

# Hamlet HOA Annual Meeting Minutes Archive

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**Hamlet at Fountain Greens Association, Inc**

**Annual Meeting – Homeowners – February 11, 2015**

**Goodwill Community Meeting Room**

**Location – 630 24 ½ Road**

President Bill Needham brought the meeting to order at 6:30 pm. He asked Secretary/Treasurer Sue Parks for a count of members present and proxies. She stated that she had twenty four (24) units represented and nine (9) proxies. Bill noted that our quorum is twenty per cent of sixty seven (fourteen); therefore, with a count of thirty three (33) units represented, we have a quorum. He then introduced the members of the Board of Directors, himself Bill Needham President, Barbara Cotting Vice President, Sue Parks, Secretary/treasurer, Hermie Fox and Beverly Lenox. He continued by introducing Linda and Loran Dake as bookkeeper and office managers, with HOA Management Services LLC.

Bill asked if everyone had a chance to read the minutes from last year's meeting and if there were any questions. Being no questions, Bill asked for a motion to dispense with the reading of the minutes. Gail Kelly made the motion to dispense with the reading of the minutes and accept them as written. Gerry Coffey seconded the motion and it passed unanimously.

**Recent History Accomplishments**

Sue Parks gave a reminder what the volunteer board of directors has accomplished in the recent past. In 2011, the board had the units painted, 2013 – 2014 the board had the red rock replaced, due to deterioration, and replaced it with crushed granite. She asked the membership if they had any bare spots or areas that needed attention, to please contact the landscape committee. In July of 2014, the board had the private parking and private streets crack filled and seal coated. Also in 2014, the board had the roofs in need of attention, repaired. She asked the membership if they had any roof issues, to please contact the ACC committee. In October, the board had all the gutters cleaned. She asked the members if they had any gutter issues, to please contact the ACC committee.

Sue continued with a recap of concrete issues. In 2008, the board had some concrete repairs done. It was disappointing that the repairs did not last long. She stated the board was studying the issue. She paraphrased the CCR's, shared concrete driveway repairs are the home owner's responsibility. She went on to explain, the Concrete Committee is developing a form for the homeowner to complete when a driveway needs repair. The purpose of this effort is to use one of the three concrete contractors that have been selected, so that the repair work is done correctly and when completed, will eventually match the existing concrete. A short discussion took place regarding sidewalks. It was noted that the new board would be looking into the subject of all exterior concrete repairs and responsible party, then come up with clarification, prior to new work being completed.

Bill reminded the members, if you have plans to change your exterior or install a satellite dish, to please contact the ACC committee with your plan. You must have ACC approval before proceeding with any changes.

### **Budget Review for 2015**

Bill asked everyone if they had a copy of the 2015 annual budget and the 2014 Comparison Actual to Budget 2014 for the year's activities through December. He presented the budget with approximately \$129,000 in expenses. Bill mentioned some of the new expense categories were gutters, roof repairs, and additional plantings. During the process, the board looked at increasing the monthly assessment to \$140 and \$160. The \$160 amount was close to offsetting the projected expenses. However, the board felt like it should not increase the assessment that much in one step and decided to increase the assessment to \$140. The capital reserve account will be adjusted to balance the budget.

Hermie Fox reminded the members it's been four years since the last increase in assessments, this increase is only \$15 per month. She went on to ask for more members to step forward to participate in the decision making process.

Loran gave a short overview of the new State Law requiring a reserve study. The task is to identify the all the obligations of the HOA, painting, roofs, gutters, private streets and parking areas and more. Then, identify the life expectancy, maintenance costs and replacement costs. The goal is to have enough money in reserve to pay for the anticipated expense and not have to do a special assessment.

Bill asked if there were any other questions. Being none the budget review was complete.

### **Election of New Board Members:**

Bill asked if each household in the audience had ballots for the election of officers and any proxies in their possession. The 2015 nominations for the board are Gerry Coffee, Tom Haas, Sue Parks, Terry Rawlings. Bill asked if there were any other nominations from the floor. Being none, Bill asked the members to cast their votes. All twenty four members cast their ballots. The members elected all four nominees for two year terms. The new board plans to meet once a month. The meetings are open to the members. For information about meeting times and place, please contact a board member or Linda at the HOA office.

