

**Seven Lakes West Landowners Association  
Board of Directors Work Session  
Tuesday, January 06, 2009  
West Side Park Community Center**

**Call to Order:**

The president called the meeting to order at 8:02 a.m.

Directors present: Ed Tuton, Mick Herdrich, Kathy Kirst, Blaine Rowland, Ray MacKay, Ed Silberhorn, Karen Milligan, and Mary Anne Fewkes. Absent: Ron Shepard. A Quorum was established.

Also present: Joan Frost, community manager.

**Executive Session:**

Upon the motion of Ed Tuton, and the second of Ray MacKay, the meeting entered executive session. The motion passed 8-0.

Mary Anne Fewkes made, and Kathy Kirst seconded a motion to exit executive session. The motion passed 8-0.

**Secretary's Report:**

Correspondence from the association president dated 12/15/08, requesting the Moore County Board of Commissioners to act in support of NCDOT's plan to upgrade the railroad crossing at the main gate, was acknowledged.

The absence calendar for directors was circulated and completed.

Minutes of work sessions held Sept. 9, 2008, and Dec. 9, 2008, as well as the general session held Oct. 28, 2008 and a special session held Nov. 18, 2008 were approved without objection.

**Community Manager's Report:**

Joan Frost reported the following:

1. Through her efforts, the costs of using Sprint will be reduced.
2. The postage meter has been removed from the office. Mailings will now emanate from the CAS office.
3. Copying costs will be cut by one-half via use of a more efficient copier.
4. A new system of filing information in folders by lot number has been initiated.
5. The maintenance contract with Embarq is being examined to determine whether cost savings can be achieved.
6. Negotiations with SFI, our security contractor, have begun in order to ascertain whether the firm can initiate roving patrols in the community. Also the feasibility of their assuming the contract responsibility for uniforms is being explored.
7. Renewal of the swimming pool permit is being initiated to assure the facility will open in a timely fashion.
8. Katy Patnode has been hired to assume duties at the front desk in the community center.

Director Kirst expressed pleasure with the efforts to reorganize the office, and the neat and clean appearance of the facility.

## **Directors Reports:**

### **Infrastructure:**

Ray MacKay stated that bids for sealing of pavement cracks on association roads have been solicited from eight contractors. Three proposals were received, ranging in prices from \$19,575 to \$51,596. He moved we award the contract to Diamond Contractors in the lesser amount, and noted that the balance in the account designated for this purpose has a balance of \$23,913.90 remaining. Blaine Rowland seconded, and the motion passed 8-0.

In response to a question, MacKay indicated that additional analysis is needed in order to determine any actions necessary to alleviate the flooding situations arising on Butterfly Court.

### **Security:**

Director Rowland reported the entry gate at Gateway Drive had been vandalized twice on New Year's Eve. A break-in was reported on Vanore Dr., and sheriff's investigators believe "internal individuals" were responsible.

Repairs to the east gate cameras are being undertaken to assure that usable images can be transmitted to the guards when incidents requiring attention occur.

### **Recreation:**

Karen Milligan stated that the monthly recreation calendar in the web page outlining scheduled activities has been enhanced. Web guru Betsy Mikula improved the ease of use by providing links to detailed information when the reader "mouse-clicks" on the desired activity.

Upcoming events include a wine tasting, and an instructional class on watercolors.

### **Architectural review:**

In the absence of director Shepard, Ed Silberhorn reported a cordial meeting with the developer regarding changes proposed in the Standards of Construction. It is anticipated that the document will be accepted by all parties by the February board meeting.

### **Legal:**

Ed Silberhorn has met with the developers of the proposed "Clubhouse Commons" subdivision, and they have agreed in principle to accept our development annexation agreement, which is in the process of being drafted by counsel.

Settlement of the Terrill matter is "very close" to resolution, with only one defendant remaining to affirm the proposed settlement.

The legal director made the final reading of the proposed addition to article V, section 3 of the by-laws, providing that the board obtain community input, at its discretion, regarding matters of material interest to the association.

Director Kirst made, and director MacKay seconded, a motion to change the bylaws as read by the legal director. The motion passed by a vote of 8-0.

## **Director's reports (continued):**

### **Lake and Dam:**

Mick Herdrich reported that a number of pontoon boats at Johnson Point had been untied and left to drift over the Christmas holiday. They were retrieved with no apparent damage.

New vegetation discovered in the lake was identified as being very common, and harmless. It is resistant to the application of Diquat, and removal can be facilitated by raking. Rakes are available at the community center.

Herdrich recommended that a permit to enable the association to continue its efforts to control the Canada goose population be renewed. The board agreed without objection. The plan for remediation of the dam is now under review by state authorities, and a response is anticipated within 3-4 weeks.

