

# Board of Directors Meeting

## February 11, 2008

### Minutes

The Board of Directors for Copper Ridge met at the offices of PPM and the meeting was called to order at 7:15 am.

Board Members Present: Noral Stewart, Bill Giles, Pam Gardner, and Sherry Jones.  
Wanda Stephenson.

Management Present: Stacey Williams, PPM Inc.

Homeowners Present: None

#### **Approval of December 2007 Minutes**

The minutes were approved by the Board starting with a motion from Sherry and a second by Bill.

#### **Architectural Concerns**

There was a request and approval for gutter guards. Also a request for the Basket ball goal to be approved. There was discussion about the collapses goal, safety issues about balls in the road. The board voted last time not to allow sports equipment in front of the town houses. We had a discussion about the Pulte board and their rules and regulation... They did not specifically address Basket ball goals but the board did vote on sports equipment and it is not allowed. It is important that those rules were never given to the home owners and we need to get them out to all home owners. Bill asked if we need to vote on this request and the answer is no, the denial is based on previous rules that were voted on and adopted by the board. Stacey will send the letter. Noral will review prior to sending the letter.

#### **Rules and Regulations**

A discussion about the satellite dishes and are they allowed on the ground. We have a rule that they are not allowed on the ground but the one we have is not a problem. Stacey explained that the FCC guidelines permit dishes where the best signal can be received. The board can only control where they are located. Our rules say no poles but we have one in the neighborhood. We have wording that freestanding is strongly discouraged and not permitted in the front yards. We will change the wording in the rules. Signs: real estate signs should be allowed to be in the front yard. We will change this wording to allow real estate signs in the front yard and remove the request for approval from the Architectural committee. Political signs insert in 4.14.2 including political signs to comply with the city of Raleigh's rules. Garage signs: 4.8.1 we will change to 2 per individual and 2 community garage signs, for a maximum of 8 hours for 2 consecutive

days. Storm doors 4.15 if you want to put one in and it meets the rules then you can do so. 4.19 Board explanation to add sports equipment to the list. Bill brought up the wording in the Rest Covenants. His question can we remove the reference to Pulte since they do no longer own any lots and not involved. So remove 2.53 and 2.54. Bill called for us to accept print and mail rules to the home owners, a second from Wanda and the Board passed the motion.

### **Financial Reports**

Bob Giles joined our meeting at 8:20 am. Wanda received a deposit for the room for the annual meeting room Stacy. Bob is here to discuss the reserve study. We want to discuss the storm drainage situation on Creedmoor. Copper Ridge is not responsible for this area. The signs were not put up by the city but the state. We do not own that land nor do we maintain it. Limitations were included because we are a new neighborhood this is usual for transitional neighborhoods. On the worksheets retaining wall repairs is a negative dollar amount. We don't have enough money if the retaining walls fail so this starts out in the negative. Roofs last three numbers provide reserve funding needed to fund. Basically without roofs, we are in good shape with the reserve money. If we include roofs, we will need an additional \$20 per month to be added to the monthly dues. We need the home owners to decide on this issue. Bill will be available to talk to the home owners at the annual meeting.

### **Web Site:**

The website address is [www.copperidgeraleigh.com](http://www.copperidgeraleigh.com)

### **Annual Meeting Date**

Scheduled for March 27, 2008 at 7:00 pm. We will get the notice out to the home owners along with the rule and regulations in one mailing. We need to elect a board and vote on staggered terms. Pam will not be returning to the Board. The rest of the Board is open to remaining on the Board if elected. How do we communicate this meeting? The website is a tool and we can put a sign at the mail box. Next meeting 3/10/08 at 7:00 if we need to meet. We probably will not have to meet.

### **Adjourn**

Having no other business to discuss a motion was made to adjourn by Wanda and seconded by Noral. The meeting was adjourned at 8:50 am.

## **Copper Ridge Annual Meeting**

March 27, 2008

Homeowners present: 27  
Proxies: 6  
Management present: Stacey Williams, PPM  
Board Members present: Noral Stewart, Bill Giles, Wanda Stephenson, Sherry Jones  
Board Members absent: Pam Gardner

There being a quorum, the meeting was called to order by Noral Stewart at 7:00PM. Introductions of the present Board members and PPM Management were introduced to the membership.

