

**Board of Directors Meeting
Williamsburg Plantation Homeowners' Association
Century 21 Advantage Gold Realty
December 8, 2010 6:15 p.m.**

Call Meeting to Order at 6:15 p.m.: The following Board Members were in attendance Stacy Barnes- President, Jewel Bregel- Vice President, Ray Evans- Treasurer, Bill Luse- Secretary, Homer Stephenson- Director and with the Management Company Century 21 Advantage Gold Realty Jessica Mahlum.

Approval of Minutes: The minutes from the November 6, 2010 Annual Meeting and the November 6, 2010 Board of Directors Meeting were approved. Bill Luse motioned to approve the minutes, motion carried.

Reports of Officers and Standing Committees

- **Treasurer's Report-** Checkbook balance as of October 31, 2010: \$ 52,764.12
528 Total Members
18 Delinquencies: \$ 3,577.07

Unfinished Business

- **Newsletter-** Currently the Newsletter is still in the works.
- **Website-** There are not any issues with the website at this time. The information submitted for update was posted in a timely matter. The architectural committee will need to be updated on the website.
- **Community Activities-** All agreed that community activities will be discussed at the next meeting, and possibly setting something up when the weather warms up.
- **Century 21 Management Agreement-** The current management contract runs out on January 15, 2011. The Board discussed and agreed that the management agreement should run from November 1st to October 31st every year. By having the contract run on these dates the new Board elected at the annual meeting held on the first weekend of November would not have to make this decision and the Board working with the management company all year could make an informed decision on this matter every year.

The Management Company agreed to draw up a contract that ran from January 15, 2011 to October 31, 2011 this year in order for the board to be able to renew their contract in November in the future. The Management also had a one year contract running from January 15, 2011 to January 14, 2012. Jewel Bregel motioned to except the contract that ran from January 15, 2011 to October 31, 2011, motion carried.

- **Architectural Review Procedure-** At this time there is an issue throughout Williamsburg Plantation with fences. Bill Luse provided a list of several homes in the community that are in violation of the covenants at this time. One of the main problems at this time is where the fences begin in accordance to the home. According to the covenants a fence should be no closer to the front of a lot than the rear corner of the home closes to the street. There are many homes in violation of this covenant. The Board discussed different options on the actions that can be taken, and options that can be offered to the homeowners that are out of compliance. First option the fence can be brought into compliance now. Second option the fence can be brought into compliance at the time of the sale of the home. Third option the fence can be brought into compliance at the time of the next needed repair.

It was suggested that at the time that the attorney's request a certificate of assessment from the Management Company there be a section on that certificate that states whether the property in compliance with the restrictive covenants. It was agreed this problem needs to be addressed so it doesn't become a bigger problem in the future, currently there are 10% of property owners out

of compliance of the covenants due to fences and the Board would like to prevent this number from increasing.

Members of the Board noticed that 201Woodberry may be putting up a fence and decided that a letter should be sent to the homeowner explaining proper procedure for submitting a request for an architectural change to their property.

Currently Bill Luse is the soul member of the Architectural Review Committee. Ray Evans and Homer Stephenson both volunteered to serve on this committee with Bill. They decided that they will need to get together as a committee to develop a clear procedure to submit to the Developer of the community since the Developer still has final say on all architectural changes in the community.

