

Minutes from Club Villas Annual Meeting 12/2/17 located at 1306 Club Villas Drive

- Roll Call: in attendance were Mike Ramsaran/Charmaine Ramsaran 1303, Jennifer Connell 1304, Michelle Inscoe/David Evans 1305, John Higgins 1306, Netanis King/John King 1309, Carlos Guzman 1310, Penny Rupsky 1311. 7 out of 10 homes were represented, satisfying the requirements for a quorum.
- Reading of the previous meeting's minutes were waived as it was not an official meeting.
- Cable TV/high speed internet update: Spectrum has been given the documentation previously filed with Wake Forest that grants the neighborhood an easement for cable. Spectrum plans to run cable to Club Villas in 2018.
- Dwayne Dixon real estate agent for Tom Quakenbush stopped by and plans to talk to the builder to get a date for the re-paving of our road. He will email that out to us in the next week. President also requested we get the \$720 dues from the builder. Dwayne is to talk to builder and get a meeting scheduled with builder and HOA to discuss questions about representation of the HOA during sale/closing of houses.
- President has emailed Town of Wake Forest about 1. The conditions of our road and that the builder has said he would pave it, 2. Concern for construction equipment at clubhouse going against the zoning of the area as residential and environmental concerns as they perform maintenance on the equipment there, 3. Old pool with possible stagnant water and building is collapsing, 4. Golf course with weeds as an eyesore on Capital Blvd. President will work with the president of the townhomes on these matters.
- Discussed benefits of having an HOA such as maintaining property values. Board's job is to ensure the bylaws and covenants are followed.
- Community Association Management has been hired by the board. They will provide services such as: collect dues, pay bills, keep records/forms, provide neighborhood website, be a resource for the members.
- Review of 2018 budget (see handout)
- Election of 2018 board: ballots were passed out, opportunity for members to ask to be added to ballot provided, votes made and counted. Majority voted for current board of John Higgins, Mike Ramsaran and Jennifer Connell to continue as 2018 board members. 2018 board members certified.

Club Villas HOA
Annual Meeting Agenda
12/2/2017

- **Cable TV and high speed internet update**
- **Road paving update**
- **Trucks at old golf club house parking lot**
- **What is an HOA? Why do we have an HOA?**
- **Community Association Management**
- **Web site coming**
- **Review of 2018 HOA budget**
- **Questions and answers**
- **Election and certification of officers**

Clubhouse Villas at Wake Forest Golf Club HOA, Inc.

2018 Budget

<u>Lawn service (required by HOA covenants)</u> (Includes mow/trim every 2 weeks (total 18 times), mulch 1 time, and trim shrubs 2 times.) (Also includes mowing common areas every 4 weeks.)	Quote	\$6,730
<u>Liability insurance (Required by state law and HOA covenants)</u> (General liability limits: \$1 million/\$2 million. Also, includes directors and officers insurance.)	Quote	\$1,045
<u>HOA Management service (\$150/month)</u> (Bill and collect dues, keep records and other forms, budget, give advice to directors, answer calls from members.) (Using the management service because we do not have HOA experience or expertise.)	Quote	\$1,800
<u>Startup services</u> (Community web site, other first year start up costs.)	Estimate	\$400
<u>Postage and supplies</u>	Estimate	\$90
<u>CPA Services</u> (Prepare and file annual Federal and State tax returns.)	Informal quote	\$255
<u>Contingency (Replacement reserve) \$14.00/lot/month</u> (Savings for road repair, storm drain maintenance/repairs, and minor unplanned items including lawyer.) (Special assessments will be required for major unplanned items.)	Calculated	\$1,680
Total		\$12,000
First quarter due 1/1/2018		\$300.00