

# Board of Directors Meeting

## January 26, 2009

### Minutes

The meeting was held at 4605 Manassa Pope Lane and the meeting was called to order at 6:05 PM.

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

The minutes from the August 26<sup>th</sup> Board meeting were approved with the following amendment: “A maximum of \$25,000 was unanimously approved by the Board to be transferred from reserve to the operating account for the grounds projects.” The October 30<sup>th</sup> minutes were unanimously approved as submitted. PPM will continue to draft the minutes until a Board member takes over this task. The draft will be submitted to Betsy Solakoğlu and Betsy will take proposed changes and amendments and send the final draft back to PPM.

The financial report was unanimously approved. The Board noted that an audit of the 2007 books had been done. Stacey will submit copies of the audit to the Board.

A discussion on grounds followed. Bartlett Tree provided an estimate to remove a tree behind 4612 Zaldivar Way with roots damaged during construction. The Board agreed to remove the tree, as it posed the potential for damage to one or more homes if it were to fall. However, the Board also requested 2 additional bids for comparison. The Board subsequently by e-mail unanimously agreed to approve Bullard’s Tree Service’s bid of \$2,500 to cut down the tree to the stump. The stump will remain. The Board expressed interest in bidding the grounds contract in 2010. Brickman’s contract expires at the end of this year. Stacey will provide a proposed scope of work for the Board’s review in advance of the next meeting. Numerous other grounds items were discussed. Stacey will request a roll-up quote from Brickman for the Board’s approval.

Brief discussion on parking and amendment of the covenants followed with no motions made. The Board also reviewed the legal requirements for conducting business without a meeting through email. The Board understands that all members must respond in favor of an action in order to proceed through email. Otherwise, a meeting must be called with a quorum of the Board present and a majority vote is required to proceed with the proposed action.

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



# Board of Directors Meeting

## March 23, 2009

### Minutes

The meeting was held at 5106 Kate Denson Way and the meeting was called to order at 6:05 PM.

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

Management Present: Stacey Williams, PPM Inc.

The minutes from the January Board meeting were unanimously approved by the Board. The financial report was unanimously approved. Copies of the 2007 audit were mailed to the Board and the report from the CPA was positive and noted no errors. The Board will not order an audit of the 2008 books at this time. They will ask the membership at the annual meeting if a bi-annual or tri-annual audit is acceptable to keep expenses down.

A discussion on porch enclosures followed. Stacey contacted the City of Raleigh zoning department and was informed that the structure will require a 3-foot setback from the rear and sides of the property. This setback requirement may impede an owner's ability to obtain a permit from the City. Stacey will inform the individuals interested in the structure of this information.

Two quotes from Brickman for various plantings were discussed. The Board unanimously approved Option #1 with the following changes: 4 maples removed from the quote with between 6 and 8 wax myrtles added in their place at a cost not to exceed \$1,360.00. The Board requested a policy resolution to state that no pine trees will be replaced on the property. The Board will look into another plant type to replace any dead pines. A draft 'Scope of Work' for the grounds contract was provided to the Board for their comments and changes by the next Board meeting.

PPM requested proposals from three companies to inspect the townhomes annually for termites. A decision will be reached by the Board on or before July 1<sup>st</sup>. Stacey will request clarification from Home Team Pest Defense on the tubes installed on the townhomes regarding if they are for treating pests or termites.

Noral is preparing a newsletter to the community on multiple items to include maintenance of fence partitions and the policy on pine trees.

The next meeting will be held on June 8<sup>th</sup> at 6:00 PM. There being no further business, the meeting was adjourned at 8:10 PM.

# Board of Directors Meeting

## June 8, 2009

### Minutes

The meeting was held at 5113 Isabella Cannon Drive and the meeting was called to order at 6:05 PM.

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

Management Present: Stacey Williams, PPM Inc.

The minutes from the March Board meeting were approved unanimously by the Board.

The financial report was unanimously approved. Two accounts were presented to the Board to vote on proceeding to foreclosure. Repeated notices have been sent on both accounts and they remain in arrears. PPM will seek further information regarding mortgages for these units from legal counsel and report back to the Board.

Bill Giles reported to the Board on architectural requests. There are two requests to remove pine trees behind Zaldivar Way. The Board unanimously agreed to give permission to remove the trees. Due to the visibility of this area, the replacement trees should be uniform in nature. The Board will plan to budget for replacement trees in 2010. Also, Jean Aiken has proposed amending the covenants to allow patio enclosures. The Board agrees to propose the amendment on her behalf at the annual meeting. Proxies will need to be gathered in advance of the meeting if the amendment is to pass. 2/3 of all homeowners need to vote in favor of the amendment for it to pass.

