



SEVEN LAKES LANDOWNERS ASSOCIATION, INC.
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BOARD MEETING
FEBRUARY 24, 2010 @ 7:30 PM
MINUTES

Present: President Randall Zielsdorf, Sally Kindsvatter, Manila “Bud” Shaver, Denver Galford, Gary Caulk, Bruce Keyser, Kent Droppers. Also, present were Community Manager Alina Cochran, a representative from the Seven Lakes Times and approximately 35 residents.

The meeting of the Seven Lakes Landowners’ Association Board of Directors was called to order by President Zielsdorf on **February 24, 2010** at 8:00 PM in the North Seven Lakes clubhouse, upon adjournment of the Meet the Candidates meeting.

APPROVAL OF MINUTES:

On a motion made by Director Kindsvatter and seconded by Director Keyser, the minutes for the **January 27, 2010 Open Meeting** were unanimously approved. On a motion made by Director Droppers and seconded by Director Shaver, the minutes for the **February 15, 2010 Work Session** were unanimously approved.

MEMBER COMMENTS:

Melinda Scott expressed concern about Bylaw 6.1.1 and 6.1.2. She asked that the board wait until reviewing examples of other System of Governance before voting.

ACTION ITEMS:

A. Amendment to Bylaw:

On a motion made by Director Kindsvatter and seconded by Director Shaver, it was unanimously approved to add by-law 6.1.1. A motion was made by Director Galford to add 6.1.2 but there was no second so the motion died.

B. Approve the proposed 2010/11 Budget:

There was a discussion and explanation by Director Galford. With a vote by a show of hands, the proposal made by Director Galford was unanimously approved.

C. Approve Open Water Swim Meet at Lake Echo:

On a motion made by Director Shaver and seconded by Director Kindsvatter, the Open Water Swim Meet was unanimously approved.

COMMUNITY REPORTS:

Security: Director Caulk briefed that new security cameras have been installed at the gates. It is necessary to keep the exit gate down on the south side in order to capture the license plate number.

Maintenance: Director Shaver reported that his committee had met on Feb. 11, 2010. A copy of his minutes and report is available in the office for review.

ARB: A copy of the report given by Director Kindsvatter is attached.

Community Standards: Director Droppers advised that his committee had met and that Community Manager Cochran had attended. They discussed the procedures they are currently using and decided to keep the same. First a call will be made, on the second offense a letter will be sent and the third offense will require an appearance before the Judicial Committee.

Recreation: Director Keyser stated that his committee had met on February 23 and began planning for the Easter Egg Hunt that will be held on April 3. He announced that volunteers were needed to help stuff plastic eggs on March 24.

Finance: A copy of the report given by Director Galford is attached.

Manager's Report: Community Manager Cochran reported that she had met with the different committees and was evaluating the existing processes, and will be making recommendations where necessary.

Adjournment: On a motion made by Director Keyser and seconded by Director Droppers, the meeting was adjourned at 9:00 PM.

The next meeting will be the **March 15, 2010 Work Session** at 8:30 AM in the Conference Room of the SLLA Office.

Respectively submitted,

Brenda Massimo

**ARB
Minutes
February 3, 2010**

Present: Kindsvatter, Fentzlaff, Cummins, Starkey

A. The minutes of January 7 were approved.

B. Alterations/ additions

- 1. Harold Halpin – Lot 2026 – 174 W. Devonshire
`window and door replacement – Approved**
- 2. Joseph and Constance Ambrosio – Lot 25 – 109 Sweetbriar
addition – Approved (committee inspected)**
- 3. Joann and Ray Hutchins – Lot 2137 – 139 W. Devonshire
roof – Approved**
- 4. Susan Day – Lot 767 – 101 Thistle
Fence – Denied – need more information: type and size of fence,
distance from lot line, etc. Sally called Ms. Day and explained.**

C. Other

1. Graham inspection

The committee: Kindsvatter, Starkey and Fentzlaff inspected the Graham Property on Azalea Ct. The foundation , which is finished, is only brick on the front side. Sally called the builder, Aaron Garner, and explained the situation to him. He will come to the next ARB meeting with a plan to fix the problem.

2. Hannell lights

We decided that it was a community standards problem. I talked to Mr. Hannell.

- 3. The committee decided the Appendix B part of the application needs some work.
It will go on next meeting's agenda.**

The next meeting will February 18 @12:30

Minutes

ARB

February 18, 2010

Present: Kindsvatter, Starkey, Scott, Fentzlaff, Alina Cochran

- A. The minutes of February 7 were approved.
- B. Additions/ Alterations
 - 1. Susan Day – Lot 767 – 101 Thistle
Fence –**approved with condition** –that property owner maintains property between fence and property line
 - 2. Elaine Albert – Lot 64 – 101 Brown Bark
Landscaping around house – **Not in our purview** – not necessary for ARB Approval
- C. Other
 - 1. Graham inspection and follow up
Mr. Garner did not come to the ARB meeting. Subsequently, Sally inspected the property. Nothing has been done to change the foundation. Alina will write to him.
 - 2. Documents
The committee discussed various ARB documents. Sally will work with Alina to update and compartmentalize them.

Finance Committee (Feb 23, 2010): 9:00 (Jones, Temple, Sanchez, Cochran, Galford)

Old

Financial Reports Review

- Trial Balance - accrued vacation corrected
- Inc. statement – reviewed 7 page report (report is available upon request)
- Invoices – reviewed Visa
- Funds Statement – reviewed and circulated
- Bank Reconciliations – Sanchez has completed
- Information Requests – discussed Curb specs by Meyers
 - discussed Times letter – Blake
 - discussed Inventory copy request by McCarthy
 - discussed Statements request by McCarthy

Transition Inventory in Jan.

