

**Board of Directors Meeting
Williamsburg Plantation Homeowners' Association
Home Team Conference Room
November 6, 2010 5:40 p.m.**

Call Meeting to Order at 5:40 p.m.: The following Board Members were in attendance Stacy Barnes- President, Jewel Bregel- Vice President, Ray Evans- Treasurer, Paul Hetman- Secretary, and with the Management Company Century 21 Advantage Gold Realty Jessica Mahlum.

Approval of Minutes: Minutes from July 24, 2010 Meeting were approved

Election of Officers: the Board of Directors positions were discussed and recommendations were made to who would best fit the positions. The concluded positions were as follows:

President- Stacy Barnes

Vice President- Jewel Bregel

Treasurer- Ray Evans

Secretary- Paul Hetman

Director- Jason Tooman

Director- William Luse

Director- Homer Stephenson

Unfinished Business: All items were motioned to be tabled by Stacy Barnes due to providing more information, the motion carried.

New Business: All items were motioned to table by Stacy Barnes due to allowing other members of the Board to be present.

Recessed November 6, 2010 at 6:55 p.m.- Ray Evans motioned to recess the meeting and after discussion the motion was passed to reconvene the meeting Wednesday November 10, 2010 at Century 21 Advantage Gold Realty at 6:15 p.m.

Reconvened November 10, 2010 at 6:25 p.m.- The following Board Members were in attendance Stacy Barnes-President, Jewel Bregel- Vice President, Paul Hetman- Secretary, Bill Luse- Director, Homer Stephenson- Director, and with the Management Company Century 21 Advantage Gold Realty, Sherri Mayes and Jessica Mahlum.

Election of Officers- Paul Hetman reconsidered the position of Secretary and concluded that he would not be able to serve this position due to health reasons. It was discussed and suggested that Bill Luse would serve in this position. It was decided that the minutes would be taken by the management company and Bill Luse will approve them. Stacy Barnes motioned for Bill Luse to serve as secretary, the motion carried.

DeVata Davis attended the meeting to turn over any documents that she had in regard to the HOA and gave a speech to the new Board of Directors offering her insight to her experience on the Board.

Old Business

- **Reserve Study-** Sherri Mayes with the management company will e-mail the Reserve information to Stacy.
- **Landscaping Issues-** Bill Luse motioned to approve the continued use of Jacksons Lawn service the motion carried. All agreed to keep the subject on the agenda for the next open meeting of the Board to explain the company's services to the members.
- **On the Hook Towing-** The contract was provided to Stacy Barnes for approval and signature.
- **Left Turn Signal on Gum Branch Road-** In the past Kathy Buhr the past Vice President was staying updated with the city in regard to traffic lights at the entrances of Williamsburg Plantation, Homer Stephenson agreed to take on this responsibility.
- **Newsletter-** Stacy, Jewel, and Paul all agreed to be the Newsletter Committee.
- **Website-** It was agreed that Stacy and Jewel will be the contacts for the website. They will submit the information needed for updates. All updates will need to be submitted within the first week of the month.

The website will be a continued topic for the next Board Meeting. It was agreed that Stacy will obtain bids from other website management companies.

- **Community Activities-** Currently there are two community events that take place, the Summer Kick Off and The Fall Festival and Parade. It was suggested that the Summer Kick Off be a spring event due to the lack of participation this year. It was also suggested that there be vendor booths to be sponsored by business owners in the community at these events, this will help to cut the costs of the events. Stacy will be preparing a proposal for these community events and would like suggestions from the Board. This will be discussed at the next Board Meeting.

It was discussed and decided that there will be no jointly hosted events with local business owners from the community.

It was discussed and decided that the Fall Festival and Parade remain on the community events schedule. Bill Luse motioned to table the scheduling of this event until the next board Meeting, motion carried.

New Business

- **Schedule Next BOD Meeting and Workshop-** The Board of Directors will need to meet quarterly a tentatively in February, May, August, and November. The next Board of Directors meeting is to take place December 8, 2010 at 6:15 p.m. location TBD. Jewel will look into reserving the model home for this meeting.
- **Membership Dues-** Raising the membership dues was discussed and due to not being able to show the reason for the increase it was decided they remain \$159.72. Bill Luse made the motion not to raise the dues for 2011, the motion carried.
- **Century 21 Management Agreement-** The contract for the management company is up on January 15, 2010. A copy of the contract was given to Stacy Barnes for review and a copy will be e-mailed to all the Board Member for review before the next meeting.

