

**CLWII Homeowners Association
Agenda/Meeting Minutes, March 5, 2015**

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

Homeowners in attendance: 14; Guests: 5

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

Meeting called to order at 7:00 p.m. and adjourned at 8:20 p.m.

1. Proof of notice of meeting or waiver of notice
2. Reading of minutes of the preceding meeting (March 2014), 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.

2015 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*
- Zach, *NNO parking*
- 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

Playground equipment was sandblasted and repainted. A four-seat swing set was replaced and moved to a better location.

Pool

Purchased new "safety covers" for the lap and "Z" pools. A storage building was purchased and assembled to store pool chemicals outside the clubhouse.

St. Louis County issued no violations at our pools for the entire 2013 swim season.

Tennis Courts

Tennis court repair fund increased to \$22,413.97.

Clubhouse

The parking lot was resealed. A wall A/C unit was replaced and a new hot water heater was installed. Bundled two existing land lines with U-verse service to reduce annual 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 2014
 - Add to Tennis Court Repair Account
 - Transfer Excess of Income—Expense for 2013 to Tennis Court Reserve (T.C.R.)
 - Add Approximately \$2400 to the Account from the Approved \$5.00 Increase in 2014 Assessment per Household
 - At the End of 2014 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

	2014 Budget	2014 Actual	2015 Budget
Total Operating Income	\$138,325	\$137,986	\$141,730
Interest Income	<u>\$ 300</u>	<u>\$ 171</u>	<u>\$ 170</u>
Total Income	\$138,625	\$138,157	\$141,900
Total Expenses	<u>\$138,185</u>	<u>\$146,721</u>	<u>\$139,515</u>
T. Income - T. Expenses	\$ 440	\$ -8,564	\$ 2,385

Results for 2014

Added \$2,400 generated by additional \$5.00 of assessment approved by residents to the T.C.R.
Transferred \$20,100 of 2013 income – expenses to the T.C.R.

Unforeseen Expenses for 2014

- Replace great room A/C, \$1,600
- Replace pool covers, \$9,150
- Replaced water heater, \$1,300
- Patch & seal parking lot, \$1,200

Account Balances

Account Type	Balance 12/31/13	Balance 12/31/14	Estimate 12/31/15
Checking	\$ 48,692	\$ 17,457	\$17,472
Money Market	\$104,084	\$140,225	\$140,395
Tennis Court	<u>\$ 22,412</u>	<u>\$ 44,942</u>	<u>\$47,330</u>
Total	\$211,188	\$202,624	\$205,197

Plan for 2015

Add To Tennis Court Repair Account

- Add approximately \$2,400 to the T.C.R. from the approved \$5.00 increase in 2015 per household
- At the end of 2015, add any additional money of Income minus Expense to the T.C.R.

4. Report of Committees

ACC Introductions

- Architectural Control Committee
Mary Dippold
Joel Kray (Chairperson)
Tim Martin
Kathy Rayfield
Rosemary Wilder

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 2014

Total of 69 Applications Received, Requiring 114 decisions

8 Reviews denied, 6 for color, 1 no documentation, 1 for accent color

Breakdown of Approvals

- 17-Paint house 1 uniform color, 3-paint house one color used accent color for trim; 13-Brown, 7-Gray; 9-Sherwin-Williams, 2-Benjamin More, 6-Behr, 3-Other
- 7-Resided entire house, 8-Resided few panels; 9-LP SmartSide, 6-T1-11
- 11-Decks stained (stairs & rails) 10-Brown, 1-Gray
- 6-Decks repaired, replaced, or new; 3-Wood total replacement, 1-New wood, 2-Composite repair; 10-Brown, 1-Gray
- 7-Fences new; 4'x6' wood privacy, 1-4' wood picket, 1-Section black wrought iron, 1-Black wrought iron

- 3-Fences Repaired
- 23-Repaint doors, 8-Garage, 15-Other
- 8-Replacement doors, 4-Garage, 4-Front entry
- 11-Replacement windows on 2 homes
- 1-Replace gutters
- 13-Other projects approved, 3-Concrete patios, 2-Roof extensions, 3-Sets of shutters, 1-Stone retaining wall, 1-8'x12' Shed to match home, 2-Stone planter boxes, 1-Solor panel on roof.

Applications Not Approved (9)

- 6-Paint color not allowed
- 1-No site plot map for fence
- 1-Roof extension, no dimensions or material listed
- 1-Contrasting color on fascia, horizontal and corner boards

In 2011, the ACC required and continues to require 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 2015

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.

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 (shingles) and concrete driveway and sidewalk work.
- This process is in place to prevent a homeowner from making mistakes that may end up costing them time and money.
- Please request 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.

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/2015 Projects

- Establish Tennis Court committee to determine the cost to repair the courts-Volunteers requested.
- Replace 3 valves on lap pool filters
- Design, produce, and mail a “Welcome Package” to new homeowners
- Investigate the cost and utilization of flat panel TVs for clubhouse

- Solicit interested homeowners to become a trustee with 6-months training with current trustees
- 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.

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. \
- Volunteers

Homeowner Comments & Adjourn:

Meeting adjourned 8:20 p.m.

Attendees

Homeowners

14

Trustees

Keith Brown

Lynn Lee

Ken Payne

Mike Ritchie

Eric Ruegg

City Officials

Michael Clement

Marilyn Ottenad

Bob Ruck

Tim Walsh

David Willson