- Conducted Jan. 28th by Temple, Sanchez, Fulcher
 - Maintenance staff assisted
 - Caulk provide FY10 asset purchase listings
- Sanchez and Temple reported and Cochran will be provided copies of items inventoried for both: after the lists are updated
 - \$2,500 and above (booked by auditors)
 - \$2,500 and less (expensed but controlled because of useful life)

Talis will use the inventory to view assets in March

- Controls will be established to update asset disposals

FY 11 Budget Packets

- Galford will present and Board will vote on at Feb. 24th meeting
- Capital Items will be reviewed by Board in July from Fulcher for next 5 years
- Dates per Financial Procedures Guide discussed

New

Galford/Cochran update on Management Transition

- Web site change – up and running, but a final review of access is being conducted
- Ballots Mailing - will include budget, proxy and Presidents Letter
- Dues Mailing – done by contractor out of GA. With Talis system
- Dues Collections – Talis will do and collection % used for budget to be reviewed
- Approval of Feb invoices by Cochran will be noted before checks are co-signed by

Directors (banking and accounting changes target completion is May1, 2010)

- Banking changes as needed - maintaining a First Bank relationship is under study
- Accounting changes meeting scheduled for Feb. 24
- Health care changes will be done at same time as accounting
- Association payments to Talis during transition were discussed
- Any start up costs? No major items, additional scanning prices are being obtained
- Discuss Internal Controls to be established

Dual books thru FY 10 – no, planned transition will take place on May 1

Request for Information – procedure discussed and responsibility will transfer from

- Treasurer to Manager, current forms will continue

Times Articles on Transparency – Treasurer will not respond because Alan Shaw is not an Association Member

Concerns or questions by Cochran discussed

Concerns or questions by committee discussed – Hopeful that posting of a reconciled trial balance to the Web site will alleviate “Transparency” allegations

Next Meeting Date – Tues. Mar. 16, 9:00

Feb. 2010 Road Paving Minutes: (Jones, Temple, Allen, Cummins, Shaver, Galford, Cochran, and Dalton Fulcher)

Paving Project Update: 1:00 Feb 23 in Conference room

Immediate Projects:

1) Crack sealing in Jan and Feb. – A Cost concern of \$20,000 is not the \$12,000 repair estimate budgeted and Fulcher was called in in Jan. to review the work and assure cost effectiveness. The weather has caused delays and resulted in increased rental

Maintenance will monitor status update

Finance will monitor cost update

Recommendations from Cochran – she has done a site review and Shaver, Galford and Cochran will discuss recommendations

2) Curbing - back fill to be done by Maintenance

Fulcher: Initial Study Recommendations (copy provided to all Board members and Paving Committee members. Note: A work in process and is not attached)

(Reminder: Projected Time Table for September 2010 Paving is being followed, but concerns exist and documented professional recommendations must be viewed as more important than obtaining the time table to protect against anticipated future paving cost escalations)

Fulcher recommends delaying major paving until 2013

- 1) States that crack filling has extended life
- 2) House construction slow down has reduced wear and tear
- 3) Reserve Funding will build and less borrowing will be required
- 4) It is time for study of all capital needs and a Paving Consulting

Recommendation

Fulcher identified Major repairs needed at this time –

Dogwood root removal and area repaved

Firetree at Echo Dam Overflow

Note: conflicting recommendations and cost estimates on this continual problem area have been made. We must know if any Dam impact will result from a repair.

Fulcher recommendation

Cummins recommendation

Clark recommendation

Cochran consultant recommendations

Galford can not support moving ahead on major paving until this repair has a final Talis(Cochran) recommendation.

Fox Run last 150 feet

Lancashire & Harwich – 2 areas

Lancashire – 3 areas

Lancashire drainage area

Potholes – not identified

Fulcher recommendations continued

Fulcher does not recommend curbs be included in a major paving
Discussed cold patch, wedge curbs, high curbs, related costs

Fulcher viewed culverts and states that all are in good shape

Explained that problems result from CONTINUAL water flows not from rain fall water flows.

(Galford will request clarification on at least six side culverts)

Fulcher states that sidewalk areas should not be recommended.

Fulcher recommends that a good waling area be identified.

Fulcher parking lot recommendations are:

Improve South side mail house drain

Increase South side parking on other side of building

Top Coat Sealing and line painting for North Side parking lot

(After minor repairs)

Cost: \$9,500 for 4/5 year fix

Additional items discussed:

Trail riding paths

Road center & edge line painting limited by width of roads

Existing drainage problems being natural flows and not an

Association Financial responsibility

State standards: crown, 44' easements, gates, base and thickness

\$75,000 per mile paving for 1 1/2 inch – current

Tar and gravel replacement

Tar and gravel with 1' black top

Unpaved roads: Residents wanting new paving notification.

Driveway entrance partial paving

NOTES

Galford can not understand Fulcher's statement that a \$50,000 yearly paving budget is sufficient and requests a more professional study and documented costs and specifications

Galford recommends delaying the following items until April and will discuss with Saver and Cochran before any recommendation to the Board.

Final Report to Board (Fulcher) – March 2010 Open meeting

Final Report to Committee (Fulcher) - March monthly meeting

Board Actions required

Board of Directors changing policy on drains to return approval authority and responsibility to the Manager

Consulting Study – (Not required per 2005/2006 Board minutes.) This issue must be revisited by Board of Directors. The paving cost is too large to relay on Fulcher recommendations!!!

Fulcher' final study must include:

Supporting Maps & Documents, Road culverts, Alternative surfaces, Sidewalks, Curbs, Drainage issues, Resident input, Existing and Future utility cuts, Line painting, Parking lots, Environmental concerns, driveway entrances

