

**Durham Manor
Board of Directors Meeting
November 3, 2011
Minutes**

TIME AND PLACE

A regular meeting of the Board of Directors for Durham Manor Homeowners' Association was held on November 3, 2011, at 6:30 p.m. at the home of Russell Crosby.

Prior to the meeting being called to order, the resignation notice from Jim Powlus was retracted. The Board accepted Jim's retraction and welcomed him to serve his remaining term on the Board.

CALL TO ORDER

Russell Crosby, President, called the meeting to order at 6:35 p.m. Matthew Dozier represented the management company, Timmons Properties, Inc.

QUORUM

A quorum was established with the following directors present:

Russell Crosby – President
David Harlan – Vice President
Jim Powlus – Secretary
Don Harlan – Treasurer

Absent:
Phillip Ferrara – Director

APPROVAL OF PRIOR MINUTES

A motion was made by David Harlan to accept the meeting minutes dated July 27, 2011. A second to the motion was made by Russell Crosby and the motion was unanimously approved.

FINANCIAL REPORT

A motion was made by David Harlan to accept the financial report for the period ending September 30, 2011. A second to the motion was made by Jim Powlus and the motion passed unanimously.

A motion was made by David Harlan to accept the financial report for the period ending October 31, 2011. A second to the motion was made by Jim Powlus and the motion passed unanimously.

The Board reviewed collection and legal notices from the last quarter.

The 2012 proposed budget was presented to the Board. After some discussion, the following changes were made:

- The budget should be figured on 49 homes, not 50.
- There will be no dues increase.
- The water and sewer expenses for six months out of the year should be increased to \$2,500 per month.
- The landscape line item in the budget should be eliminated.

After the Board's revisions to the 2012 budget are made, a motion was made by Jim Powlus to accept the 2012 budget with the revisions the Board outlined. A second to the motion was made by Don Harlan and the motion passed unanimously.

MANAGER'S REPORT

All bids the Board requested over the previous month were included under new business.

David Harlan requested a copy of the association's management contract with Timmons.

COMMITTEE REPORTS

Social

- Nothing to report.

Web/Communications

- Russell Crosby continues to keep the association's website updated. With the help of Jamie Derussi, the community directory is updated.

ARC

- The Board asked that Chris Blalock submit the proper forms to the ARC committee to review prior to construction of a home his company is building in the community.

Grounds

- David Harlan asked for information on when the association's landscape with LSI renews.
- The Board asked that Mr. Dozier contact LSI about winterizing the irrigation system.
- The Board asked that lot owner 101 be sent an email about the brush pile on their lot and ask that it be removed. The email should also mention the stone entry way from their driveway entering into their lot that is required to be installed.
- The Board also asked for a price form LSI for a rain bird irrigation device to be added to the front entrance irrigation system.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

The Board discussed the association's responsibility to have a reserve fund set up for street repaving. After further discussion, the Board believed that the city of Franklin is responsible for repaving the streets in the HOA. Mr. Dozier was asked to contact the city to confirm.

Front entrance landscape improvement plans from Hewitt Landscape, LSI, and Mike Hayes and Associates were reviewed by the Board. These plans involve an overhaul of the front entrance and common area landscaping, from the entrance of the community to the drainage culvert off of Grey Cliff Drive. After some discussion, a motion was made by Don Harlan to reward the contract to Mike Hayes and Associates to complete phase one of the Board's landscape improvement plan for the community pending several minor revisions. A second to the motion was made by Jim Powlus and the motion passed unanimously. The Board agreed that they would like to do phase two of three landscape improvements and will set up a meeting with Mike Hayes to discuss their options after several changes are made. Mr. Dozier was asked to set up a meeting with Mike Hayes and the Board.

The Board continued their discussion on whether or not animal pens should be allowed in the community. It was decided that the best thing for the Board to do for homeowners is to amend the governing documents so that potential residents will know upfront that there are no animal pens allowed in the community. A motion was made by Don Harlan for the Board to contact Ortale Kelley and have them draft an amendment prohibiting the construction of animal pens in the community. A second to the motion was made by Jim Powlus and the motion passed unanimously.

ADJOURNMENT

With no further business brought before the Board of Directors, the meeting was properly adjourned at 8:30 p.m. The next scheduled Board Meeting will be announced at a later date.

President Signature

Date

Secretary Signature

Date