### **Landscape Committee Report**

Hermie Fox opened her report by stating we are going to do a deep root fertilization this year and prune as required, three times this year. The committee would like to have addition members, one from each cul de sac. That way the entire HOA will be represented and can keep track of their grounds. She also asked the home owners to not have any contact with the landscapers. If you have an issue, please let the committee know, and the issue will be addressed to the company representative who will relay the message to the workers. We want to serve everyone and all work together.

**Other Matters**

Bill asked the members if they had any issues to discuss. Margret Robb was concerned the four Autumn Ashe Trees along Fountain Head Boulevard that have an aphid problem. A short discussion followed regarding the high cost of systemic applications. The board has been advised that aphids do not kill the tree and a spray can manage the problem.

Judy Brock suggested we put together a quarterly newsletter to keep everyone informed of the seasonal issues. Hermie asked if she was interested in the volunteering for the position. Judy agreed to volunteer.

Gail Kelly asked if she could volunteer for the landscape committee. Hermie suggested she email her to discuss it.

Kathy Pabst asked if we had a neighborhood watch program. Bill replied that we do not.

Hermie presented a thank you cards, in appreciation of the many years of volunteer service to Bill and Barbara.

**Adjournment:**

Bill asked if there were any more issues or business to discuss. Being none, Gail Kelly made the motion to adjourn, Jerry Coffey seconded the motion, and it passed unanimously.

**Reminder:**

Bill reminded the members to use the blog to notify the board members of specific issues. If you are not on the internet, please use the telephone.

Hermie Fox: 256-0484

Sue Parks: 241-2792

Gerry Coffey: 242-3683

Tom Haas: 254-3109

Terry Rawlings: 241-0198

**Hamlet at Fountain Greens Association, Inc**

**Annual Meeting – Homeowners – January 9, 2014**

**Goodwill Community Meeting Room**

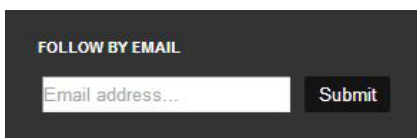
**Location – 630 24 ½ Road**

President Bill Needham brought the meeting to order at 6:30 pm. He asked Secretary/Treasurer Sue Parks for a count of members present and proxies. She stated that she had eighteen members signed in and ten proxies. Bill noted that our quorum is twenty per cent of sixty seven (fourteen); therefore, with a count of twenty eight members, we have a quorum. He then introduced the members of the Board of Directors, himself Bill Needham President, Barbara Cotting Vice President, Sue Parks, Secretary/treasurer, and Beverly Lenox. He noted that Candy Smith is absent. He continued by introducing the bookkeeper, Linda & Loran Dake, to take the minutes, with HOA Management Services LLC

Bill asked if everyone had a chance to read the minutes from last year’s meeting and if there were any questions. Being no questions, Bill asked for a motion to dispense with the reading of the minutes. Barbara Compton made the motion to dispense with the reading of the minutes and accept them as written. Summer Leigh Pierce seconded the motion and it passed unanimously.

**Hamlet Blog**

Bill stated that he had put together a blog site for information like snow removal times and irrigation issues to be sent to the members. The site is set up for members to give and receive information as needed. The site is: [www.hamletatfg.blogspot.com](http://www.hamletatfg.blogspot.com) Bill suggested that any member who would like to be part of the system, to please sign up at the blog for email notification and updates. This can be done at the upper right of the first screen and as depicted here:



**Budget for 2014**

Bill reminded everyone that the members of the Hamlet HOA are also part of the Masters HOA which provides irrigation water to the three Fountain Greens communities and maintains the parks, ponds, perimeter landscaping and fencing.

Bill asked everyone if they had a copy of the 2014 annual budget and the 2013 financial reports for the year’s activities through December. He stated that the dues will not go up for 2014. He reported that some of the 2013 special projects have flowed into 2014. The street maintenance and concrete resurfacing will continue in 2014. He asked the members to let him know if anyone has noticed any concrete in need of repair or replacement so that we can include it in this years program. He stated that the board was still determining the extent of the concrete replacement project. He also mentioned the street

maintenance project is to fill and seal the cracks and seams, then seal the overall surface. It was his understanding that this project is best done in the heat of the summer and would require a phasing of the project, as we will be required to stay off the surfaces for a period of time. The blog should serve as a good tool to help keep members informed on the phasing and scheduling.

