

**VINTAGE GROVE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING**

February 1, 2011 at 7:00 PM

1002 Napa Place

Apex, NC

MINUTES

I Call to Order

- Chair: Eric Fagerstrom
- Introductions Report excused absences *Present at the meeting were Eric Fagerstrom, Ashley Greene and Bob Hight and Vintage Grove manager Mary Gibbs. Kevin Hines and Doug Beluskur were absent.*

II Review December Meeting Minutes *The December 2011 minutes were reviewed and approved.*

III Adjustments to Agenda

- Announcements
- Chairman's comments

IV Manager's Report

- Annual Meeting Date and Agenda *The board tentatively chose April 3rd from 7 PM until 8:30 PM for the 2012 annual meeting. Ashley volunteered to call the Apex Center to see if a room is available. Notice will be sent to the neighbors about two weeks ahead. It was agreed that the board will meet again in March to discuss the agenda. Mary will email board members a draft of the annual meeting notice prior to mailing.*
- American Pool Contract *Mary presented the 2012-2013 contract for American Pool service. They have agreed to keep our price the same for 2012 but have asked for a slight increase for 2013. The board agreed that one fee increase over a four year period is reasonable and agreed to execute the contract including the winter maintenance cost of \$250 per month.*
- Delinquencies Update *The three neighbors who are currently delinquent for more than two quarters were discussed. (xxxxx these names will not go into the published minutes.) The largest of these has proposed to pay \$126.50 immediately and \$50 per month until they are able to pay down their delinquent balance. One of the other neighbors has also proposed a payment plan to be completed by the end of March 2012. The third neighbor has not returned communication in spite of several messages. The board agreed to accept the two payment plan proposals. The third neighbor will be notified that they must contact management by 2/15 to arrange a payment plan or they will be turned over to our attorney for collection*
- Pinestraw *A neighbor has requested pine straw be installed at the corner of Vintage Grove Lane and Berringer. Eric agreed to put out one bale n at this location now and more at this year's volunteer day. Bob will check on the price for long needle pine straw, delivered, and advise the board via email. Eric wants to include the new trees along Raleigh Rd. in the next pine straw installation.*

- *W9 incident All 1099s were mailed on time with the exception of one contractor who declined to furnish his W9 form. The board agreed that moving forward, all contractors will be required to complete a W9 form prior to doing any work on the property.*
- *Volunteer Day The board tentatively chose Sat. April 28th for Volunteer day. This will be announced at the annual meeting and specific tasks discussed at the March meeting.*
- *Neighborhood Directory update Eric asked for board members to volunteer to take two streets to knock on doors to get updated directory info. Street assignments were made: Eric: Mondavi and Berringer; Bob: Napa, Inglenook and Senoma; Ashley: East and West Saint Julian and Kevin: East and West Saint Helena. Eric will create a flyer to be left on doors if necessary. This will be emailed to Mary and copies made.*
- *Easter Egg Hunt The board decided to have this activity on March 31st. It will be announced on the neighborhood flyer form along with information on how to sign up for the Vintage Grove yahoo group. Group moderator Tim Williams will be asked to provide instructions on the hand out. It will also include info on the Easter egg hunt, the annual meeting, info on signing up for the yahoo group as well as a place to fill out updates and return.*
- *Vintage Grove on-line presence. Ashley proposed that some people might prefer a more interactive web site that they can visit rather than receiving unsolicited emails from the yahoo group. This topic was table until the March meeting.*

V Financials *The reserve analysis designed by Doug Beluskur was email to treasurer Bob Hight for review. Bob will let Mary know if a meeting with Doug Beluskur might be needed to review the design of the spreadsheet prior to the March meeting. It was noted that our year to date Profit and Loss shows \$8000 positive cash flow. Mary noted that this is typical for this time of year when income is high and expenses are minimal. It was also noted that our electrical expense is exceeding our budgeted number, probably due to a bad photo cell. Bob will contact his handy man about doing this type of repair. Doug will be contacted regarding the exact location of this photo cell. The board agreed that the 2012 budget should be re-evaluated and perhaps tweaked prior to the annual meeting. Bob moved to accept the financials as presented, Eric seconded and the financials were unanimously approved.*

VI Discussion Items

- *Board Vacancies One board member will be elected at this year's annual meeting to replace Doug Beluskur who is moving from the neighborhood.*
- *Status of Playground David Bohn will be asked for updated prices. Mary will check to see how much net profit we carried forward from 2011 year end. This topic was tabled until the March meeting.*

VII Other Business *March meeting will be scheduled sometime after the 17th*

VIII Adjourn *Bob moved that we adjourn the meeting at 8:25 PM, Eric seconded, all approved. The meeting was adjourned.*