

## CLW II TRUSTEE/HOMEOWNER MEETING MINUTES – 01/06/2014

Start Time: 7:00 pm  
End Time: 7:50 pm

Trustees Attending: K. Brown  
L. Lee  
K. Payne  
M. Ritchie  
E. Ruegg

H/O Attending: J. Bennett  
E. Lyons  
T. Martin

1. **The minutes of the November 4, 2013 meeting were read and accepted.**

2. **Financial Update**

Mike presented the budget analysis. (See attached.)

The ending balance for 2013 was \$211,188.44. Since we ended 2013 \$22,597.32 under budget, \$22,500 will be deposited into the tennis court reserve fund before the annual meeting. (If necessary due to future circumstances, we can use the reserve fund to refurbish the tennis courts.)

Mike checked into the carryover of expenses for prior tax years and determined that we still can use previous expenditures against future tax liabilities.

3. **Old Business**

a. The results of the December 2013 assessment vote were announced:

\$270.00 – 5 votes

\$275.00 – 51 votes

Void – 1 vote

A total of 57 votes were received. The trustees would like to thank resident Gail Smith for her assistance in certifying the vote.

b. **ACC Update & Compliance Violations**

No report.

c. **Common Ground/Pool Update**

Additional lighting with a sensor is required for the east corner of the pool area. The light could be mounted on the side of the building to limit intruding on neighbors.

d. **Playground**

Eric received the additional proposal for refurbishing the playground equipment from Midwest Porta-Blast, who was recommended by the City of Manchester. They will sandblast the kiddy swing, climbing bars, and the thing with the slide in place. However, some disassembly/re-assembly will be required. New fasteners will be provided. The paint is a polyurethane coating in our choice of colors. The process will take approximately 2 days, including re-assembly, plus one day for drying. The total bid was a Not To Exceed cost of \$6,550.00. Any savings will be passed along to us. Ken moved to accept the bid, which was seconded by Keith. Motion passed.

We still will need to remove the big swing and the culvert. We hope to replace the swing set with a 10 foot high set with 4 to 6 seats. Manchester also provided suggested companies for new swing sets. We are looking into suitable replacements for the culvert.

**e. Telephones and U-Verse**

Keith reported that the U-Verse installation finally had been completed and he had tested it. The installation provides only basic service and does not provide HD service.

**4. New Business**

- a.** Damages caused by the City snow plow to the common ground in front of the clubhouse will be repaired by the City.
- b.** Jerry Bennett suggested that the number of 6x6 posts bordering the common ground along Countrystone Drive be increased to deter drivers from frolicking in the common ground after a snow storm.
- c.** The annual meeting will be Thursday, March 6, 2014, at 7:00 pm on the second floor of the Manchester Police Department Building.
- d.** Material for the upcoming newsletter is needed.

