



BELEWS LANDING HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS

September 19, 2012 Meeting

- I. President Steve Black opened the meeting at 5:30 p.m. and established the necessary quorum by acknowledging members present: VP Donna Sirkis, Treasurer, Michael Lentz, Secretary Bonnie Wrisley, and Member-at-Large Penny Glover.
- II. The minutes from the August meeting were corrected and approved.
- III. Financial items
 - a. Common area lighting
 - i. Steve advised the Board that we need to go ahead and sign the 10-yr contract with Duke Power as per our prior agreement with the development company. If we terminate our contract prior to the end of the term, we pay 40% of the remainder of the contract. Once the contract has been signed, a meeting between Duke, the HOA and the management company will take place. Mike will contact Duke Power with questions posed by Board members about the checklist attached to the contract, meters, early termination, etc. Jay Gardner volunteered to provide assistance with this.
 - ii. The monthly cost of lighting seems excessive. Penny introduced a Duke Power webpage showing the option to purchase the lights and Steve will look into this. Other lighting, such as natural gas lights, will be investigated.
 - b. 2013 Budget
 - i. Mike has prepared a budget for next year as well as a 10-yr plan (see attached). The Board reviewed each line item in the budget and examined the 10-plan for expenses and income. The goal is to bring the Crow's Nest and Windward dues equal with the exception of the fee paid by Crow's Nest residents for the care of the gate and their roads. Funds for Crow's Nest gate and roads are co-mingled with general funds in the proposed budget (see section V.a.). The Board will review the budget and bring any additional questions and comments to the next meeting.

IV. Pool and Clubhouse

- a. Jay Gardner asked about a well that was drilled years ago with the intention to use it for the pool and he believes it is located right in front of the clubhouse. Steve will check into this.
- b. The question was posed as to the exact date that the development co would turn the pool and clubhouse over to the HOA. Steve will research this and we will establish a "turnover date" for insurance purposes.
- c. The pool is closed. Steve will ask to have it re-opened for two weeks. If it is, an e-mail will go out to all residents.

V. Roads

- a. The development co will bear the cost of bring all Windward Roads up to the State requirements. Mike suggested that we coordinate the repairs in Crow's Nest with the upgrade to Windward Roads. Funds collected from Crow's Nest residents for road repair will now be co-mingled with all HOA funds. Discussion ensued around the pros and cons for this method. Windward residents may not want to pay to care for Crow's Nest roads and Crow's Nest residents may not want their road funds used for Windward needs.
- b. Jay Gardner made the comment that he disagrees wholeheartedly with the HOA bearing any of the cost to Crow's Nest at this time since the developer has not repaired any of the roads for which he is responsible. The CCR's state that all roads will be built to state standards. Steve stated that at some time the developer bears no further liability or responsibility for the roads. Past inspections have highlighted deficiencies in the roads but corrective action has never been taken. Steve read a communique from Sean regarding the roads that stated, "I am currently working with NCDOT on the transfer of Windward roads. After they provide an updated punch list, there will obviously be an expense associated with repairing the roads so they are in compliance. If you would like, I can delay the turnover of the roads so that the HOA dues can be paid sooner. Please advise."

VI. Penny introduced a letter she created to send to landscaping companies to solicit bids for the 2013 year (see attached). The Board asked her to distribute the letter to local landscaping companies. Jay advised the Board of liability issues regarding the golf course, i.e. areas that are over septic systems, etc.

VII. Architectural Review Committee

- a. Nicole Gillespie provided the following information to the Board:
 - Lot 13 – house plan are approved, not landscaping;
 - Lot 66 – waiting for landscaping plans;
 - Lot 123 – waiting for landscaping plans;

- Bramley project – ARC has approved the water access landscaping and is waiting for Duke approval;
- Lot 92 – have submitted plans but not exterior specs;
- Lot of corner of Keel – waiting to hear from builder;
- Hicks – will re-submit plans.

b. Violation letters

- i. ARC was instructed to send out the form letter with Steve's edits.
- ii. Discussion ensued around which group should be dealing with violations, the ARC or the Board.
- iii. The Board will ask the ARC to give approval and denial letters to the Board to review prior to them being mailed to residents.
- iv. The Gonzalez Property – The dog run was approved by the ARC; however, residents have expressed concerns that the run is not in keeping with BL architectural standards. The ARC will see if the end result matches the plan originally submitted to the ARC. This property also has a drainage problem. It is expected a state agency will address this, but if they do not, the Board will see what can be done to resolve the problem.