Noral Stewart gave the State of the Association. He explained that the annual termite warranty is held with the HOA and that individuals should not be charged for this expense. Treatment for anything else, such as pests, is not covered by the HOA dues. A set of Rules and Regulations was mailed to all homeowners which includes a summary of the covenants. This does not replace the covenants and should only be used as a convenience reference tool. The Board plans to explore the use of email to communicate some matters. The website is currently in use as another form of communication.

Noral Stewart spoke about amending the bylaws to allow the Board to hold the annual meeting in any month. Due to recent changes in the NC Planned Community Act, we must hold a budget meeting this fall to ratify the 2009 budget. Going forward, the Board wishes to hold the annual meeting in the fall to combine the budget meeting with the annual meeting and hold elections at that time. Written ballots were collected from the membership and this amendment was passed. The Board will approach the membership at the fall meeting to amend the bylaws once more to allow for the Board terms to be staggered. Currently, each member serves for one year and a new Board is elected every year. The Board that is elected tonight will serve until the fall of 2009.

Sherry Jones gave the financial statement and discussed the operating and reserve accounts for the Association. A Reserve Study was performed to inspect the long term cost of repair and replacement of the common elements for Copper Ridge such as the private streets and retaining walls. The engineer responsible for the study states the HOA is in fine financial shape currently. She also presented figures to the membership for options to include replacement of the roofs in Copper Ridge. This would require collection of additional funds either through increased monthly dues or a special assessment as the HOA currently does not cover any exterior building maintenance. No vote will be taken on this tonight as an amendment to the covenants requires 2/3 vote of the membership.

Bill Giles was introduced as the Architectural Review Committee chair. Bill introduced the other committee members, Larry Campbell and Martha Hayes. The ARC was created

in May of 2007. They have been very active and have reviewed 14 requests this year. Mr. Giles emphasized the importance of seeking prior approval for requests to modify the exterior of the dwelling. If a homeowner has questions about whether an item requires approval, they should refer to the Rules and Regulations or call PPM.

A short question and answer session followed with items concerning, parking, architectural guidelines and No Trespassing signs among other items. It was also reported that the entrance monument lights are not working. Stacey at PPM will look into this further.

Nominations were taken from the floor for the Board of Directors to supplement the 4 nominees on the ballot. Elizabeth Solakoglu was nominated from the floor and her name was added as the 5<sup>th</sup> nominee to the ballot. Nominations from the floor were closed. Noral Stewart, Bill Giles, Larry Campbell, Mack Price, and Elizabeth Solakoglu were nominated and elected by acclamation.

There being no further business, the meeting adjourned at 8:00PM.



# Board of Directors Meeting

## March 27, 2008

### Minutes

The Board of Directors for Copper Ridge met at the Benson Memorial Church and the meeting was called to order at 6:15 PM.

Board Members Present: Noral Stewart, Bill Giles, Wanda Stephenson and Sherry Jones  
Board Members Absent: Pam Gardner  
Management Present: Stacey Williams, PPM Inc.  
Homeowners Present: None

The meeting was called to order by Noral Stewart. The financial statement was unanimously approved.

The landscaping contract with Brickman was discussed. The Board would like to explore any alternative services that Brickman may provide in light of the current drought restrictions. An email from Terry Solofiev concerning bare spots in her lawn was also discussed. She lives on Manassa Pope and her sod was installed before the irrigation was operational. The Board will address her concerns with Brickman.

Stacey will invite Chris Maerlender with Brickman to attend the next Board meeting and address this among any other open items once the date has been set.

Bill Giles discussed the parking of the Kia in overflow parking that belongs to an NC State student. After placing a tow tag on the vehicle, Emily Leake contacted Stacey at PPM to say that this student is living with her indefinitely. Mr. Stewart has found that the owner of this vehicle is a resident in a dorm at NC State. The Board will determine how this should be handled at a future meeting. Only Copper Ridge residents should be parking on the property.

A brief discussion concerning homeowners planting on common property followed. All homeowners should submit an Architectural Request for approval prior to making changes to their property or common property. If the Board objects to a planting on common property, we have the authority to remove said plant material.

