

SHERMAN PINES HOMEOWNERS' ASSOCIATION, INC.

Maxwell Property Management, LLC

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**MINUTES OF THE BOARD MEETING HELD
JANUARY 18, 2006**

Present: Adrienne Weaver, Valerie Blackburn Randall, Stacy Conway, Scott Wiggins, Bill Andrews, John Stafford (Maxwell Property Management)

Time: Meeting started promptly at 7:00PM and ended at 9:15PM

Agenda:

- Review Money Owed to the Association
- Discuss Options for Collecting the Money Owed
- Review any Homeowner Expansion Plans
- Board Member Placement
- Common Area Issues
- Nomination Committee
- Misc. Items Covered

Review Money Owed to the Association

Ruth sent notices to homeowners that owed money back in December. The total amount of money owed to the Association is roughly \$5,100. Some homeowners owe for November/December of 2005, but some owe well over \$500-\$700. Ruth is in the process of doing the year-end work with the accountants and has promised to forward all of this information with the details to John. The numbers mentioned above may not be 100% accurate, but they are pretty close to the actual situation. Once they have been verified, John will start to contact the homeowners that owe money.

Discuss Options for Collecting the Money Owed

We reviewed with John ideas on how we will handle the money owed to the association and also guidelines that should be followed moving forward. Maxwell will be sending out a more detailed letter to the homeowners, but here is a brief overview:

1. *If payments are not post-marked by the 15th of the month, Maxwell will add the late fee and send another statement to the homeowner.*
2. *You will receive notice of the lien process and the consequences of having a lien on your home.*
3. *A lien will be placed on the homeowner's house. This will prohibit a sale of the property, refinance, etc.*

For those that have a current past due balance, please pay attention to the above guidelines. Liens will be placed on any homeowner that has a \$250 or more balance if Maxwell is not contacted to discuss payment options.

Review any Homeowner Expansion Plans

We had one request for an expansion of a home. It is 25 Fawn Lane and they would like to replace an existing deck with a one-story den. The homeowner provided a drawing and has already contacted the Town of Queensbury about getting a permit and a setback variance. One tree will have to be removed in order to add this den; it will be the homeowner's responsibility to have this tree removed. The board unanimously approved this request. Construction should start sometime in the spring.

Board Member Placement

We discussed the need to appoint new positions within the board. It was decided that for the next year the following positions would be held:

President - Adrienne Weaver
Vice-President - Mike Young
Treasurer - Scott Wiggins
Secretary - Stacy Conway
Additional Board Member - Valerie Blackburn Randall
Additional Board Member - Bill Andrews

We will have five voting board members, Bill will only vote on any motion when we do not have a full board at the meeting. The reason for this is so we can have a majority rules vote and no tie votes. Bill is still a full-time board member and will attend the meetings, etc.

We also discussed the need to "share" the workload. Not only will people have titles, but they will concentrate on certain areas. For example:

Money and Financial Issues
Septic Leach Fields and Tanks (And Pumping Schedule)
Trees & Grounds
Social Activities (Community Garage Sale, etc.)
Architectural Review

These were just some ideas; we did not assign each area to a person at the meeting. This will be covered at the next board meeting.

Common Area Issues

We discussed a new issue of a "sink hole" that is getting bigger and bigger in the common area on Autumn Lane. This is starting to encroach on a homeowner's property and unsettling the fence. This is not only a liability issue for the association if someone fell into it, etc. but it is affecting the homeowner's property.

It was decided that in the spring we would need to get someone to take a look and give us ideas on how to solve this issue. Is it just a matter of getting a truck load or two of dirt or do we need to do something more to fix the problem?

Nomination Committee

At the last meeting, Lynette Wiggins, Jennifer Goodwin, and Marilyn Reisch volunteered to be on the nomination committee to see if others wanted to join the board. Maxwell had indicated that we would need to do something in March at the last homeowners meeting, but they are now saying that we need the committee to contact people sometime over the summer months in preparation for the annual homeowners meeting in the fall.

Expect a call from one of these ladies over the summer months to see if you are interested in being on the ballot for the upcoming board elections.

Misc. Items Covered

1. We discussed whether we needed to have another homeowners meeting in the Spring to review open issues from the fall meeting.
 - It was decided that we would like to share the meeting minutes and be more active with communication and did not feel that a meeting was necessary.
2. Email addresses needed:
 - If you have an email address or access to the website, we can communicate a lot faster and cheaper. To do one mailing for board meeting minutes, etc. it is 83 homes x .39 = \$32.37 plus paper and envelopes and copying at Staples, then the labor involved with folding and stuffing envelopes. Email and web pages are free. If you would like to get copies electronically, please respond to amgweaver@adelphia.net (subject in e-mail should say Sherman Pines e-mail list and state your address so she will recognize the

sender) and we will remove you from the mailing list and add you to the electronic list.

3. We discussed the idea of having time for homeowners to address the board. This would be limited to a certain amount of time, but would allow anyone to come forward with specific questions/concerns that the board should address. We did not finalize anything at this meeting, but no one had any objections to the idea.
4. It was decided that Scott would work more on the leach field replacement projection and be ready to present something at the next board meeting for everyone to review and comment.
5. We also discussed the need to have a realistic budget. For the 2007 budget, Scott and John Safford will review the estimated budget for 2006 against actual expenditures to figure out the 2007 budget. This work will most likely start during the summer months in preparation for the annual meeting.
6. **Next board meeting will be scheduled sometime in late February/early March.**

Reminder: Please drive slowly through our community. We have a lot of young children. It has been brought to our attention that cars are rushing past the children standing at the bus stops in the morning. We know that you may be rushing off to work, but please be aware and slow down at the corners for the safety of our children.

Also, when you walk your dog, you are responsible to pick up after it. This is your community!

PLEASE DON'T FORGET ABOUT OUR WEBSITE! THIS IS THE PERFECT TOOL FOR YOU TO COMMUNICATE WITH THE BOARD OF DIRECTORS AND TO STAY INFORMED OF WHAT IS HAPPENING IN OUR COMMUNITY!

<http://users.adelphia.net/~scottwiggins/ShermanPines/>

**Thank you.
Sherman Pines Board of Directors**