A discussion on grounds followed. Lee Georgi asked PPM to present a request for a tree to be removed behind her home. PPM will request a bid for removal of the tree. The Board requested a quote from Brickman to remove the existing pine straw and place mulch around the townhomes. Brickman provided a table that showed a significant cost savings in future years if the conversion is done. The Board unanimously approved Brickman's quote of \$18,006 to remove the existing pine straw around the townhomes and to install triple shred mulch. Some areas will remain pine straw and a conversion to those areas to mulch may be considered in future years. The Board has decided to bid the grounds contract for 2010. PPM provided a Scope of Work for the Board's review. The Board requested several changes to the Scope that PPM will make and dispense to a list of companies provided by the Board. The bids will be reviewed at the next meeting.

PPM provided 3 termite warranty proposals at the March Board meeting. The Board unanimously approved awarding the contract to Home Team Pest Defense at a rate of \$30 per unit. The Board would like to lock in the price for a minimum of 2 years.

A resident has been leaving their trash can in front of the garage and PPM has sent multiple notices. A neighbor of this homeowner will speak to the resident about pulling the trash can inside the garage.

The entire Board will be open for election at the fall annual meeting. Betsy Solakoğlu will contact Benson Memorial to see what dates are available. The next meeting will be held at Bill Giles' home on Monday, September 14, at 6:30 PM. There being no further business, the meeting was adjourned at 8:05 PM.

# Board of Directors Meeting

## September 14, 2009

### Minutes

The meeting was held at 5025 Isabella Cannon Lane and the meeting was called to order at 6:05 PM.

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

Management Present: Stacey Williams, PPM Inc.

The minutes from the June Board meeting were approved unanimously by the Board.

The financial report was unanimously approved. PPM will follow up with Brickman about reimbursement for replacing the glass at 5055 Isabella Cannon from a rock kicked out by Brickman's mower. The Board unanimously agreed to ask the attorney to proceed with foreclosure proceedings at 5055 Isabella Cannon. At the Board's request, \$5,000.00 was transferred from Reserves to the operating account to cover the mulch installation. The 2010 budget will reflect an increase in reserve contributions to pay back the \$5,000.00. A Progress Energy account is still under Pulte Homes' tax ID. Progress will require a deposit to transfer the account to Copper Ridge's tax ID. PPM will ask Progress Energy additional questions about the deposit at the Board's request.

The 2010 budget was discussed. The Board unanimously approved a \$5 increase in monthly assessments in order to cover an increase in grounds services and other routine increases, as well as to establish a landscape reserve line item (in an amount to be determined). The budget will be finalized and sent to the community after the grounds line item is discussed further.

PPM provided bids from 6 companies to the Board. The Board would like to meet with 3 companies: J.C. Wood Landscaping, Brickman, and Wakefield Nursery. PPM will contact these companies and ask them to contact Bill Giles to arrange meetings. Betsy reported that the entrance lights are out and PPM will arrange for repair. Brickman submitted a proposal to install an additional irrigation head at 5021 Isabella Cannon at a cost of \$188 and this was unanimously approved by the Board.

Turf damage by pets is a problem in the community. The Board unanimously agreed to amend the rules and regulations to state that pet owners must take their pets to non-grassed areas. To help with this, the Board will establish designated pet areas consisting of signage and possibly mulch/shrubs and pet stations with waste bags. PPM will ask Brickman for pricing for 2 locations: the bottom of Isabella Cannon and the retaining wall between Manassa Pope and Kate Denson.

The Board feels an additional street light is needed at the bottom of Isabella Cannon as it is very dark at night. Progress Energy can install the light and the cost would be \$56 per month. PPM will contact the residents that back up to Isabella Cannon on Zaldivar and ask for their feedback before the Board proceeds with this project. Martha Hays emailed the Board about several concerns. PPM asked the Board for guidance on her request to add a gate to the fence that divides Copper Ridge from the elementary school at the end of Manassa Pope. It is reported that individuals are hopping over the fence and the concern is that someone could get hurt. PPM confirmed with Pulte Homes that the fence belongs to the school, but that it is installed on Copper Ridge property. The Board asked PPM to contact the school and ask them for permission to add an opening to the fence for access. Several emails were sent to PPM regarding a noise violation at 5022 Isabella Cannon. A letter will be sent to the homeowner referencing the legal documents.

The annual meeting will be held on October 29<sup>th</sup> at 7PM at the Glen Eden Community Center. There being no further business, the meeting was adjourned at 8:35 PM.