

**Durham Manor  
Board of Directors Meeting  
March 29, 2011  
Minutes**

**TIME AND PLACE**

A regular meeting of the Board of Directors for Durham Manor Homeowners' Association was held on March 29, 2011, at 6:30 p.m. at the home of Russell Crosby.

**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 – Treasurer  
Jim Powlus – Secretary

Also in attendance at the meeting were representatives from LSI, the association's landscaper. Doug Stacey, Vice President of Operations and Daria Dunn, the association's account manager, gave a brief presentation to the Board based on the Board's request for a long term beautification plan for the community. LSI offers their clients for a five year plan that can be implemented in phases throughout the 12 month contract. The Board would like LSI to present them with Ideas they think would improve the common areas throughout the community. If the plan is accepted, the first year's plan would start in May 2011, the billing of which would be spaced out over the remainder of the year. Subsequent improvement costs would be spread out over 12 months of any given contractual year.

**APPROVAL OF PRIOR MINUTES**

A motion was made by Jim Powlus to accept the meeting minutes dated November 10, 2010. A second to the motion was made by David Harlan and the motion was unanimously approved.

**FINANCIAL REPORT**

A motion was made by David Harlan to accept the financial report for period ending February 28, 2011. A second to the motion was made by Jim Powlus and it was unanimously approved.

The Board reviewed legal notices and ten day notices sent out over the previous months. They also reviewed a specific collections issue concerning 2445 Durham Manor Drive.

David requested a detailed account history of every residents account in the community.

Jim Powlus had questions concerning two different names that showed up on one account. He requested clarification on the charges posted to this account.

## **MANAGER'S REPORT**

Proofs of notices sent and homeowner concerns were reviewed. In particular, a concern from 2462 Durham Manor Drive was reviewed.

## **COMMITTEE REPORTS**

### **Social**

- Nothing to report at this time.

### **Web/Communications**

- Nothing to report at this time.

### **ARC**

- The Board reviewed an application from 2458 Durham Manor Drive. The application for a fence was approved.
- The Board reviewed an application from 2450 Durham Manor Drive. The request was to install a dog fence that would match the existing material and design of the current fence. After a discussion, a motion was made by Jim Powlus to table an approval for an application like this, and bring the issue of dog fences up to the HOA at the annual meeting for feedback. Based on the feedback, the Board will make a formal decision. Mr. Alexander will be contacted and will be allowed up to 60 days to have a temporary fence on his property until a formal decision can be made. A second to the motion was made by Russell Crosby and the motion passed unanimously.
- The Board reviewed a request from 2454 Durham Manor Drive. The request was approved by the Board.
- An application for 2446 Durham Manor Drive was presented to the Board by Russell. A motion was made by Jim Powlus to accept the application. A second to the motion was made by David Harlan and the motion passed by majority vote with Russell Crosby abstaining.

### **Grounds**

- David has purchased an algae solution for the pond. The Board will attempt to use this method to control the algae in the pond for the summer instead of using an outside vendor.
- The Board reviewed front entrance curbing and edging proposals and decided that they will let LSI add this to the five year landscape plan.

## **OLD BUSINESS**

Matthew followed up with the Board concerning streetlight installation. The Board is happy with the work that has been done and all streetlights are functioning properly.

## **NEW BUSINESS**

The Board set the annual meeting date for April 26, 2011 at the Williamson County Library. Notices will be sent out in a timely manner to notify residents of this date.

## **ADJOURNMENT**

With no further business brought before the Board of Directors, the meeting was properly adjourned at 8:25 p.m. The next scheduled Board Meeting will be announced at a later date.

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary Signature

\_\_\_\_\_  
Date

**Durham Manor Homeowners' Association  
Annual Meeting Minutes  
May 5, 2011**

**Time and Place**

An annual meeting for the Durham Manor Homeowners' Association was held on May 5, 2011, at 6:00 p.m. at the Williamson County Library.

**Call to Order**

Russell Crosby, President, called the meeting to order. Matthew Dozier represented the Management Company, Timmons Properties, Inc.

**Quorum**

A quorum of homeowners was established. The following Board members were present:

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

**Approval of Prior Minutes**

A motion was made by Don Harlan to accept the previous meeting minutes dated April 19, 2010. A second to the motion was made by Mr. Bovacka and the motion passed unanimously.

**Financial Report**

David Harlan reviewed the association's financial position. Included in the meeting material were the 2011 budget and a current balance sheet. The association has been successful in its savings goals and would like the community to consider spending some of that money on landscape improvements.

**President's Report**

Russell Crosby reported that the retention pond work that was completed at the end of last year was successful. The retention pond is holding more water than in previous years and the Board would like to keep the option of improving the ponds ability to hold water down the road.

Russell reported that three street lights have been installed in the community.

Russell reported that the Board had signed a contract with Landscape Services, Inc. (LSI) to maintain the common grounds. The Board is generally happy with LSI's performance and has contacted them about a long term beautification plan for the HOA.

Russell concluded his report with an update that the city had released its final bond to the developer. The paving and road work in the community has been completed. Going forward the association will need to set aside appropriate reserves to repair the roads in the community.

### **Manager's Report**

The Board asked Matthew to address the HOA regarding architectural standards. Matthew updated the community of the basic process to gain approval for improvement to a property. There is a form that is to be filled out and submitted to the Board for final approval. The Board, which currently serves as the architectural review committee (ARC) reviews the HOA's governing documents to see that the project is in compliance and will approve or deny an application based on what the governing documents stipulate. One issue that has been brought up by several issues is the potential for installing dog pens in a yard. After a discussion about this issue, Russell asked that residents put down their vote if they were in favor or against allowing dog pens. The vote was placed on the ballots supplied by Matthew and will be reviewed by the Board after the meeting.

### **New Projects**

Jim Powlus reported about the Board's desire to implement a long term landscape and beautification plan. A proposal for phase one of this work was provided to the HOA at the meeting. The proposal included a breakdown of the plant material to be used as well as cost. After a discussion concerning this issue, the consensus among the HOA was that they would like a formal landscape plan to be prepared for the Board and community to review.

### **Election of Officers**

Russell Crosby, David Harlan, and Jim Powlus were on the ballot that was handed out to residents. Philip Ferrara asked that his name also be added to the ballot. Jim Powlus nominated Don Harlan as a candidate to serve on the Board as well. Seeing as the Board is able to expand the seats from three to five, Russell called for a motion to elect the names listed to a one year term on the Board. A motion was made by Jamie Dreussi to elect the nominated members to a one year term. A second to the motion was made by Ann Corrao and it was unanimously approved.