

**OX BOTTOM MANOR COMMUNITY ASSOCIATION, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**September 13, 2005**

Meeting held at The Golf Club @ SummerBrooke, 7505 Preservation Road.

Meeting called to order at 6:34 p.m. by President, Robert Hicks.

Board members present:

Robert Hicks, Sharon Elsberry, Steve Spook, Frank McClean & Marilyn Hochmuth

Approval of the August 9, 2005 board meeting minutes:

Motion to approve: Frank

Second: Sharon

Vote: All in favor

Financial Report: August 2005

Discussion included the newsletter postage and repairs & maintenance categories. Marie will review these items with the accountant to be sure that these expenses were placed in the appropriate budget categories.

Motion to accept report: Frank

Second: Marilyn

Vote all in favor

Marie Eddy reported \$2,380.20 in delinquent dues.

ACC Report: Bryan Seaquist not available.

Two covenant violations were discussed and the Board will refer these issues to the association attorney for legal action.

Mailbox Committee Report:

Marilyn submitted another proposal from a contractor for assembly and installation of the mailboxes from Home Depot. Discussion included the following items:

Home Depot boxes do not include the number plates

Waste Management will pick up the old mailboxes

Dues increase vs. Special Assessment

Installation time frame

Budget carry-over for mailbox funding

Motion to accept the proposal from Classic Accents for the Imperial Architectural Mailbox Design, @ \$400.00 each including tax, assembly, number plates, installation: Frank

Second: Steve

Vote: All in favor

Marilyn will contact Jerry Sanders of Classic Accents and let him know that the Board chose him as the mailbox contractor. The time frame and budgeting will be worked out with the accountant and a letter to the community will be mailed with the details of the project. Marilyn will draft

the letter and send to the board for comments and approval before mailing. The letter will include the photo of the mailbox and a brief explanation of the dues increase and plan for installation of the boxes. Jerry offered to provide a sample box at the Ox Bottom Manor Drive entrance at no charge to the association. Steve will begin drawing up a schedule for installation.

**Other Business:**

**Attorney Agreement:** The current agreement with Lewis, Longman & Walker, P. A. expires on October 20, 2005. The board voted unanimously to renew the contract for another year.

**Motion to approval renewal of attorney agreement:** Frank

**Second:** Sharon

**Vote:** All in favor

**Management Agreement:**

The management agreement with Marie Eddy of Homeowners Association Management, Inc. has expired. Marie submitted a new contract for board approval at a rate of \$1,950.00 per month for two years.

**Motion to approve the increase in management fees:** Frank

**Second:** Steve

**Vote:** All in favor

Robert will work on revision of the contract language and will send to the other board members for review and approval before the effective date October 1, 2005.

**Maintenance Issues:** John Gaines reported that he has started pulling weeds at the entrances at no additional charge to the association. The board authorized the expense of up to \$1,000.00 for John to perform the hand pulling of weeds in all the beds starting with the Hawk Meadow & Ox Bottom Manor islands since Massey Services did not chemically treat the areas as proposed.

**Other maintenance items included:**

Entrance signs need to be pressure cleaned soon.

Robert reported that Carlos of Illuminations was working with the electrician to fix the lighting problem at Hawk Meadow. The photo cells may need to be switched to a timer because of the landscaping in the area. Carols will submit a proposal for repairs and fixture replacement at the entrance signs.

**Massey Services Contract:** The board voted to cancel the agreement with Massey Services due to non-performance and lack of response. No services have been provided yet and no payments have been made to Massey's.

**Motion to cancel contract:** Frank

**Second:** Steve

**Vote:** All in favor

Robert will review previous fertilization, weed & pest control proposals for a twice a year treatment plan and will report back to the board.

Fall Picnic Date: Marie reported that the school was not available on October 15<sup>th</sup> or the 22<sup>nd</sup> due to school functions and asked the board to choose another date. The board voted to cancel the fall picnic for this year.

Motion to cancel the picnic: Steve

Second: Sharon

Vote: 3 voted YES to cancel: Steve, Sharon & Marilyn

2 voted NO to cancel: Robert & Frank

Picnic cancelled.

Other business:

Legal update was not available but Marie will request an update on the ACC & Covenant Violation issues from Bryan and the association attorney. The board will consider asking for reimbursement of legal fees on a case by case basis.

All bills submitted were approved.

Next meeting scheduled for October 11, 2005

Meeting adjourned at 8:12 p.m.