

**Cureton Townhome Owners Association
Annual Meeting Minutes
December 12, 2017**

Location: Cureton Clubhouse

Board Members in Attendance:

Bill Dubé, Chesson Seagroves, Carol Wheeler

Meeting called to order at 6:00pm by Bill Dubé

AGENDA

- Call to Order
- Introduction and Thank You to Support Members
- Thank You to 2017 TOA Board
- Introduction of Existing TOA Board Members
- Nomination and Election of 2018 TOA Board Members
- Introduction of Landscaping Committee Members and Report
- Introduction of Architectural Review Committee Members and Report
- Maintenance Committee Sign-up
- Recap of 2017
- Ratify 2018 Budget
- Cedar Management Contact Information
- Questions and Answers
- Adjournment

INTRODUCTIONS AND THANK YOUS

2017 TOA Support Members

- Scott Hines, Cedar Management Group – Cureton HOA & TOA Property Manager
- Chris Karrenstein, Law Office of Chris Karrenstein – Attorney

2017 TOA Board Members

- Tiffany Allen, Chair
- Chesson Seagroves, Secretary
- Cindy Dubé, Treasurer

2018 TOA Board Members

- Chesson Seagroves, Secretary
- TOA term ends December 2018**
- 2017 co-chair Social & Communication Committees
- VP of Master HOA Board
- 2017 Cureton Fall Fest Coordinator

NOMINATION AND ELECTION OF 2018 TOA BOARD MEMBERS

Nominated

- Carol Wheeler, Member-at-large **elected, term ends 2019**
- Bill Dubé, Chair **elected, term ends 2019**

COMMITTEES

Landscaping Committee

- Mike McCoy, Committee Chair
- Sherry McCoy
- Bill Copeland
- Cindy Dubé
- Rick Carroll (HOA Landscape Committee Chair)

Landscaping Committee Report

Completed Steps:

- Held 3 meetings of the committee since last TOA meeting
- Met with Rick Carroll, the Master Board Landscaping Committee Chair
- Walked the property with two landscaping companies, CLM and Sustain Green
- Talked through options to alleviate grass issue and visually improve front yards
- Received estimates for our initial plan – these range from \$55,000 to \$68,000

Next Steps:

- Currently, there are three yards on Willow Branch [8001, 8005, 8009] that have similar looks to what we want to achieve
- On December 19th at 2:30pm, the committee will do a comprehensive walk-through with Kevin Campbell, owner of Carolina's Landscape Mgmt. (CLM), to map each yard, since the yards vary in what they need to incorporate our plan
- Phase ONE is to complete four "pro-type" yards in Feb/March 2018 to show what yards will look like; we will incorporate yards as follows: a north facing and a south facing on Lynwood, an east facing on Sunset Hill and a southeast facing on Kempton
- Plan is to extend mulch towards sidewalk and add low, crawling greenery and small plants while leaving a small strip of grass near the sidewalk
- Phase TWO is to complete remaining yards in 2018
 - Old mulch will be removed, Phase two will also include the installation of a "tough turf" grass which thrives in 40% shade
 - Committee is still in the learning phase, will have a map and more information after the 12/19 meeting. Once we are closer to the February time table, a plan will be made with notices given stating which streets the projects will begin on

Architectural Review Committee (ARC)

- Ellen Shake, Committee Chair
- Maureen Cerino
- Debbie Hanks
- Carol Wheeler (TOA Board Member)

Architectural Review Committee (ARC) Report

- An updated draft of the Townhome Rules and Regulations has been made, and is awaiting board approval at the next meeting. Notices will be sent out to homeowners bringing any changes in these rules to their attention to prevent being in violation.
- All ARC requests must be made PRIOR to making any exterior changes, if you make the change and then file the request and that request is denied it will then be at your expense to replace the change with approved materials
- Palm Trees in the yard on Sunset Hill Road were requested to be removed by the owner and the Landscape Committee and Board approved doing so as it does not fit with the aesthetic of our property along with homeowner's personal reason for wanting them removed

Maintenance Committee -

- Deby Jizi
- Jackie Mathley
- Sam Lynn

Items to be addressed:

- Siding pressure washing
- Identify damaged siding and coordinate repair
- Identify raised sidewalks due to tree roots and coordinate with city to repair
- Evaluate and make recommendation for maintenance of pergola
- Identify missing or damaged dryer vent covers and coordinate replacement
- Identify and coordinate repair of broken door bell dingers
- Evaluate and recommend maintenance of shutters
- Identify and report broken/damaged window screens to Cedar for owner repair

Additional Items to address:

- **The HOA master board will be sending a proposal to the town for speed bumps on Sunset Hill Road, as well as a possible no-left turn sign during certain hours from Kensington at Sunset Hill road to stop Sunset from being a cut-through during rush hours**
- **New Cureton website is ready to launch early January, and will have all updated forms and information for both HOA and TOA**

RECAP OF 2017

- The first quarter of 2017 was a board of one - Tiffany Allen
- Recruitment of additional board members

- Initial work on creation of new Cureton website
- Crisis management
 - Sewer line breakage and repair (6 repairs thus far)
 - Sewer clean-out location identification and marking on foundation
 - Scoping all TOA sewer lines
- Landscaping
 - Research and plan development for solution of grass, mulch, irrigation issue
 - Trimming of city street trees and crepe myrtles
 - Replaced 189 plants and flowers, removed 114 dead plants
- Architectural Review Committee
 - Committee reviewed existing R&Rs and submitted recommended revisions for board approval
- Reserve Funds
 - There will be no reserve contribution made for 2017 due to unexpected sewer expenses

2018 PROPOSED BUDGET

- 10% increase in dues; this amounts to \$4,556
 - Reserve contribution
 - Goal is to put the dues increase of \$4,556 into reserves
 - Current reserve account has a balance of \$93,018.20
 - **Motion to approve made by Mike McCoy, motion seconded by Sherry McCoy, All votes were in favor, 2018 budget approved.**

CONTACT INFORMATION

Cedar Management Group

- www.cedarmanagement.com
- Phone: 704-644-8808

[After hours emergency is option 5] fire, water, sewer,property damage

- Email: support@mycmg.com

Maintenance (fence, siding, gutters, landscaping, etc.)

Email: maintenance@mycmg.com

Architectural Review Committee (ARC)

- Special requests require an Architectural Change Request form, available online at www.mycureton.com or by emailing arc@mycmg.com

- The following are examples that require submission of an ACR form:
fence installation, window tinting, patio awning/ pergola installation,
patio concrete extension, changes to front door color and hardware,
installation of front storm door, etc.

- Email: arc@mycmg.com

Violations of Rules & Regulations [reporting is confidential]

- Email: violations@mycmg.com

Clubhouse Rental

- Email: clubhouse@mycmg.com

Pool FOB

- Email: pool@mycmg.com