VIII. BL HOA Website

Austin Lewis provided the Board with the Website structure and the Website Development Project (see attached). The plan is to go live on January 1, 2013.

IX. Amendment to CCR's Regarding Minimum Square Foot Requirements

- a. The Board discussed increasing minimum square foot recruitments for Crow's Nest and Windward lots.
- b. Donna offered to prepare a spreadsheet showing all current homes square footage.
- c. FYI: State mandates for septic systems are based on the number of bedrooms, not square footage.

X. Board of Directors Errors and Omissions Insurance Coverage

The Board has received preliminary approval pending providing acceptable responses to two questions. Steve will follow up on this.

With no further agenda items or discussion, the meeting was adjourned.

The next meeting of the BL HOA will be held on

Monday, October 22, 2012 at 5:30 p.m. at the BL Clubhouse.

September 19, 2012

To Whom It May Concern:

The Belews Landing HOA is currently obtaining bids for landscaping services for the period of February 1, 2013 - March 31, 2014. In an effort to secure bids of equal comparison, please refer to the itemized list of requested services. We understand there may be some variation in recommended services based on professional opinion; therefore, please identify your additions/deductions of services and provide a brief rationale.

Moreover, as we are working within a yearly budget, we would appreciate your identifying any possible future landscaping issues so we can prepare our budget accordingly.

1. Add color in targeted areas around signs and main entrance to help improve the general appearance. Preferably, change plants twice yearly (spring and fall). Moreover, beds should be prepped and plants maintained throughout the year.
2. Provide weed control on turf areas around the signs and entrance to maintain a healthier lawn.
3. Maintain cabana area and golf cart path biweekly (or as needed) and remove leaves and other debris.
4. Maintain landscaping lighting by checking for blown lights and service when necessary. (What is your cost per hour for repairs?)

Feb/March	Pre and Post emergent herbicides to control weeds Fertilizer for spring green up
Apr/May	Pre-emergent weed control Broadleaf weed control
Sept/Oct	Aeration, over-seeding on all entrances and common areas with high phosphorous fertilizer to promote root growth and help establish newly seeded turf
December	Heavy fertilizer application to maintain good winter color Weed control, if needed
Mowing	All common areas, plus the frontage of any unsold lots from road to ditch Once per week from March to October (as needed in relation to weather) Twice per month in November. Once per month (if needed) December - February
Edging	Edge curbs, beds, trees, and around streetlights as needed
Blowing	Clippings, debris, and leaves to be blown out of beds and off of hard surfaces each visit
Trees, Shrubs & Ground Cover	Pruning of ornamental shrubs three times per year Ornamental trees will be pruned as needed to remove dead limbs and maintain proper shape (i.e. remove sucker growth) Ground cover to be pruned to keep uniform appearance
Weed Control	Flower beds and ornamental beds will be monitored on each visit. Tall weeds (over 4") will be hand pulled, small weeds treated as necessary with post emergence Driveways and sidewalks will be treated with post emergence as needed
Mulch	Pine needles and mulch will be installed yearly at entrance signs.

Tree removal Any limbs/small trees, in common areas, will be removed in contract price. Any tree removal due to wind, major storms, or ice will be removed at \$90.00 per hour plus dump fee.

Snow removal If needed, will be at a price of \$105.00 per hour.

Additional Services Any additional services will be completed after consent from the Homeowner's Association.