Bill stated the 2014 Budget items are similar to the 2013 figures. He asked the members to note the red rock coverage in out of the way areas. If an area needs attention, we are going to get it covered. He summarized the overall financial condition as strong. He concluded that he would be doing projections on the future expenses of the HOA obligations and the revenues needed to cover it.

#### **Landscape Committee Report:**

Barbara Cotting reported that the board of directors and the bookkeeping office have a complete set of recorded documents, CCR's, Articles of Incorporation, and By-laws, should any one need a copy. The members were reminded that each member should have received a copy of these same documents when they closed on their purchase in the Hamlet. It was noted that when renters are part of the community, they receive a copy of the Good Neighbor Tidbits which outlines the rules and guidelines and expected behavior for living in a planned community.

Barbara stated that focus this year was to keep a handle on the landscape. As a result of last year's experiences, the trimming of trees and shrubs will be closely monitored. She asked for volunteers to help with the overall landscape issues. She pointed out that due to a variety of soil conditions and watering issues, the planting and maintaining live plantings, was challenging and on ongoing effort.

Barbara urged all the members to keep an eye on the plantings and report to the board or the landscape committee any issues. The board also stated that if plants are in need of replacement, please do not do it yourself. The entire landscape is part of a plan and the board and the committee, realize how important it is to make choices in keeping with the plan.

#### **Election of Board of Directors:**

Bill asked if each household in the audience had ballots for the election of officers and any proxies in their possession. He noted that board members Candy Smith, Sue Parks, and Beverly Lenox all had one year left on their term. The 2014 nominations for the board are Bill Needham, Barbara Cotting and Hermie Fox. Bill asked if there were any other nominations from the floor. Being none, bill asked the members to cast their votes. Eighteen members cast their ballots. The members elected all three nominations for two year terms.

#### **Other Matters**

Bill asked the members if they had any issues to discuss. Margret Robb was concerned about ice problems and who is liable in case of an accident. The subject of cold weather and ice continued. Concerns about north facing gutters and ice building up, frozen downspouts, drips turning to ice from gutters. One member suggested the heat tape kits

for the roof and gutters. Discussion centered around materials to use in attempting to de-ice. It was noted that some salt products do considerable damage to concrete. One member suggested a product that was supposed to work well and not be harmful to concrete. Bill responded to the discussion by stating liability issues are difficult to sort out and that he would look into recommended products to help with ice management.

**Reminder:**

Bill reminded the members to use the blog to notify the board members of specific issues. If you are not on the internet, please use the telephone.

Bill Needham: 970-765-4135

Barbara Cotting: 433-7404

Hermie Fox: 256-0484

Candy Smith: 970-640-3024

Beverly Lenox: 261-2346

Sue Parks: 241-2792

**Adjournment:**

Bill asked if there were any more issues or business to discuss. Being none, Betty Foreman, made the motion to adjourn, Summer Leigh Pearce seconded the motion, and it passed unanimously.

**Hamlet at Fountain Greens Association, Inc**

**Annual Meeting – Homeowners – January 9, 2013**

**Goodwill Community Meeting Room**

**Location – 630 24 ½ Road**

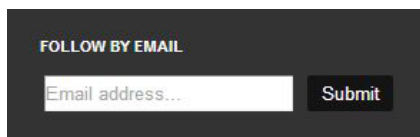
President Bill Needham brought the meeting to order at 6:30 pm. He asked secretary/treasurer Sue Parks for a count of members present and proxies. She stated that she had sixteen members signed in and twelve proxies. Bill noted that our quorum is twenty per cent of sixty seven (fourteen); therefore, with a count of twenty eight members, we have a quorum. He then introduced the members of the Board of Directors, himself Bill Needham President, Barbara Cotting Vice President, Sue Parks, Secretary/treasurer, and Candy Smith member. Bill noted that board member Beverly Lenox as absent. He continued by introducing the Linda, bookkeeper & Loran Dake, to take the minutes, with HOA Management Services LLC

Bill suggested that we all take a minute of silence to remember our past President Sid Fox who had passed on in October 2012.