### **Long range planning:**

Director Kirst, board liaison to the committee, distributed a document outlining the committee's "top eleven" proposed long term projects, plus two other projects which are not optional. The list will be the format for the monthly report from LRP to afford the board and community continuous updates on current projects being evaluated by LRP. Director Herdrich commented that the process by which the committee prioritized the proposals was not clearly documented. Committee member Bud Sales referred the directors to an article in the **Seven Lakes Times**, in which the process was explained. Director Rowland reported that an architect had examined a beam in the great room of the community center which exhibited paint cracks. The beam is not load bearing, and can be repaired readily. He commented that numerous architectural plans, as well as community maps, were difficult to find and exhibiting considerable wear arising from inadequate storage of the items. Joan Frost indicated that as a part of reorganizing community files, she will take steps to obtain a file drawer in which to store these items.

### **Member comments:**

To the utter astonishment of all, there were none.

### **Unfinished business:**

#### **Expense structure:**

Director MacKay noted that the estimate for the restriping of roads contained in the approved expense budget could be about one-half of the approved amount. He recommended that the balance be moved to road reserves. The president noted the need for two automated external defibrillators (AED's), and recommended acquisition of the devices.

Kathy Kirst moved that approval of the previous expense budget be rescinded, and that the Longleaf Dr. restriping project be reduced to \$10,000 based on new information obtained by director MacKay, \$3,000 be earmarked for the purchase of the AED's, with the remaining \$7,000 to be added to road reserves. Blaine Rowland seconded, and the motion was approved by a vote of 8-0.

**Pool fees:**

The pool fees proposed were discussed, and no changes were made to the schedule approved at the previous work session.

**Railroad crossing update:**

The county commissioners will meet on Jan. 15<sup>th</sup> to discuss the proposed crossing improvement. Community members are urged to attend the meeting to assure that our views are considered.

**Curbside mail delivery:**

Gus Danielson provided an exhaustive rundown and historic perspective of the issue. Numerous alternatives for mail delivery available to the association were outlined, and \$5,000 was requested to engage an attorney to assist us in exploring legal actions available to the association in pursuing the matter.

Director MacKay opined that such a step was premature, and suggested gathering additional facts, including information which may be in community archives, prior to pursuing legal steps. The president suggested that Danielson obtain facts for the February work session to assist in formulation of an action plan. At the suggestion of the legal director, treasurer Kathy Kirst will file a request under the Federal Freedom of Information Act to provide the association with all documentation held by the USPS regarding this matter.

**Well site update:**

The county Department of Public Works continues to explore the proposal to exchange its abandoned well site for the communications tower property owned by the association. Resolution appears to be far down the road, as the matter is apparently mired in red tape.

**Treasurers report:**

Check detail and monthly balance sheet and operating statement were approved without objection.

The CAS staff has collected over \$12,000 in past due dues resulting from letters sent to delinquent accounts. After sending three collection letters, and receiving no response, liens will be placed on the properties involved.

Treasurer Kirst praised CAS for this success, and commented that collections of delinquencies should improve because CAS employs an individual dedicated to payment collections.

**New business:****Long range planning budget:**

The treasurer circulated a ten year projection of revenues and expenditures, outlining in extensive detail when the current list of capital projects are anticipated, and the balances in reserve accounts needed to fund the projects. This will be a useful document for new board members, and exhibits sound long term planning.

**New business (continued):**

**Long range planning budget (continued):**

The document will assist the long range planning committee in anticipating the needs of a growing community, and provides for funding future projects primarily from owner fees rather than assessments. It will also serve the board as a basis for the annual budget process by providing guidelines on how reserve requirements must be funded in addition to the normal operating expenses and projects for the budget year under discussion.

It was noted that a 2004 opinion survey continues to be the major source document for projects recommended by the long range planning committee. When asked, Bud Sales stated that new suggestions are being evaluated and prioritized on a continuing basis, and that the committee's project list reflects that input. Director Silberhorn suggested that the board cannot abdicate its responsibility in this area, and suggested the committee use directors Milligan and Herdrich as resources for new suggestions.

When asked if a new survey was planned to gain additional input, Mr. Sales indicated that the LRP would be happy to with the board to develop a new survey should the board so desire.

**Easter egg hunt sponsorship:**

A local business has approached the recreation director with a request to sponsor this annual event by offsetting the cost of materials used. Rather than endorsing sponsorship, the board expressed willingness to allow verbiage such as "Made possible by a generous donation by \_\_\_\_\_."

**Adjournment:**

Without objection, the meeting adjourned at 3:00 p.m.

**Submitted by:**

**Ed Tuton, secretary**