

TIPPING ROCK HOMEOWNER'S ASSOCIATION

Meeting Minutes
Monday, May 14, 2007

Opening:

The regular meeting of the Tipping Rock Homeowner's Association Board was called to order at 7:10 PM on May 14, 2007 in the Dicolo home by Wendy Valente.

Present:

Wendy Valente, President; Kyle Sjoberg, Vice President; Diane Surabian, Treasurer; Deb Salinger, Recording Secretary; Rob Dicolo, Member-at-Large and Landscaping

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Old Business

1. Dues – All dues received.
2. Insurance – Concluded that Board members are all covered as volunteers under our personal liability and umbrella policies. General liability policy for grounds and common spaces would exclude all “valuable” items such as trees and shrubs and wall. Problem is that Bylaws do call for Association to carry it so we have been in violation at least since WINGS FINANCIAL excluded themselves from Association. *Action: K. Sjoberg will right up some final notes, Board will recommend changing Bylaws and will recommend that each homeowner review their own homeowners policies so they are comfortable with 1/28th risk.*
3. By-Laws – Legal documents are out of date and should be updated. We are at risk in terms of new development and administrative actions. Deb has created electronic versions suitable for revisions and presentation to Association. *Action: Kyle will prepare notes for potential revisions and e-mail one-by-one to Board members for additional review and comment. Deb and Kyle will finalize notes for attorney review by August. Afterwards will present to Association via e-mail with summary memo and call for vote by proxy (if allowed by Bylaws).*
4. Declaration of Restrictions and Protective Covenants – There are two different versions recorded with town as well as two amendments, all of which are legally relevant and included in property deeds. There are discrepancies in first two. *Action: Deb will get two amendments*

referenced and provide electronic versions. Also, Deb will meet with Bobby Catanzaro to get any additional clarification on intention. All relevant documents will be included on website.

5. Website – will cost only \$63/year, a reduction from previous estimate. This will be a common place for accessing legal documents, minutes of all meetings, notices, contacts, etc. It may include photographs. Deb thought we would try to move to functioning as an e-community with fewer documents distributed in mailboxes. Wendy agreed as we've had some difficulty with postal carrier from time to time. *Action: Wendy will continue development and will introduce at annual meeting and ask for vote on becoming an e-community. If all in favor, must change language of Bylaws to include e-mail communications.*
6. Front entrance lighting – Agreed on 3 acceptable architectural style for replacement lighting. Electrician is offering to pass down his 40% discount to us. Also, spot lighting is not the best but would not be cost effective to upgrade at this time.. *Action: Wendy will ask electrician for quotes and availability on each and will order best choice. Rob will consider redirecting spot lights after any trimming or pruning and may add some planting in front of them so they are not visible from roadway and do not take away from the beauty of the entrance.*
7. Landscaping – Rob received quote from Warner Bros. \$325 for pruning. This was considered very reasonable, especially because Rob offered to pay for pruning of trees and shrubs on his property line. Thank you goes out to Rob. Brendan also quoted \$175 for planting flowering perennials that would be deer resistant and \$75 for planting additional annuals. This is also very reasonable considering we've spent \$120 in past on annuals and had to plant ourselves. *Action: Rob will give Warner Bros. The go ahead. Perennials will be one time cost from reserve. Will consider including annuals and pruning in annual budget.*
8. Annual Meeting of Homeowner's Association – scheduled for June 16, rain date June 17, 2007. Meeting will begin at 3:00 with party from 4-6PM in Tipping Rock cul-de-sac. Roseanne McCarthy and Gretchen Trutza have volunteered to assist Wendy in planning. Everyone will be asked to bring sides/desserts and Association will pay for burgers/dogs. Cost about \$200. BYOB. Can we get/afford a band, estimated at \$300? *Action: per by-laws, notices will need to be sent out 10-20 days before hand. Board will need to have agenda and budget prepared as an attachment to notice. Will meet in cul-de-sac. Kyle will inquire with guitarist he knows from MS ride. Wendy will make sure money is in budget for entertainment.*

C. New Business

1. Landscaping – Grass looks very shabby up road between entrance and next homes. Not much we can do without irrigation. *Action: R. Dicolo will get quotes from Factor Irrigation and Advanced Irrigation about possibilities and costs. Deb will e-mail Rob number for Factor.*
2. 2007 Budget Development – Diane presented 2006/2007 cash disbursements. As determined by the Board historically, the fiscal year ends April 30th. Diane said she will make some modifications for block party and beautification. Significant question relating to difference between actual landscape disbursements and budget. Dues last increased May 2002 which included a \$925 annual reserve. There has been no adjustment for inflation since. There was a big increase from \$3,150 to current. Explained by \$2,000 increase in taxes, \$500 in electric (well) and the remainder in landscaping maintenance. We still need to maintain a reserve according to Bylaws for maintaining retention ponds (what would this entail?) and other one time repairs such as lighting/electric/well pump/irrigation upgrades, etc. *Action: Diane and Rob will complete an analysis of landscape budget (and ask vendors for any outstanding bills). Diane will reconcile and update. Diane will also provide previous year for comparison. Diane will present \$300 and \$350 annual dues per household.*

See spreadsheet below.

D. Agenda for Next Meeting

Preparation for Annual Meeting including agenda and budget analysis and recommendation

Adjournment:

Meeting was adjourned at 8:40 by W. Valente.

Minutes submitted by: D. Salinger

Approved by: [Type name here]

Expense Summary over time

| | Budget | | | | | | |
|-------------------------------|--------------|-------------|-------------|-------------|--------------|-------------|-------------|
| | <u>2008</u> | <u>2007</u> | <u>2006</u> | <u>2005</u> | <u>2004</u> | <u>2003</u> | <u>2002</u> |
| Electric | 1000 | 948 | 603 | | 548 | 474 | 908 |
| Taxes | 3000 | 2893 | 2375 | | 2573 | 978 | 601 |
| Admin | 100 | 70 | 15 | | 25 | | 36 |
| Block Party | 500 | | | | | | |
| Landscape (not yet billed)*** | | 2000 | | | | | |
| Landscape - recurring | 6000 | 3277 | 5952 | | 5757 | 1700 | 2594 |
| subtotal | <u>10600</u> | <u>9188</u> | <u>8945</u> | <u>0</u> | <u>8903</u> | <u>3152</u> | <u>4139</u> |
| Landscape - one time | 500 | 595 | 0 | 0 | 7003 | 0 | 0 |
| TOTAL | <u>11100</u> | <u>9783</u> | <u>8945</u> | <u>0</u> | <u>15906</u> | <u>3152</u> | <u>4139</u> |
| Landscape Maintenance | | | | | | | |
| Cutting | 1800 | 1800 | 1550 | | 2767 | 1700 | |
| clean/mulch/prune | 3735 | 1133 | 3886 | | 1244 | | |
| Landscape (not yet billed)*** | | 2000 | | | | | |
| beautification | 250 | 129 | 377 | | 1375 | | |
| irrigation | <u>215</u> | <u>215</u> | <u>140</u> | | <u>370</u> | <u>0</u> | |
| TOTAL Landscape Maint. | 6000 | 5277 | 5953 | | 5756 | 1700 | |
| Dues (ongoing divided by 28) | \$378.57 | \$328.14 | \$319.46 | | \$317.96 | \$112.57 | \$147.82 |
| Actual Dues | | 300 | 300 | 300 | 300 | 300 | 180 |