Bill asked if everyone had a chance to read the minutes from last year’s meeting and if there were any questions. Being no questions, Summer Leigh Pierce made a motion to accept the minutes as written, Jerri Coffey seconded the motion and it passed unanimously.

**Hamlet Blog**

Bill stated that he had put together a blog site for information like snow removal times and irrigation issues to be sent to the members. The site is set up for members to give and receive information as needed. The site is: [hamletatfg.blogspot.com](http://hamletatfg.blogspot.com) and we urge you to sign up at the blog for email notification of updates. This can be done at the upper right of the first screen and as depicted here:



**Budget for 2013**

Bill reminded everyone that the members of the Hamlet HOA are also part of the Masters HOA which provides irrigation water to the entire Fountain Greens community and maintains the parks, ponds, perimeter landscaping and fencing.

Bill asked everyone if they had a copy of the 2013 annual budget and the 2012 financial reports for the year’s activities through December. He stated that the board tightened and tweaked the expenses so that the monthly dues would not have to be increased. He reported that some of the 2012 special projects have flowed into 2013. The street maintenance and concrete resurfacing will continue in 2013. He asked the members to let him know if anyone has noticed any concrete in need of repair or replacement so that we



can include it in this years improvement projects. He noted that in the Budget Comparison for 2013, the grounds maintenance has gone up significantly over 2012. Reserves are strong and in good order at this time.

#### **Election of Board of Directors:**

Bill asked if each household in the audience had ballots for the election of officers and any proxies in their possession. He noted that the board had voted him to complete Sid Fox's term; and that he and Barbara Cotting have one year remaining on their terms in office. Sue Parks, Candy Smith and Beverly Lenox have been members of the board completing their two-year terms, and the board has nominated them for new two years terms. Bill asked the members along with their proxies, to cast their ballots. Twenty eight ballots were cast. The members re-elected all three members for two year terms.

#### **Other Matters**

Bill asked the members if they had any issues to discuss.

A member raised the issue of renters idling their vehicle for extended periods of time at unusual times during the night. Bill mentioned that Candy is the chair person of the renters committee. Discussion followed suggesting that the member write a courteous note and place it on the vehicle to attempt to resolve the issue. If that does not work, we can assist with another approach.

Members brought up the snow and ice issues. Bill responded that we had an unusual year with multiple snow fall on and around the Christmas holiday and that he had made an error in judgment on getting the snow removal team to the Hamlet. He mentioned that he and the board will be more proactive during the remainder of winter, keeping the safety issue first and foremost. He reminded the members to contact him if there are specific areas of concern and that if the members had any landscape issues during that season, to please contact Barbara Cotting, chairman of the landscape committee.

A member asked about cleaning the gutters on the housing units. Bill responded that it will be done in the spring and maybe again in the fall. The landscape committee should discuss the issue and come up with a plan.

A member asked if the HOA was responsible for installing heat tape on the gutters for ice management. Bill responded, no, that is the individual property owner's choice.

A member suggested the maintenance of the pet stations had been a problem, but was now kept fairly clean. She was concerned about the lack of bags for picking up dog feces. Bill responded that he was not aware of the problem, but would certainly address it.

#### **Adjournment:**

Bill asked if there were any more issues or business to discuss. Being none, Barbara Cotting made the motion to adjourn, Hermie Fox seconded the motion, and it passed unanimously.

## **Hamlet at Fountain Greens Association, Inc**

**Annual Meeting – Homeowners - November 15, 2011**

### **Goodwill Community Meeting Room**

**Location – 630 24 ½ Road**

President Sid Fox brought the meeting to order at 6:30 pm. He asked secretary/treasurer Sue Parks for a count of members present and proxies. She stated that she had sixteen members signed in and thirteen proxies. Sid noted that our quorum is twenty per cent of sixty seven (fourteen), therefore, with a count of twenty nine members, we have a quorum. He then introduced the members of the Board of Directors, himself Sid Fox President, Barbara Cotting Vice President, Sue Parks, Secretary/treasurer, and Beverly Lenox member, the bookkeeper Linda Dake along with her assistant Loran Dake. Board member, Candy Smith, was not present.