The annual meeting will be held at 7:00 PM tonight. After the new Board is elected, the next meeting date will be set.

There being no further business, the meeting was adjourned at 6:42 PM.

# Board of Directors Meeting

## April 21, 2008

### Minutes

The Board of Directors for Copper Ridge met at 4605 Manassa Pope and the meeting was called to order at 6:02 PM.

Board Members Present: Noral Stewart, Bill Giles, Betsy Solakoglu, Mack Price and Larry Campbell  
Management Present: Stacey Williams, PPM Inc.  
Vendors Present: Chris Maerlender, Brickman

The financial statement was unanimously approved. The Board minutes from February and March were approved with noted changes.

A discussion on grounds began. The two flower beds at the model home will be removed and sod will be put in its place by Brickman. Brickman will maintain plantings that are original to Copper Ridge and homeowner plantings are the responsibility of each homeowner to maintain. Larry Campbell asked for the state to give a written explanation for the 'Do Not Mow' buffer along Creedmoor Rd. PPM will request this information from the state. PPM presented a proposal to bore underground and purchase a transformer for the low voltage entrance lighting. PPM will contact Pulte Homes to see if they are agreeable to payment or partial payment for this work. Pulte has also asked for the Board President's signature on a new plat for Jean Aiken, 5104 Kate Denson Way. Pulte built a screen porch on common area and must change Ms. Aiken's lot line in order for the City of Raleigh to grant a permit to the structure. The Board unanimously agreed to sign off on this new plat and the Association will neither gain, nor lose common area property as a result.

Chris Maerlender joined the meeting at 6:30PM. The Board requested that Brickman notify PPM in advance of any chemical lawn treatments so PPM may notify the residents and Chris agreed. A discussion on 2 lawns that appear to be applying additional fertilizer to their lawn outside of the contract followed. Brickman will provide these addresses to PPM so letters may be sent to the homeowners. Any applications to the lawn done by owners may compromise the turf. Brickman also discussed the benefits of a new technology called aeration. He recommends this service, which is not included in the grounds contract, to address soil compaction in the turf.

Proposals for work authorization were presented to the Board. The Board unanimously approved the following: Sod seasonal color beds by old Model Home not to exceed \$293, Aerivate entire property cost not to exceed \$2,150, Remove rock, regrade, and seed and install erosion control matting at lawn area beside 5112 Kate Denson not to exceed \$935,

and debris clean-up at the end of Zaldivar at a cost not to exceed \$780. The tree ring at the corner of Isabella and Manassa will be replaced with sod. Additional items on these proposals will be considered by the Board and a decision may be reached by email.

The Board unanimously agreed that HOA decisions may be made between meetings by email vote. Each Board member must respond with their vote in order for a motion to pass. Officers of the Association were elected as follows: Noral Stewart, President and Chair, Larry Campbell, Vice President, Betsy Solakoglu, Secretary/Treasurer, Mack Price, Member at Large, Bill Giles, Member at Large. Bill Giles will continue to chair the ARC committee. Stacey Williams, PPM agreed to take the minutes as part of her management contract until such time that a Board member agrees to resume this duty.

There being no further business, the meeting was adjourned at 8:10 PM.

# Board of Directors Meeting

## June 23, 2008

### Minutes

The Board of Directors for Copper Ridge met at 5106 Kate Denson Drive and the meeting was called to order at 6:10 PM.

Board Members Present: Noral Stewart, Bill Giles, Larry Campbell, Mack Price and Betsy Solakaglu  
Management Present: Stacey Williams, PPM Inc.  
Homeowners Present: Lee Georgi

The meeting was called to order by Noral Stewart. Lee Georgi addressed the Board and made recommendations for plantings for the slope at the south entrance along Isabella Cannon Drive. The Board confirmed that a proposal had been obtained from Brickman to plant erosion control plantings on the slope and will pass Mrs. Georgi's recommendations along to Brickman for a possible alternative proposal.

