

**WELBOURNE MANOR**  
*Homeowners Association*

**NEIGHBORHOOD FALL MEETING MINUTES**  
**November 14, 2013**

Board Members Present:      Randy Clipson              Jim Gorski              Matt Krupnick  
   Russell DeJarnett              Vanessa Jackson

1. The meeting was called to order at 7:12 p.m. The meeting took place at the Suer residence on Walliswood Court.

2. The minutes from the previous meeting were reviewed and approved.

    Motion: Randy Clipson

    Second: Russell DeJarnett

    Vote: 5-0

3. Committee Updates

    a. Financial Update

    Matt reported that as of September 30, 2013, there are two outstanding pool bills that have not been received. They total \$4,300.00. Matt also reported there were some other monthly utilities that went over budget in '13. A neighbor asked what our reserves were to cover these overages. Matt reported that the HOA has \$37,200 in pool reserves. Jim Hanson requested a copy of the balance sheet. It was circulated through the meeting for review and a copy will be posted on the website. Matt mentioned that the October report was just received yesterday. All neighbors can obtain this information on the website at [www.welbournemanor.org](http://www.welbournemanor.org).

    Matt discussed the 2014 budget next which allocated for normal increase in costs and suggested that our water usage should go down. The board is obtaining quotes on resurfacing the tennis courts next spring and will allocate the necessary funds to complete that project.

    Monte Kleiman asked about the \$8,700 in outstanding dues that have not been paid. Jim mentioned that this would be discussed as a separate topic later in the meeting. A motion was made by John Kahler to approve the budget and was seconded by Ron Kariofiles. A vote was taken and the majority approved the 2014 budget.

    Matt discussed the pool reserve funds and explained that we currently hold a \$35,000 (5 - \$7,000) investment in zero coupon bonds through Huntington Bank. There is an expectation to get a 3.5-4.5% return after the first year. The funds are FDIC insured and we will not lose any money. We would see our first payment later this month. This item will change on the balance sheet only when we receive an interest payment.

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### b. Pool Committee

Jim took a moment to thank Mary Beth Fosse for all her work and commitment as Pool Committee Chair. He also thanked John Kahler for his help with engineering and Shawn Dooley for helping with electric/plumbing.

Jim reported that the HOA had to purchase a new pool cover and repaired a crack in the bottom of the pool and 3 leaks in the lines. There were 2 new doors purchased for the pump house to allow for better air flow. These items typically run \$1300-\$1500 per door and John Kahler got the HOA a savings of nearly \$1,000. A total of \$11,800 was spent while only \$3,600 was budgeted leaving us at \$8,200 over. Jim mentioned that the piping used at the pool was residential and not industrial and held up well over the years. The pool will be winterized as soon as some work is completed. Jim reported the HOA is also looking at sanding the pool edges where the concrete is uneven. We are obtaining quotes for lifting these concrete pads or smoothing them out. The base of the pool is in good condition and it is the board's intention to get our pool reserves to \$100,000 within 7 years and do a full replacement. Some quotes for a full replacement were in upwards of \$150,000. A neighbor suggested the HOA obtain a loan for the amount and pay it from the dues. Other neighbors felt that we should quit putting money into something that needs replaced. A suggestion of an assessment was made for \$250/half for 2 years netting us \$140,000. Jim mentioned that this could be done with more discussion with the neighbors and a possible survey completed. John Kahler mentioned that the pool house is in good shape and the expenses we incurred this year are not reoccurring. Monte Kleiman offered to help grind the concrete around the pool.

### c. Landscape Committee

Dan Suer reported that this was the first year that the HOA used a single vendor for all the landscaping needs. We are paying \$635/month with an annual budget of \$8,225. There were some sprinkler heads replaced this year. There was one leak by the pool. The lights along the pool wall facing Somerset are out and will be looked at, but all others are in great shape. There was extensive drainage repair done at the front entrance.

Dan mentioned that he is in need of help to remove 2 trees at the pool house that are dying. There is a sign-up sheet available for those who can help.

### d. Modifications Committee

Jim Gorski mentioned that Bill Hensley has replaced Doug Myer as Modification Committee Chair. There were 2 requests made recently that involved a new roof and landscape changes. Jim reminded all neighbors to fill out a modification form for anything being changed on the outside of your home. All items are listed in our by-laws on the website.

### e. Neighborhood Concerns

Jim reported that the HOA will do nothing about a complaint if everything is being done legally. He suggested that neighbors discuss and setting these items. A mention was made regarding the van that parks on the street in front of the pool entrance on Somerset. Some neighbors would like this to stop. The HOA found that the only time cars should be moved

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from the street is when there is a snow emergency. Reily Scott volunteered to talk with the neighbor that parks their car there.

John Kahler discussed a deduct meter at the pool area. This meter failed and caused a surcharge in our water usage. The water used for the pool area was charged for sewage maintenance when it should not have been. John worked to have it tested and replaced. He applied for a \$2,100 credit in water expenses for 2012 as no deduction took place.

A discussion took place regarding the mailboxes/lamp posts. There have been 14 of 19 homes that have completed requested repairs. Each home that has done nothing (5 total) has received 3-4 written communications. They will be given a deadline of May to complete the work or the HOA will have it done and will bill the resident.

Jim discussed the outstanding dues and the policy the HOA will be following. The board tries to be neighborly with all interactions. If a homeowner makes no payment and accrues \$1,000 in late dues (approximately 2 years), the HOA will place a lien on the property. This has proven successful with a few outstanding dues. Once a homeowner reaches a \$2,000 amount of outstanding dues, the HOA will pursue the matter in court. The HOA did start this action with a neighbor and it has resulted in a monthly payment arrangement that will be adhered to over the next 1-2 years.

f. Board Positions

Jim Gorski thanked Cindy Kariofiles for her help on the Nominations Committee. The President, Secretary and Treasurer are elected each odd year and the Vice President and Representative @ Large are elected each even year. Vanessa Jackson offered to serve as secretary for another 2 years and was reelected. Matt Krupnick was also reelected as Treasurer. Jim Gorski has been the HOA President for 8 years and is stepping down but will be a liaison (non-voting) mention to the new President. Cindy will need more time to obtain a new nomination for President. Anyone who would like to make a nomination should do so by January 31 and email Cindy with the information. Jim reported that he typically spends 6-8 hours/month.

4. The meeting was adjourned at 8:50 p.m.