Sid asked if everyone had a chance to read the minutes from last year's meeting and if there were any questions. Being no questions, the minutes were accepted as written.

#### **Budget for 2012**

Sid asked everyone if they had a copy of the 2012 annual budget and the 2011 financial reports for the year's activities through October. He noted that it was the BOD's intent to move the meeting closer to the end of the year so that the reporting coincided with the end of the year. He stated that there will be no increase in the monthly dues. He reported that the final phase of repainting the units was complete and that the replacement of the landscaping rock was about half completed for this season. The costs of these projects came in a little higher than originally estimated. He mentioned that we chose to use crushed granite because it has a longer life expectancy.

Sid explained that we have plans to spend about \$50,000 on improvements; an estimated \$25,000 on the second phase of the rock replacement, \$10,000 on concrete repairs and \$15,000 on resurfacing the streets. The resurfacing the streets will cause a minor inconvenience of closing the four streets, one at a time, so that the chip seal project can be done. The rock replacement will be scheduled for the first part of the year. A short discussion took place regarding the mineral deposits on the old rock, the continued effort of spreading the new rock evenly and skid loaders leaving tire marks on the concrete.

#### **Election of Board of Directors:**

Sid asked if each of the households had ballots in their possession and any proxies they had should also have a ballot. He noted that the two nominees were currently members of the board and that they were seeking an additional two year term. Sid asked the members along with their proxies, to cast their ballots. Thirty two ballots were cast. The members reelected Sid Fox and Barbara Cotting for two year terms.

#### **Committee Reports:**

Landscape Committee:

Barbara Cotting reported that the committee completed a survey two years ago. The results of that survey were clear: the number one priority was landscape rock replacement. After considerable time and effort, the committee concluded that for life expectancy and color match, the crushed granite that has recently been installed was the best choice. The second issue identified by the survey was to replace the dead and struggling shrubs and trees. During 2011, the committee has spent time and money replacing the obvious trees and shrubs. Barbara asked the members to keep the communication open by contacting the committee if there are concerns. Sid suggested that the members not communicate with the landscape maintenance guys, simply go to the BOD or the committee with the information or concerns and then it will be channeled to the right people.

It was noted that weeds are always an issue, whether they are pulled or sprayed. Sid asked the members if they had any concerns about weeds, sprinklers, drainage issues or the like, to please relay the message so that the issue can be dealt with.

Joann Eggers asked if there was anything we could do about the neighboring property that was rather unsightly. Sid mentioned that screening the view was no small task and that it would actually be a Masters Association issue. He said he would bring it up at the next Masters BOD meeting for discussion.

Sid mentioned that this spring, we will clean up the landscaped areas and clean the gutters. He pointed out that the members were not to plant their own bushes or shrubs. The irrigation system is in place and needs to be considered when installing new plants.

**Other Matters:**

Sid asked if there were any new members present and welcomed the new homeowners/members to the HOA. He reminded them that the Hamlet was part of a larger HOA, the Masters. The Masters was set up to provide irrigation water to all three Fountain Greens Developments, the Hamlet, the Town homes and the Condos.

A member asked about snow removal this coming winter. Sid responded by stating that snow removal begins after two inches has accumulated and that the areas to be addressed were the sidewalks, the mailbox areas, and driveways. He noted that the private streets were not included in the snow removal program.

**Adjournment:**

Sid asked if there were any more questions or business to discuss. Being none, Barbara Cotting made the motion to adjourn and Summer-Leigh Pearce seconded and the motion passed unanimously.

## **Hamlet at Fountain Greens Association, Inc**

**Annual Meeting – Homeowners - October 19, 2010**

### **Goodwill Community Meeting Room**

**Location – 630 24 ½ Road**

President Bill Needham brought the meeting to order at 6:30 pm. He asked secretary/treasurer Sue Parks, for a count of members present and proxies. She stated that with fifteen members present and sixteen proxies, we did have a quorum. He then introduced the members of the Board of Directors, himself Bill Needham President, Sue Parks, Secretary/treasurer, Sid Fox, Vice President and Barbara Cotting member, the bookkeeper Linda Dake with her assistant Loran Dake.

