address (webmaster@lavenderglen.org) in the website. Kerry already made passwords for all committees. Metta asked if all board members would have individual passwords. Barbara will ask Kerry for the passwords and will e-mail the board members once this information is available.

Homeowners' Issues

The board discussed several homeowners' issues.

Space Heaters

Space heaters can be used for additional heating but it should also be noted in the newsletter that this is a fire hazard and thus should be used with utmost care. Barbara would also like to include information on who to call for inspection of heating and cooling system.

LGHOA Website

Barbara asked the board to check the website and e-mail her with suggestions or anything that the board would like to see in there. She also said that on the front page, there is no mention of the address of the association or where the board can be reached. Hence, this information would be added. Lee requested that the website be updated. She also noted that there is no telephone number there that the residents can use just in case they don't have any access to e-mails. The only way that they can reach the board would be through snail mail. Such method of communication will take a number of days before reaching the board. Lee agreed to put her phone number, 706-534-5040, in the newsletter and website.

Christmas Decors and Mailboxes

For this year's Christmas, decorations should be put up in the entrances. Arlene said that she visited a new subdivision with coordinated ribbons on their mailboxes. Talking about mailboxes, Lee said that there are mailboxes around the neighborhood that are falling off. Residents should be informed through the newsletter that they could replace their mailboxes for \$15 at Lowe's. They

should be black and similar to the other mailboxes around the neighborhood. She also said that residents should be advised to refrain from using mailboxes for outgoing mail, as mail theft is prevalent these days.

Next meeting

The next meeting would be on February 2, 2004. Venue can either be at 216 Jasmine Trail or 104 Silverbell Trace.

The meeting was adjourned at 8:30 pm.

Respectfully submitted,

Arlene M. Escalante
Secretary