The financial statement approval was deferred until Betsy can submit her comments to the Board. PPM provided an estimate from Walker Rodeniser & Welch to perform an audit of the 2007 books at a cost of \$1,750. Bill Giles motioned to approve the estimate and Betsy seconded the motion. PPM will contact the audit firm and the results will be provided to the Board. Betsy will work with PPM over the next 2 months on the 2009 proposed budget. The proposed budget will be approved by the Board at the next meeting and sent to homeowners 30 days in advance of the budget meeting to be held this fall.

Mack Price is updating the Copper Ridge website. The board's effort to gather email addresses is coming along nicely with less than 20 remaining to collect. Both Noral and Mack have a key to the bulletin board located at the mailboxes for community updates.

A discussion on grounds followed. The Board voted to change the policy pertaining to plant replacement on homeowner lots. The Board unanimously agreed that the Association will replace dead plants that are on the original as-built landscape plan. PPM will draft a policy resolution for the Board president to sign and the policy will be sent to the community. The sod that was replaced by the mailboxes at the corner of Kate Denson and Isabella Cannon was unanimously approved by the Board. PPM will ask Brickman to provide an estimate for sod replacement on lots as a budgeting tool for the Board. The Board reviewed and discussed several proposals for grounds repair and improvement but tabled any further action pending a careful review and study to develop priorities.

Many solicitors have been seen in the community. The Board directed PPM to order 2 'No Soliciting' signs; one for each entrance to the community. The 'No Soliciting' policy will apply to individuals that do not live in the community.

# Board of Directors Meeting

## August 26, 2008

### Minutes

The meeting was held at 5025 Isabella Cannon Drive and the meeting was called to order at 6:00 PM.

Board Members Present: Noral Stewart, Bill Giles, Larry Campbell, Mack Price  
Board Member Absent: Betsy Solakaglu  
Management Present: Stacey Williams, PPM Inc.

The meeting was called to order by Noral Stewart. Bill Giles raised two items to address with Brickman: the bank behind Isabella Cannon needs to be cut and the grounds crew is throwing cigarette butts on the property. Stacey will address these items with Brickman. The Board would also like to remove the 'Do Not Mow' signs along Creedmoor Road. Stacey advised against removing the signs without the permission of the Department of Water Quality. Stacey will ask the DWQ if they will maintain the weeds above the bank and remove the sign.

A discussion on the 2009 Budget followed. There are many grounds items that need to be addressed in the community, most importantly, the improvement of the Isabella Cannon slope at the lower entrance and yards that are in need of new sod in the fall. The pine straw application at a cost of \$4,875.00 and tree removals on Isabella Cannon at a cost of \$550.00 were unanimously approved by the Board. Brickman provided a 2008 Grounds Other Budget to include feeding the Foster Hollies, Maple Feedings, Foster Holly Replacements, Isabella Slope Plantings, Fence line knock-out Roses, Zaldivar Slope Planting, Kate Denson Planting, Manassa Pope Fence Planting, sod replacements and hand watering at a total cost of \$33,469.50. For budget planning purposes, the Board approved the cost of all of these aforementioned projects. The Board instructed Stacey to ask Brickman to complete the Isabella Slope plantings first. Before the Board grants final approval on this project, Stacey will request a sketch from Brickman to provide further detail of the finished product. The Board authorized transferring funds from the Reserve account to the Operating account as needed to pay for these projects with the total transfer not to exceed \$25,000.00. Stacey advised the Board to ask the engineer that performed the Reserve Study to ensure that taking this amount from the Reserve does not change the long-term financial plan of the Association. The Board unanimously decided that there will be no special assessment or increase in monthly assessments to pay for these grounds other projects. The Board will generate a survey to determine if there is any interest in including roof maintenance as a part of the HOA maintenance. Mack Price and Bill Giles volunteered to create the survey.

Brickman presented a contract through the end of 2009 to the Board at a reduced monthly rate of \$3,428 per month. This cost does not include pine straw and the reduced rate will be effective June 1<sup>st</sup>, 2008. The Board unanimously approved the grounds contract. PPM presented an updated management contract to include quarterly meetings with the Board with no change in management fee. The Board unanimously approved the management contract.

