

CLWII Homeowners Association

Agenda/Meeting Minutes, March 6, 2014

Directors in Attendance: K. Brown, L. Lee, K. Payne, M. Ritchie, E. Ruegg

Homeowners in attendance: ?; Guests: 4

Meeting held at Manchester Police facility, 200 Highlands Blvd, 2nd Floor

Meeting called to order at 7:00 p.m. and adjourned at 8:25 p.m.

1. Proof of notice of meeting or waiver of notice
2. Reading of minutes of the preceding meeting (March 2012), approved as written
3. Reports of Officers: Introduction of Directors/Trustees included Eric Ruegg, President; Mike Ritchie, Treasurer; Lynn Lee, Secretary; Keith Brown, 1st Vice President; Ken Payne, 2nd Vice President.

2014 Minutes

Residents Who Made a Difference

- Renee Fronabarger, *Easter Egg Hunt*
- Todd & Monica Brown Family, Patty Allen *BBQ for NNO*
- Eleanor Lyons, *Ice Cream Treats for National Night Out*
- Rich Inman, Rick Phelps, John Malone, Keven Eberhardt, Mike Ritchie, Eric Ruegg *NNO*
- Matt & Stephanie Hughes, *NNO parking & picture taking*
- Joel Kray, Karen Dunne, Kathy Rayfield, Mary Dippold, Rosemary Wilder, *Architectural Control Committee*
- Carol Weber- *Newsletter*
- Lynn Lee- *Clubhouse Rental, NNO*
- Keith Brown- *Website, Email, Corp. Presentation, NNO*

Accomplishments

Common Ground

The common ground area near Country Stone Ct. was surveyed to resolve disputed property lines. Additional posts were installed along Country Stone Dr. to help thwart driving on common ground in the winter.

Pool

Additional & replacement pool furniture - chairs, lounges, side tables, umbrellas - were purchased. St. Louis County issued no violations at our pools for the entire 2013 swim season.

Tennis Courts

We established the tennis court repair fund of \$22,413.97.

Clubhouse

We bundled communications services, added U-verse TV access with wireless set-top box, and increased Wi-Fi to 6mb with AT&T to reduce overall costs.

Financial

Mike Ritchie presented the following:

- Objectives
 - Provide Fiscal Planning & Controls
 - Match Total Expense = Total Income
 - Minimize or Eliminate Taxes

- Manage Money Effectively
 - Interest earned
 - Operating Income
 - Operating Expenses
 - Project Expenses
- Operating Income
 - -Assessments
 - -Clubhouse Rental
 - -Newsletter Ads
- Non-Operating Income
 - -Interest From Bank Accounts
 - -Dividends From CDs & Money Market
- Operating Expenses
 - -Expenses mandatory for the maintenance and operation of pool, clubhouse, common grounds, and administration of the subdivision
- Project Expenses
 - -Expenses not mandatory for maintenance and operation of CLW II facilities
- Manage Income
 - Total Income = Operating Income + Interest/Dividends
 - Operating Income is primarily affected by changes in the Assessment of Homes
- Manage Expenses
 - Total Expense = Operating Expense + Project Expense
- Plan for 2013
 - Establish Tennis Court Repair Account
 - Seed the Account with \$15,000 to \$20,00 from Current Checking Account
 - Add Approximately \$2485 to the Account from the Approved \$5.00 Increase in 2013 Assessment per Household
 - At the End of 2013 Add any Additional Money of Income – Expense to the Account
 - Establish a Tennis Court Committee to Determine the Cost to Repair the Courts

Total Income-Expense Summary

	2013 Budget	2013 Actual	2014 Budget
Total Operating Income	\$138,325	\$139,377	\$138,325
Interest Income	<u>\$ 300</u>	<u>\$ 196</u>	<u>\$ 300</u>
Total Income	\$138,625	\$139,573	\$138,625
Total Expenses	<u>\$135,395</u>	<u>\$116,976</u>	<u>\$138,185</u>
T. Income - T. Expenses	\$ 3,230	\$ 22,597	\$ 440

Plan for 2014

Add To Tennis Court Repair Account

- Transfer excess of \$22,500 of income minus expense for 2013 to TC reserve
- Add approximately \$2,400 to the account from approved assessment in 2014 assessment per household
- At the end of 2014, add any additional money of Income minus Expense to the account
- Establish a Tennis Court Committee to determine the cost to repair the courts

Account Balances

Account Type	Balance 12/31/12	Balance 12/31/13
Checking	\$ 46,916	\$ 48,687
Money Market	\$139,611	\$139,904
Tennis Court	<u>\$ 0</u>	<u>\$ 22,412</u>
Total	\$186,527	\$211,003

4. Report of Committees

ACC Introductions

- Architectural Control Committee
Mary Dippold
Karen Dunne
Joel Kray (Chairperson)
Eric Nestel
Kathy Rayfield

Joel Kray, chairperson of Architectural Control Committee (ACC), gave a verbal summary of all facts noted as follows. He also thanked trustees for their work and acknowledged thanks for ACC diligence.