Bill asked for a motion to not read the minutes from last years meeting. Gail Kelly made a motion to abstain from reading the minutes of last year’s annual meeting, the motion was seconded, and it passed unanimously. Bill noted that if any one needed a copy of those minutes that they available upon a request to Linda Dake.

Bill welcomed the new homeowners/members of the HOA. He reminded them that the Hamlet was part of a larger HOA, the Masters. The Masters was set up to provide irrigation water to all three Fountain Greens Developments, the Hamlet, the Town homes and the Condos.

### **Budget for 2011**

Bill discussed the budget for 2011. He stated that each homeowner was sent a packet of information including the budget. He noted that the dues for 2011 will increase by \$5.00 bringing the monthly assessment to \$125.00. He reported that the first phase of repainting the units was complete and that the completed costs came in a little higher than originally estimated. He mentioned that the landscaping costs for 2011 have come in at an increase of about 5% and that the tree and shrub plantings had not been completed. The board decided to carry over that budget figure and complete the planting schedule next year. He also noted that the decorative rock project and concrete resurfacing were on hold pending further investigation.

### **Committee Reports:**

Architectural Control Committee:

Sid Fox reported that the first phase of the repainting was complete. To minimize any controversy, the committee chose to use the original colors. The new paint showed how much the original paint had faded and that most everyone was happy with the decision. The first phase of painting included twenty five units leaving forty two units to be done. The committee felt like it was important to push through the painting effort in 2011 so that the Hamlet colors all looked fresh and new. Sid noted that we would likely be using funds from our reserve account to complete the job.

Sid welcomed the new owners and stated that the CCR's were very specific regarding no exterior additions to the units. He mentioned that a common improvement was to install a storm/screen door on the main entry door. He noted that white metal doors are available and that a little trim and paint is required to complete the job. He stated that we now have all the colors identified and touch up paint is available at the paint store. He also stated that no satellite dishes were to be installed on the actual roof of any unit, that they must be installed on the eaves of the roof so that the roofs were protected from installation damage and cause leaking. A question from a member asked about installing the small white PVC fence along their patio area. Sid responded that J&S fencing was very familiar with the materials and the property. Sid concluded by stating that if you want to do projects like this, please come to the committee and present your plans so that everything stays in line with the regulations.

#### Renter Committee:

Sid noted that all the residents, owners and renters, should now be aware of the rules regarding pets. The tidbits letter which outlined the basic rules and regulations for the Hamlet, has been sent out and signed by all the rented units and all but four owners. The renters are not allowed to have pets. For all new renters, the rules will be enforced. Some of the renters were in place before they were made aware of the regulations. Sid mentioned that we are in a phase out mode and will do what we can with the situation.

Sid pointed out that there was no parking allowed on the streets. The parking lots were designated as guest parking. He stated that should parking issues arise, please make notes and come to the committee so that the issues can be dealt with in a rational manner. He also noted that no unlicensed vehicles were allowed anywhere except inside the garage. He concluded his report by stating that the streets are privately owned by the HOA and that we are assembling bids to repave them for 2011.

#### Landscape Committee:

Barbara Cotting reported that the committee had spent considerable time identifying shrubs and trees that needed attention. The list was discussed with the landscape contractor so that the replacement plants could be ordered and planted in the spring. The amount of plants and their costs was less than anticipated and actually came in under budget.

Discussion followed regarding one of the decorated rock areas that contained weeds. It was noted that the landscape guys were supposed to come in one more time to finalize the fall cleanup.

A member asked about snow removal this coming winter. Sid responded by stating that snow removal begins after two inches has accumulated and that the areas to be addressed were most of the sidewalks, the mailbox areas, and driveways. He noted that the private streets were not included in the snow removal program.

A member asked about using deicer on certain areas when needed. It was suggested that deicer is okay but please do not use rock salt. The salt can cause the surface of the concrete to chip away.

A member asked about how long trash cans can sit out after the trash has been collected. Sid responded that 24 hours is allowed and that after that they should be notified. There is a policy and procedure in place to deal with the subject. If the violation is not taken care of, fines can be levied and collected.

