

**WELBOURNE MANOR**  
*Homeowners Association*

**NEIGHBORHOOD FALL MEETING MINUTES**  
**November 18, 2015**

Board Members Present:     Randy Clipson             Vanessa Jackson  
   Russell DeJarnatt         Matt Krupnick  
   Richard Hutter

1. The meeting was called to order at 7:06 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: Dick Hutter

    Vote: 5-0

3. Committee Updates

    a. Financial Update

        Matt reported that our financial balance is at \$99,057.57 as of October 31, 2015. The current pool reserve accumulated over the last several years is \$37,203.00. Matt reported there are a couple line items that are a negative balance, however, with the November and December budget amounts coming into play, those line items will even out. Matt also reported that the pool will have a positive balance at the end of the year. This is due to the efforts of John Kahler and the addition of \$2,000 to this line item for repairs.

        Matt discussed the aging report and stated it is at the lowest amount in several years. The outstanding amount is \$4,533.00. This amount is primarily made up of 4 residences (totaling \$3,798.00) that have consistently been behind and most of them are on payment plans arranged by Jim Gorski.

        Discussion took place regarding the proposed 2016 budget. There were additions of \$2,500 for needed pool repairs, added expense for holiday lighting and additional expense for increased costs for the pool operations. A motion was made by Dan Suer to accept and approve the 2016 budget. This motion was seconded by Bob Daigneault. There were no objections to approving the budget and is now officially approved.

    b. Neighborhood Concerns/Modifications Update

        Russell DeJarnatt reminded everyone that Bill Hensley is the HOA's Modifications Chairperson. All modification requests are to be completed and sent to Bill for approval. If Bill sees any deviation from the approved covenants, the request is sent to the board for approval.

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Russell discussed the board's covenant strategy for compliance of all residences. An additional notice of the modification form and need for approval of all exterior modifications was sent to all homeowners by August 1, 2015. Review of the Welbourne Manor Design Guide Schedule was made and a more legible copy was completed by September 2, 2015. The board hopes to acquire samples of each item on the Welbourne Manor Design Guide Schedule to make it easier to communicate to the residents of Welbourne Manor. We hope to have this completed as soon as possible to display for all residents. It is the board's intent to have a formal review of all Welbourne Manor residences for compliance with our covenants and produce a full report of any non-compliant issues. A discussion will take place based on the findings and the course of action that will be taken. It has been discussed that compliance must be made upon the replacement of any non-compliant issue.

Several questions were asked regarding changing of shrubbery, replacement of front door, drapery/shade color and the need for grids on front windows. Russell indicated the need for an approved modification form for any landscaping changes, replacement of the front door and replacement of windows. It is believed that grids are required on all front windows of a residence. The covenants also state that the backside if any drapery, blinds or shades found in front windows should be white or neutral in color.

A question was posed regarding the use of wood composite in place of wood siding on homes. Russell indicated that this item would require a modification request form and would be discussed upon the board members for approval. It is the desire for this to be changed in our covenants because the street signs have all be replaced with composite materials rather than actual wood for the purpose of cost savings and low maintenance factors.

Russell discussed a new complaint form that residents can complete and submit to any board member. This form will be placed on the website so all residents can get easy access to it if needed.

## c. Landscape Committee

Dan Suer reported that several trees and bushes have been removed throughout the common areas of the neighborhood. There were several trees around the pool grounds that were dead. Dan discussed the need to replace several trees that have died and proposes that a new tree of the same type be put in its place. Dan is looking for volunteers to help with future lighting issues. The lighting around the pool is fixed now but is often cut by common landscaping tools. Dan is also working on the lighting at the front entrance so both "Welbourne Manor" signs remain lit.

## d. Open/New Items

Russell reported that the tennis courts have been repaired and newly resurfaced. A big thank you was given to Gerry Saunders for all his efforts in spearheading this project and ensuring everything was done correctly. Russell also mentioned that all street signs have been replaced throughout the neighborhood using composite material. The decision was made to use the composite material in order to save money and keep maintenance of these items to a low level.

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The basketball court resurfacing was postponed due to possible pool renovations. A new “no solicitation” and neighborhood block watch sign were placed at the entrance of the neighborhood. A question was posed regarding a formal neighborhood watch due to the recent break-ins. Russell reported that there is no official watch in place, however, the board is open to suggestions or volunteers to head up this effort.

It was mentioned that John Kahler does mailbox and lamp post construction if anyone in the neighborhood has a need. Randy will update the contacts on the website.

Mr. Van Den Briel asked if the board had a position on loud car radios that make a disturbance. Russell explained that this is an issue for the township or police and not a board issue.

Russell mentioned that we are looking for potential volunteers to put up the holiday lights. There are limited resources for this job and many companies bids are approaching \$1,500-\$2,000 for a simple display and removal and storage of lights. If there aren't enough volunteers, Vanessa will proceed with a contractor that is available to put the lights up before the Thanksgiving holiday.

e. Pool Committee

Russell announced that Mary Beth Fosse has stepped down as the pool committee chairperson and the HOA is in need of a volunteer to fill her place. John Kahler has offered to continue his efforts of the pool maintenance/repairs.

Russell introduced Chuck Helmes and the other members of the Pool “Sub-Committee” that were in attendance. Chuck made a formal presentation of a proposed new pool for our neighborhood. This presentation included a compilation of feedback (a copy of which was distributed to meeting participants) from the survey that was completed by the sub-committee, a diagram of the existing pool and a draft layout of the new pool. It was asked that the presentation and layout be placed on the website for all residents to view. Randy will place these items on the website along with the survey feedback.

Several items were discussed regarding the pool construction. A resident asked if the pool should have handicap accessibility. Chuck indicated this was a great question and would be discussed further. Several residents voiced their desire to keep 2 tennis courts and not place the basketball court inside the fenced tennis area. A discussion regarding a lifeguard took place and Chuck reported that a lifeguard is not needed if the pool remains under 2000 square feet.

John Kahler expressed his concern for this project and addressed the need to make needed repairs and extend the life of the pool for another 15-20 years. Matt Crossin stood up and voiced his concerns for the current condition of our pool area. He stated it is in very poor shape and not worthy of our neighborhood and is directly effecting our real estate values. Matt mentioned the large commercial developments that are taking place less than 5 miles down the road and the need for premium amenities. Some neighbors voiced their concern regarding the board's ability to ensure all homeowners will pay their portion toward the renovation costs. Russell explained the board's policy for homeowners who fall behind on dues; upon reach a

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\$1,000 balance the board will place a lien on the property and upon a \$1,500 balance, the board will take legal action to recover the outstanding dues including interest and legal fees. Russell thanked Chuck and the Sub-Committee for their outstanding efforts. Russell stated that a letter will be sent to every resident outlining several options for financing the project. It is the board's intent to obtain as much feedback before making a decision on how to proceed.

f. Board Positions

It was stated that the President and Treasurer positions are up for election in odd number years and the Vice President and Secretary are up for election in even number years. A nomination for Russell to be the HOA president was made and he accepted the position. Matt Krupnick volunteered to stay on for another 2-year term if no one else wanted the Treasurer position. Dan Suer made a motion for all in favor of Russell being President and Matt remaining as Treasurer to raise their hands. The majority approved these two positions and no objections were made.

4. The meeting was adjourned at 8:53 p.m.