Summary of 2013

Total of 75 Applications Received

Total of 68 Projects Approved

Breakdown of Approvals

- 9 Siding Projects: 3 T1-11, 1 Cement/fiber, 5 LP Smart Side
- 22 Color Requests: Cedar-4, Tan-6, Brown-4, Gray-4, Other5
- 6 Doors: painting
- 6 Decks: 1-new, 2 repair, 3 Composite
- 10 Decks stained
- 13 DWG - 6 doors, 5 windows, 2 gutter
- 2 Concrete work
- 6 Fences replaces (wood), 2 new fences
- 7 Retaining walls-6 stone, 1 wood
- Other Projects-Room addition-1, Solar Panels on roof-1 (cancelled)

Applications Not Approved (7)

- 5-Color, 2 projects (8' fence & outdoor shed-location & material)

Letters Written to Homeowners from ACC (13)

- 6-painted or sided home without ACC approval
- 3-certified mail "10-day notice" letters sent as follow ups
- 4-Other homeowner issues
- 2-Homes repainted at homeowner's expense, violation of subdivision indentures

Effective 2011, the ACC required paint samples on a one foot square of material as on the home or to be used on the home. Indentures require wood tones of tan, brown, cedar, or shades of gray, but not

another color with gray mixed in. The subdivision furnished the one foot square siding material on request.

ACC Plans For 2014

Continue to remind homeowners that any trim around windows and doors cannot be painted white or black. Horizontal and corner trim must be the same color as the home.

Architectural Control Committee is in need of volunteers. Homes are getting older and in need of more upkeep. There are more home repair and improvement projects to review every year. Help preserve our neighborhood.

Reminder to ALL Residents of Countrylane Woods II

- A Review for Architectural Control must be completed for any exterior home repair or improvement project except planting trees and shrubs, roofs and concrete driveway and sidewalk work.
- This quick and painless process is in place to prevent a homeowner from making mistakes that may end up costing them time and money.
- Please ask for permission in advance.
- Do not ask for forgiveness after the fact
- Projects done in violation of the subdivision indentures will need to be redone at the homeowner's expense.
- Traditional homes do not need paint color approval from the ACC.

Election of Directors (Current & Term)

- ✓ Keith Brown elected as trustee and corporate director/1st Vice President– Term expires 11/2015
- ✓ Eric Ruegg elected as trustee and corporate director/President–Term expires 1/2016
- ✓ Mike Ritchie elected as trustee and corporate director/Treasurer– Term expires 1/2016
- ✓ Ken Payne elected as trustee and corporate director/2nd Vice President–Term expires 1/2016
- ✓ Lynn Lee, current trustee with title change to corporate director/Secretary– Term expires 4/2014

Unfinished Business/Projects

- Establish Tennis Court Repair Account. We will need help and guidance.
- Establish a Tennis Court Committee to determine the cost to repair the courts-Volunteers Requested
- Install audio systems at clubhouse for rental use and for pool patrons to include a microphone in the pool area for use in inclement weather. We are required to close the pool for 30 minutes after thunder and lightning.
- Simple repair work at clubhouse

City of Manchester

Manchester Alderpersons Mike Clement and Marilyn Ottenad were introduced and provided updates of city-related projects. Council meetings are the first and third Mondays of each month. Mayor Willson spoke about the City's snow removal efforts and assisting MODOT with theirs.

Discussion Items

- Design, Produce, and Mail a "Welcome Package" to New Homeowners
- Ideas to bring more rentals to the clubhouse

- Report vandalism to police when seen. In 2013-Furniture in pool & winter driving on common ground
- Volunteers

Homeowner Comments & Adjourn:

Meeting adjourned 8:25 p.m.

Attendees

Homeowners

Trustees

Michael Clement

Marilyn Ottenad

David Willson

Tim Walsh