**Election of Board of Directors:**

Bill asked the members to please look at the ballot they has in their procession. He noted that the three nominees had expressed an interest to the BOD. He asked the general membership if there was anyone else who might be interested in becoming a member of the board. Since there were no volunteers, Bill asked that the members cast their ballots. The terms of the officers of the board were identified on the ballot. Thirty two ballots were cast. The members elected Barbara Cotting, Candy Smith and Beverly Lenox, all for two year terms.

**Other Matters:**

A member asked about auto paying her monthly payment. Linda Dake responded that many members have their bank send an automatic check every month. The HOA was not set up to take direct transfer of funds.

A member asked about the little park that is part of the Fountain Greens development. She wanted to know if was okay for the general public to use it. The board suggested they look into it and see what the issues might be.

A member asked if we had considered using a directory for the residences of the Hamlet. The board responded that most people felt there were privacy issues that were more important than displaying the names and addresses.

Hermie Fox suggested that should there be any issues that need attention from a board member, please use some discession and call after nine am and before five pm unless its an emergency. She then took a minute to publicly thank Bill Needham for the many years of service he has given to the HOA, and it was followed by a round of applause from the members.

Being no further business, the meeting was adjourned.

## **Hamlet at Fountain Greens Association, Inc**

### **Annual Meeting – Homeowners - October 21, 2009**

#### **Location – 630 24 ½ Road**

President Bill Needham brought the meeting to order at 6:30 pm. He asked secretary/treasurer Sue Parks, for a count of members present and proxies. She stated that with fourteen members present and twelve proxies, we did have a quorum. He then introduced the members of the Board of Directors, himself Bill Needham President, Sue Parks, Secretary, Sid Fox, Vice President and the bookkeeper Linda Dake with her assistant Loran Dake.

Bill asked for a motion to not read the minutes from last years meeting. Barbara Cotting made a motion to abstain from reading the minutes of last year's annual meeting, Gail Kelly seconded the motion, and it passed unanimously. Bill noted that if any one needed a copy of those minutes that they available upon a request to Linda Dake.

#### **Budget for 2010**

Bill discussed the budget for 2010. He stated that each homeowner was sent a packet of information including the budget, and a two page letter outlining the decorative rock landscaping project. He noted that the dues for 2010 will increase by \$10.00 bringing the monthly assessment to \$120.00. He outlined the research done to date on the decorative rock issues, that it was estimated to be a ninety thousand dollar project and that it would be phased into a three year schedule. It was noted that the existing rock was deteriorating and the type of rock and the color were still in the planning stages.

Discussion followed regarding the available funds, the volume, type, placement and longevity of the landscape material. Judy Brock suggested that we should look into the paver concept as it would have a much longer life expectancy. Bill noted that pavers were significantly more expensive, but if the longevity issue is factored in, then maybe the paver materials would be a better fit. It was determined that the board will look into the subject and hold off doing any major improvements following further study.

#### **Committee Reports:**

Architectural Control Committee:

Sid Fox passed out a form letter to the members. He stated that it outlines the majority of the Bylaws and CCR's that each and every owner and renter must follow. It was noted that the purpose of the letter was to have the owner of the unit present and have it signed by the renters to keep the renters informed about the rules. The intent is to use the letter as an acknowledgement of the sixteen issues outlined.

Discussion followed that it was certainly a good idea. Some suggestions or additions to agreement were to add Linda Dake's address for mailing purposes, add a more specific

time frame to the amount of time the trash cans can be left out, and attach a fee schedule for non compliance.

Comments and questions from the members centered on the landscaping maintenance, a group of large trees on the adjacent property and future painting schedule. Bill pointed out that we have hired a new landscape contractor and that he hopes the landscaping issues will be addressed in a more timely manner. He stated that the board will look into the group of trees to determine what might be done to minimize the risk. He also stated that the painting schedule, color, price and timing and is a project that will be addressed in 2010.

Bill asked for additional volunteers to join the Architectural Control Committee. Following some discussion, Judy Brock and Ross Antonelli agreed to join the committee.