The Budget meeting will be held at the Community Room at Crabtree Valley Mall on Thursday, October 30<sup>th</sup> at 7:00PM. The homeowners will vote on a bylaw amendment to stagger the terms of the Board members. The budget will also be mailed to the homeowners for their review. There being no further business, the meeting was adjourned at 8:15 PM.

**Copper Ridge Budget Meeting**  
Community Room - Crabtree Valley Mall  
Raleigh, NC

October 30, 2008

Homeowners present:	34
Proxies:	6
Management present:	Stacey Williams, PPM
Board Members present:	Noral Stewart, Bill Giles, Betsy Solakaglu, Mack Price, Larry Campbell

There being a quorum, the meeting was called to order by Noral Stewart at 7:00PM. After introducing the Board of Directors and Stacey Williams, PPM, he explained that the purpose of the meeting is to vote on a bylaw amendment and to ratify the 2009 budget.

A majority of the lot owners did not come to the meeting and reject the proposed 2009 budget, therefore, it was ratified and will be in effect January 1<sup>st</sup>, 2009. This budget reflects no change in the monthly assessment amount. Noral explained to the membership that in order to complete the landscaping projects throughout the community without asking for an increase in regular assessments or a special assessment, funds will be transferred from the Reserve account into the Operating account. The Board spoke with the engineer that performed the Reserve Study and ensured that this would not negatively impact the financial state of the Association. If additional work is needed for grounds in the coming years, it may be necessary to ask the membership for an assessment because of the limited amount of funds available to do grounds work in the community.

The vote on the Bylaw amendment to stagger the terms of the Board of Directors passed with more than 2/3 of those presents voting in favor of the amendment. This allows the Board to have some continuity from year to year, rather than electing a new Board each year.

A discussion on possible amendments to the covenants followed. To give the Board an idea on how to proceed, Noral asked for a show of hands for those who were not in favor of increasing the assessments to include roof replacement. One third of those present object to this type of amendment. Currently, the covenants do not permit patio enclosures. To give the Architectural Review Committee the power to approve an enclosed patio, the covenants need to be amended. One homeowner present at the meeting objects to this amendment. A suggestion was made from the floor to create a committee to design the standard for these proposed patio enclosures. Noral explained that 2/3 of the homeowners in Copper Ridge must agree to a covenant amendment. This is more difficult to do than a bylaw amendment which takes only 2/3 of homeowners in attendance at a duly called meeting to pass.

A question and answer session followed. Many homeowners had questions about the recent seeding and the state of their sod. The Board explained that a walk-through with the landscaper was performed and the yards in the worst condition will receive sod. PPM will notify these owners in advance.

There being no further business, the meeting adjourned at 8:15PM.



# Board of Directors Meeting

## October 30, 2008

### Minutes

The meeting was held after the budget ratification meeting at the Crabtree Mall Community Room and the meeting was called to order at 8:30 PM.

Board Members Present: Noral Stewart, Bill Giles, Larry Campbell, Mack Price, Betsy Solakaglu

Management Present: Stacey Williams, PPM Inc.

The Board discussed the ongoing grounds improvement projects that are pending. Brickman provided a budget based on the items that have been identified by the Board. Sod replacements were discussed first. The Board unanimously agreed that 4614, 4616, 4618, 4620, 4624, 4626, 4628, and 4630 Manassa Pope Lane should receive new sod. Also, the area of grass between 4620 and 4624 Manassa Pope should also receive new sod. Brickman will identify which portions of these lots will receive sod by marking the lots with removable paint. PPM will send a letter to each homeowner and resident explaining the time from the sod will be installed, the recommended care for the sod, and that this is a one time sod replacement. Any imperfections in the sod in future years will be aerated and seeded as a part of the normal grounds maintenance included in the grounds contract.

PPM will ask Brickman for a roll-up quote to include replacement of 2 Foster Hollies, Nandinas for 4610 Manassa Pope, all sodding, removing the rock at Zaldivar Lane and moving it behind 5111 Isabella Cannon, and planting 4 arborvitaes behind Kate Denson Way. The quote will be sent to the Board for approval via email for Brickman will proceed with the work. The Board also requests that PPM follow up with Brickman on repositioning the plants that were installed on the Isabella Cannon Slope.

There being no further business, the meeting was adjourned at 9:35 PM.