- **Architectural Review Procedure-** It was decided that Bill Luse would take responsibility of the architectural review process and he will present this process at the next Board Meeting. Currently John Koenig still has final say on architectural change submissions.

Along with the architectural review process Bill will also take responsibility of any violations in the community. It was suggested to bring violations to the attention of the members at the meetings in order to bring awareness to the community. It was also suggested to post common violations in the newsletter.

- **Pavilion Reservations-** It was decided that Jewel Bregel and Stacy Barnes will take responsibility of the pavilion rentals/reservations. It was suggested that the current request form will need to be updated. It was also suggested that there be a charge for the use of the Pavilion. Bill Luse motioned to table this issue until the next Board Meeting, motion carried.
- **Method of Announcement of Board of Directors to the Membership-** This will be announced in the next Newsletter, which will need to go out within 30 days of the election.
- **Signature Card (BB&T)-** It was decided that Jewel Bregel will be added to the signature card. Stacy Barnes, Ray Evans, and Jewel Bregel will all need to sign a new card to turn into the bank.
- **Appoint Committee Chairs-** At this time there has been a lack of volunteers from the membership. Currently Bill Luse will serve on the Architectural Committee. Stacy Barnes, Jewel Bregel, and Paul Hetman will serve on the Newsletter Committee.
- **Delinquent Homeowners-** It was suggested that the Board compose new Rules and Regulations for collections of delinquent accounts. There were many complaints from the membership that they did not receive their bill this past year due to the confusion of the bill being enclosed with the annual meeting notice. This year's billing will be a separate mailing to go out in November and it was decided that billing enclosed will be prominently displayed on the outside of the envelope. It was also agreed that the payments will be sent directly to the management company.

For the 2010 billing year the Board had implemented the policy of collecting monthly late fees from the members who failed to pay their dues in time. The fee was to be \$20.00 per month and interest of 18% per annum. This year there were instances of late fees that were charged due to discrepancies in members payments. Bill Luse motioned that any discrepancy in a payment that is less than \$1.00 will receive no late fee or late notice and will be carried over to the following year's billing. All agreed and the motion carried. It was also decided that any payments sent in from the membership with a discrepancy will be brought to the attention of Stacy Barnes and Paul Hetman in order to contact the member for proper payment.

- **Men's Restroom Door Handle-** Currently the men's room door handle is broken and in need of repair. It was decided Stacy Barnes and Homer Stephenson will see to this repair being completed.
- **Andy Adkins with Samet Corp.-** Andy Adkins was requesting to host an informative event for the community to discuss the new apartment complex that will be located at the Williamsburg Parkway entrance of the community. Stacy Barnes suggested that before Mr. Adkins hosts an open event that he be invited to the next Board of Director's Meeting. It was decided that Stacy would invite him to the next meeting.
- **Fences-** During the construction of Williamsburg Plantation there were fences that were constructed by the developer on the Parkway and the Western entrance of Williamsburg Plantation. These fences are now beginning to need repair. The repairs will need to be assessed and a vote will need to be made on whether this is the responsibility of the Association to complete these repairs.

- **Banking-** Currently the association is low on checks and will need to order more checks and deposit slips. The address to where the bank statements are sent will need to be changed from the P.O. Box to the management company address and a request for the backs of checks will need to be made due to the bank only sending the front.
- **Mission Statement-** It was suggested that Williamsburg Plantation draw up a mission statement and to be posted on the website.
- **Attorney Correspondence-** It was suggested that the attorney will not be contacted unless all Board Members agree.
- **E-mail Correspondence Between Board Members-** It was discussed and agreed that e-mail correspondence between the members of the Board will not be expected to be immediate. There will be a 24 to 48 hour response time that will be considered suitable for each Board Member.
- **Rekey of the Storage Room and Concession Building-** It was suggested that the storage room and concession building be rekeyed with keys that cannot be duplicated. Stacy will get two or three bids from different vendors.
- **Attorney-** the management will call to see if they offer a free consult with the new Board of Directors after an election.

Adjourn Meeting: Meeting was adjourned at 9:21 p.m.