- **Pavilion Reservation-** Jewel and Stacy will be in charge of this and it was decided that the keys to concession and the restrooms will not be handed out to homeowners. Either Stacy or Jewel will unlock the concession area for whom ever rents the pavilion area and will lock it when the event is over.
- **Method of Announcement of the Board of Directors-** A flyer announcing the new Board of Directors was sent out with the 2011 billing statement. It was also posted on the Williamsburg Plantation website.
- **Signature Card (BB&T)-** Jewel Bregel has been added to the signature card.
- **Men's Restroom Door Handle-** This is in the estimate to rekey.
- **Andy Adkins with Samet Corp.-** Andy Adkins is involved in the development of the apartment complex that is be constructed in front of Williamsburg Plantation. He was invited to attend the Board of Directors meeting since he had expressed that he would like to speak with the homeowner's of Williamsburg Plantation to answer any questions or concerns they may have about the apartments being constructed. He was not in attendance at the meeting and informed a Board member that he no longer wanted to address the association due to a rude phone call from and individual homeowner.
- **Fences-** Currently the fences along Williamsburg Parkway are in need of some repair. There a currently five boards needing to be replaced. The Board agreed this would be a responsibility of the HOA. The Board tried to obtain three bids for the repairs, but was only able to obtain two. The first estimate was with Andy's Fences for \$175. The second was with First Choice Home Repair for \$140. Bill motioned to go with First Choice Home Repair, the motion carried.
- **Banking-** The HOA is currently in need of checks and deposit slips. Changing banks was briefly discussed, but the Board agreed to stay with the current bank BB&T. Ray will order the checks and deposit slips and get them to the Management Company.
- **Mission Statement-** Stacy and Jewel are still working on this.
- **Rekey of Storage Room and Concession Stand Building-** There were two estimates obtained for the rekey of the Concession Building one with Secure Lock and the other was unknown due to being with Paul Hetman at the time of the meeting. Stacy will get both estimates together and decide accordingly when the other estimate is received. The Board agreed Stacy may make the decision to use the other company that's estimate was not present so long as the estimate does not exceed the amount of the price Secure Lock quoted of \$397.74.
- **Attorney-** The Board wanted to check if Adam Beaudoin would meet with Board as Frank Erwin would every year when the new Board was elected. The management company called hadn't received a reply. The management company will follow up.

New Business

- **Schedule Next BOD Meeting and Workshop-** The next Board of Directors meeting will be held at Home Team Real Estate January 11, 2011 at 6:15 p.m. It was decided the Board would meet monthly with open Board meetings quarterly.

- **John Koenig/ Issues with the Restrictive Covenants-** The Board decided to table this issue until the next meeting.
- **Reserve Study-** the Board discussed setting up a workshop for the reserve study. It was decided that a workshop will not be needed since the reserve study is partially done. Each Board member was assigned an area that has not been completed and will have their results by the next Board of Directors meeting.
- **Attorney-** The Board discussed the former Board Attorney Frank Erwin. Frank Erwin had drawn up amendments to the Bylaws, which the Board had found out do not adhere to the North Carolina General Statutes. The Board would like for Frank Erwin to fix the bylaws at no charge. It was decided amongst the Board that Stacy would look into this.
- **After Hour Parking/Trespassing at the Park-** Recently there had been after hour parking and trespassing in the parking lot of the park. The police were called and the violators were asked to leave. One of the trespassers was a resident of Williamsburg Plantation. The Board discussed this issue and decided a letter should be sent to the homeowners reminding them of the hours of operation of the park. The Management Company will retrieve the police report to find out the address of the resident.

Sending a letter to Chief Yaniero was discussed by the Board since many officers believe that the park in Williamsburg Plantation is a public park, when indeed it is privately owned by the Homeowner's Association. The Board decided to table this decision until the next Board meeting.

- **Traffic Lights-** Homer Stephenson who is keeping up with progress of the traffic lights in front of Williamsburg Plantation reported that a signal upgrade is in the works for the intersection at Western Blvd. he spoke to Katie Height November 23, 2010 and at this time they were unable to give him a timeline of when this would be completed. He was also given the name of Joseph D Chance who is the Deputy Traffic Engineer. Homer will follow up with him to try to get more information. It was discussed and decided that sending accident reports that took place at this light may help and speed up the process since the engineers are not from the area.

There is also a light in progress in front Williamsburg Parkway. There is also no timeline for this light at this time.

Adjourn Meeting: Meeting was adjourned at 8:27 p.m.