Respectfully submitted,

Lynn Lee  
Secretary/Trustees

LINE		2013 BUDGET @ \$275	2013 ACTUAL	2013 BUDGET - ACTUAL	2014 INC & EXP BUDGET @ \$275
	<b>1 INCOME</b>				
	INCOME				
01	05-Interest Assessment	\$200.00	\$300.76	\$100.76	\$200.00
02	12-Collections - Assessment	\$135,025.00	\$134,356.15	-\$668.85	\$135,025.00
03	27-Lien Recording - Assessment	\$100.00	\$185.32	\$85.32	\$100.00
04	Club House Rental	\$3,000.00	\$4,310.00	\$1,310.00	\$3,000.00
05	Interest Income	\$300.00	\$196.02	-\$103.98	\$300.00
06	Other Income		\$225.00	\$225.00	
07	Refunds				
08	Erosion Agreement				
07	<b>TOTAL INCOME</b>	<b>\$138,625.00</b>	<b>\$139,573.25</b>	<b>\$948.25</b>	<b>\$138,625.00</b>
	<b>2 EXPENSES</b>				
	EXPENSES				
	<b>Service Expenses</b>				
08	22-Comissions - Assessment	\$4,985.00	\$5,048.66	\$63.66	\$4,985.00
09	23-Charges - Assessment	\$700.00	\$492.17	-\$207.83	\$450.00
10	Bank Service Charge	\$360.00	\$73.24	-\$286.76	
11	<b>TOTAL Service Expenses</b>	<b>\$6,045.00</b>	<b>\$5,614.07</b>	<b>-\$430.93</b>	<b>\$5,435.00</b>
	<b>Clubhouse Expenses</b>				
12	Club House Utilities				
13	Electric	\$5,000.00	\$4,950.69	-\$49.31	\$5,000.00
14	Natural Gas	\$1,000.00	\$871.72	-\$128.28	\$750.00
15	Sewer	\$700.00	\$542.06	-\$157.94	\$400.00
16	Telephone - Office	\$1,300.00	\$1,186.07	-\$113.93	\$2,000.00
17	Telephone - Public	\$500.00	\$619.87	\$119.87	
18	Trash Pickup	\$1,000.00	\$1,341.70	\$341.70	\$1,100.00
19	Water	\$1,400.00	\$1,730.41	\$330.41	\$1,800.00
20	<b>TOTAL Club House Utilities</b>	<b>\$10,900.00</b>	<b>\$11,242.52</b>	<b>\$342.52</b>	<b>\$11,050.00</b>
21	Club House Maintenance	\$3,000.00	\$2,615.77	-\$384.23	\$2,300.00
22	Clubhouse Repair				
23	<b>TOTAL Clubhouse Expenses</b>	<b>\$13,900.00</b>	<b>\$13,858.29</b>	<b>-\$41.71</b>	<b>\$13,350.00</b>
	<b>Common Ground Expenses</b>				
24	Common Ground Repair				\$16,000.00
25	Common Ground Maintenance	\$9,500.00	\$6,475.60	-\$3,024.40	\$6,000.00
26	Common Ground Mowing	\$15,000.00	\$12,320.00	-\$2,680.00	\$14,000.00
27	Common Ground Tree Removal	\$11,000.00	\$4,855.00	-\$6,145.00	\$10,000.00
28	<b>TOTAL Common Ground Expenses</b>	<b>\$35,500.00</b>	<b>\$23,650.60</b>	<b>-\$11,849.40</b>	<b>\$46,000.00</b>
	<b>Erosion Control Expenses</b>				
29	Erosion Control Planning Expenses				
30	Erosion Control Repair	\$2,000.00		-\$2,000.00	\$2,000.00
31	<b>TOTAL Erosion Control Expenses</b>	<b>\$2,000.00</b>		<b>-\$2,000.00</b>	<b>\$2,000.00</b>
	<b>Pool Expenses</b>				
32	Pool Improvements				
33	Pool Maintenance	\$5,000.00	\$7,139.05	\$2,139.05	\$4,000.00
34	Pool Operation	\$44,500.00	\$43,848.60	-\$651.40	\$44,000.00
35	Pool Repair & Projects				
36	<b>TOTAL Pool Expenses</b>	<b>\$49,500.00</b>	<b>\$50,987.65</b>	<b>\$1,487.65</b>	<b>\$48,000.00</b>
	<b>Administrative Expenses</b>				
37	Insurance Expenses				
38	Liability Ins	\$16,000.00	\$15,677.00	-\$323.00	\$15,750.00
39	Workmans Comp	\$600.00	\$515.00	-\$85.00	\$550.00
40	<b>TOTAL Insurance Expenses</b>	<b>\$16,600.00</b>	<b>\$16,192.00</b>	<b>-\$408.00</b>	<b>\$16,300.00</b>
41	Cedar Home Survey Expenses				
41	Indenture Dispute Expenses	\$5,000.00		-\$5,000.00	
42	Legal Expenses	\$750.00		-\$750.00	\$1,000.00
43	<b>TOTAL Legal Expenses</b>	<b>\$5,750.00</b>		<b>-\$5,750.00</b>	<b>\$1,000.00</b>
44					
45	Office Expenses				
44	Mailing & Postage	\$2,500.00	\$2,478.40	-\$21.60	\$2,300.00
45	Misc. Office Expenses & Events	\$2,300.00	\$3,119.63	\$819.63	\$2,700.00
46	Printing Expense	\$1,300.00	\$1,075.29	-\$224.71	\$1,100.00
47	<b>TOTAL Office Expenses</b>	<b>\$6,100.00</b>	<b>\$6,673.32</b>	<b>\$573.32</b>	<b>\$6,100.00</b>
48	<b>TOTAL Administrative Expenses</b>	<b>\$28,450.00</b>	<b>\$22,865.32</b>	<b>-\$5,584.68</b>	<b>\$23,400.00</b>
49	<b>TOTAL EXPENSES</b>	<b>\$135,395.00</b>	<b>\$116,975.93</b>	<b>-\$18,419.07</b>	<b>\$138,185.00</b>