Monthly Breakdown

January Mowing once, if needed
Edging as needed
Weed control bi-weekly, with mowing
Beds and hard surfaces blown off each visit
Pruning of trees, shrubs, and grown cover (December, January, or February)
Pine needles or mulch at entrance signs (December or January)

February Mowing once, if needed
Edging as needed
Weed control bi-weekly, with mowing
Beds and hard surfaces blown off each visit
Pre - emergent herbicides to control weeds (February or March)
Fertilizer for spring green up
Pruning of trees, shrubs, and grown cover (December, January, or February)

March Mowing once per week
Edging as needed
Weed control bi-weekly, with mowing
Beds and hard surfaces blown off each visit
Pre - emergent herbicides to control weeds (February. or March)

April Mowing once per week
Edging as needed
Weed control bi-weekly, with mowing
Beds and hard surfaces blown off each visit
Broadleaf weed control (April or May)

May Mowing once per week
Edging as needed
Weed control bi-weekly, with mowing
Beds and hard surfaces blown off each visit
Broadleaf weed control (April or May)

June Mowing once per week
Edging as needed
Weed control bi-weekly, with mowing
Beds and hard surfaces blown off each visit

July Mowing once per week
Edging as needed
Weed control bi-weekly, with mowing
Beds and hard surfaces blown off each visit

August Mowing once per week
Edging as needed
Weed control bi-weekly, with mowing
Beds and hard surfaces blown off each visit

September Mowing once per week
Edging as needed
Weed control bi-weekly, with mowing
Beds and hard surfaces blown off each visit

- Aeration, over-seeding on all entrances and common areas with high phosphorous fertilizer to promote root growth and help establish newly seeded turf (September or October)
- October** Mowing once per week
 - Edging as needed
 - Weed control bi-weekly, with mowing
 - Beds and hard surfaces blown off each visit
 - Aeration, over-seeding on all entrances and common areas with high phosphorous fertilizer to promote root growth and help establish newly seeded turf (September or October)
- November** Mowing twice
 - Edging as needed
 - Weed control bi-weekly, with mowing
 - Beds and hard surfaces blown off each visit
- December** Mowing once, if needed
 - Edging as needed
 - Weed control bi-weekly, with mowing
 - Beds and hard surfaces blown off each visit
 - Heavy fertilizer application to maintain good winter color
 - Weed control, if needed
 - Pruning of trees, shrubs, and grown cover (December, January, or February)
 - Pine needles or mulch at entrance signs (December or January)

Sincerely,

The Belews Landing HOA

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Website Structure (L = a subpage; • = content of the page)

Initially

Home (Landing) Page

- Brief welcome
- 2 or 3 announcements

About Us

LGeneral

- Map?

LBoard of Directors

- General
- Board members
- Archive of meeting minutes

LCommittees

LArchitectural Control

- General
- Committee members

LNewsletter

- General
- Committee members

LOther

Announcements (the 2 or 3 most recent will be duplicated on the Home Page; meeting announcements and agenda will be posted here)

Calendar

Clubhouse and Pool

LClubhouse

- Rental procedures and reservation form

- Rules and regulations

LPool

- Season and hours
- Rules and regulations

Documents (these will be PDFs)

- CCRs
- Duke Lease
- Bylaws
- ARC forms
- Clubhouse and pool rules and regulations
- Financial statements?

Newsletters

- Archive of newsletters

New Residents

- Emergency
- Utilities
- Schools
- Voting
- Etc

Photo Gallery

Links to Other Sites

- Developer site
- Rockingham County
- Etc

In the Future

1. Password Protection → Directory of residents
2. Site security → Ecommerce

Website Development Project

Step	Goal	Completed
Register domain name (www.belewslanding.org) at Go Daddy.com	08/23/2012	08/23/2012
Activate website	08/25/2012	08/25/2012
Plan website structure (pages and subpages)	09/17/2012	
Present proposed website structure at board meeting	09/19/2012 *	
Board approves basic structure	09/26/2012	
Develop basic structure in Google Sites	10/5/2012	
Demonstrate basic structure to subcommittee	10/5/2012	
Modify basic structure based on subcommittee input	10/17/2012	
Demonstrate modifications of basic structure at board meeting	10/17/2012 *	
Fill in the details	10/31/2012	
Demonstrate details to subcommittee	10/31/2012	
Modify details based on subcommittee input	11/14/2012	
Demonstrate at board meeting	11/14/2012*	
Map Google Sites domain to www.belewslanding.org	11/30/2012	
Beta-testing of www.belewslanding.org by board	11/30/2012	
Update based on β -tests	12/15/2012	
Go live (and inform homeowners)	12/31/2012	

Initially, there will not be any password protection, so only items that are fully “public” will be posted.

Later there may be upgrades to (1) password protection of certain areas and (2) site encryption to allow ecommerce and other features.