

**Cureton Townhome Owners Association
Meeting Minutes
February 1, 2018**

**Location: 8504 Sunset Hill Rd
Board Members in Attendance:
Bill Dubé, Chesson Seagroves, Carol Wheeler**
Meeting called to order at 11:45am by Bill Dubé

Agenda:

- **Balance Sheet for 2017 Budget- Review Year End Synopsis**
- **Sewer Project Update**
- **Landscaping**
Front Yard Renovations
- **Rules and Regulations**
Letter for 30 day grace period

Please note:

There will be some info in these notes that was not discussed at the 2.1.18 meeting because they are updates on things that have happened since this meeting but before we compiled the meeting minutes.

Year End Financial Synopsis

All invoices for 2017 were reviewed to see what was paid, and what it covered. TOA ended 2017 with \$1,096 as net income BUT ONLY because we pulled \$20k from Reserves to pay for sewer pipe repairs and made NO contributions to Reserves in 2017.

Sewer Project Update

ER Plumbing had numerous emergency calls due to the below freezing temps in mid January. Due to this, our sewer project was pushed back but scoping and repairs are set to resume the first week of February. Update since meeting: All TOA lines have been scoped from clean-outs to the street and we are down to making the last repairs which will be at four other units. Some units were scoped from powder room toilet to street when the clean-out could not be found by digging around outside looking for it. We expect this to be complete by end of February, early March. Next, we will be making sure all foundations have a black spray paint dot on them that align with clean-out location. Some already have the dot.

Landscaping Project Update

Homeowner contact information was provided to Carolinas Landscape Management so they could provide instruction to homeowners on how to be prepared for our front yard renovation project. This project will cover all of Lynwood Square as well as distressed yards on Willow Branch, Sunset Hill, Kemptown Square and Whitehawk Hill. Work is set to begin mid-February. The 40 worst yards have been selected for a reno this time around. We are investing \$40,000 of our \$93,000 Reserves on this project. There has been months of preparation in creating the scope-of-work with [CLM] Carolinas Landscape Management Company [The Cureton landscaping company]. check them out at <http://www.carolinaslandscape.com>

Tree Rings:

The tree rings that are in place have become cracked and damaged, posing a safety concern as well as causing damage to tree roots. CLM has recommended removal. We will continue to place pine needles around the tree bases since they are less likely to be washed away as mulch would. A motion to have all tree rings removed was made by Carol Wheeler, motion was seconded by Chesson Seagroves, motion passed.

Rules and Regulations:

Our current TOA rules and regulations have been updated for clarity and consistency. We are aware that many ARC violations have occurred and violation notices have not been sent out. Updated R&Rs will be emailed and sent via US postal service. The Board is allowing a 30-day grace period for owners to remedy any violations, after the 30-day grace period the fine schedule will begin. The 30-day grace will conclude on March 16.

Violations Reporting:

Our contract with CMG does not include having a Cedar spotter drive our neighborhood making note of Rules and Regulations violations. It's an approximately \$100/month expense to hire this service. Our budget is too tight to hire that out so moving forward after March 18 the ARC and Board will walk the property once per month and make note of violations that will get submitted to Cedar for violations letters to be sent. Please remember you chose to purchase and live in a community with Covenants and Restrictions which are created to protect your property value.

All owners can and should report Rules & Regulations violations to by emailing them to:
violations@mycmg.com

We encourage owners to report violations. The whole point of Rules & Regulations is to maintain the appearance of our neighborhood to preserve and increase our unit values. We ALL benefit by maintaining a beautiful, clean, well-maintained community. When the time comes for you to sell your unit the Rules and Regulations will have helped you with sale price and/or speed of sale.

The Board has agreed to extend a grace period to all owners of one month, to read the Rules & Regulations and the companion documents AND to bring your property into compliance by March 17, 2018. Violations reviews will occur monthly starting no sooner than March 17, 2018. Expect to receive the R&Rs in a separate email and U.S. Postal mailing by February 17.

Maintenance Requests

As a reminder, we each only pay \$8/month to pay for Cedar Management Group service therefore some services incur additional fees, such as maintenance coordination and violation spotting [as mentioned above]. CMG charges 10% of the maintenance project invoice to coordinate that repair. Repairs sometimes take up to a month because they are trying to coordinate several repairs at one time.

Bill Dubé made a motion to adjourn the meeting at 2:00pm, Chesson Seagroves seconded the motion. Meeting adjourned.