**Election of Board of Directors:**

Bill asked the members if there was anyone interested being a member of the board. He noted that Barbara Cotting had expressed an interest and had been placed on the ballot. Since there were no volunteers, Bill asked that the members cast their ballots. The terms of the officers of the board were identified on the ballot. Twenty six ballots were cast.

The members unanimously voted for Sid Fox for two years, Sue Parks for two years and Barbara Cotting for one year. It was noted that Bill Needham had one year remaining on his term.

**Other Matters:**

The members of the association wanted to show their appreciation to the BOD for a job well done with a round of applause.

Bill reminded the members that the BOD meets on a regular basis and that if any issues need to be addressed, please let the board know.

Being no further business, the meeting was adjourned.



## **Hamlet at Fountain Greens Association, Inc**

### **Annual Meeting – Homeowners - October 22, 2008**

#### **Location – 630 24 ½ Road**

President Bill Needham brought the meeting to order at 6:30 pm. He asked Sue Parks for a count of members present and proxies. Bill stated that we did have a quorum. He then introduced the members of the Board of Directors, himself Bill Needham President, Sue Parks, Secretary/Treasurer, Sid Fox, Vice President and the bookkeeper Linda Dake with her assistant Loran Dake.

Bill asked for a motion to not read the minutes from last years meeting. Joan Phillips made a motion to abstain from reading the minutes of last year's annual meeting, Sue Kelly seconded the motion, and it passed unanimously. Bill noted that if any one needed a copy of those minutes that they available upon a request to Linda Dake.

#### **Committee Reports:**

Architectural Control Committee member Sid Fox stated that any improvements or changes to the exterior of the unit required ACC approval. The current project's being discussed were storm door installations, skylights, and patio improvements. He stated that the committee had identified the appropriate type and color of storm doors, and that fencing was allowed on patios if the home owner presents their plans and it meets the ACC guidelines. If anyone was interested in improvements or had any other plans to please contact him for more information.

#### **Budget for 2009:**

Bill reminded the members that each homeowner belonged to two separate HOA's, the Hamlet at Fountain Greens and The Masters. He noted that the Masters was the umbrella over the entire area, responsible for providing irrigation. It was noted that each homeowner was sent a copy of the budget with the annual meeting notice. He stated that the Hamlet was in pretty good shape financially and that there would be no increase in dues for the 2009 year.

Questions from the members centered on the landscaping improvements, maintenance, and sprinklers. Wendell Acree noted that the installation of red rock was in progress and that it might be a good idea to do more in problem areas. Maggie Robb noted that there were a few areas that were not receiving enough water. Sid pointed out that the biggest issue with the water was the filtration and silt accumulation.

Bill asked for volunteers to form a landscape committee, made up of members from each of the four neighborhoods. Member of proposed landscape committee are Barbara Cotting, Lakeview Court; Nettie Antonelli, Lakeview Court; Bill Needham, Lakeview Court; Joan Phillips, Shore Circle; Gerry Coffee and Gail Kelly, Scoters Circle; and Mary Shaffer, Canvasback Circle. (Gerry Coffee later declined so she could serve on the committee having to do with renter issues). The concept for the committee is to identify

problems, come up with solutions and then monitor the improvements to help insure progress.

**Election of Board of Directors:**

Bill asked the members if there was anyone interested being a member of the board. He noted that there were no volunteers. Since the terms of the officers of the board were staggered, this coming year, Bill's term was the only one up for election. Since there were no other nominations, Bill asked the members for a written vote on the ballots provided. Following the count of the ballots, Linda noted that there were twenty seven votes for Bill Needham to remain as a board member for the next two years.

**Other Matters:**

The homeowners asked questions about parking, leaf removal, and pet dog issues. It was noted that there were a few renters that may not know the rules. Maggie Robb suggested that we set up a system to inform renters about pets and parking. Gerry Coffee and Hermie Fox volunteered to form a small committee to address these issues and identify a way of providing the appropriate information to the renters, the property management companies and the owners, so that everyone is informed and abide by the CCR's.

Bill mentioned to the members that the BOD meets on a regular basis and that it would be a good idea for the members of the two new committees to meet with the board at the next scheduled meeting to get organized.

Being no further business, the meeting was adjourned.