

# CLAIRBORNE MAINTENANCE CORPORATION

## Minutes for Quarterly Meeting –October 9, 2007

### Officers/Board Members

President	David Snook	7 Airdrie Drive	836-0881
Vice-President	Mary Jo Metz	32 Eaton Drive	832-5584
Secretary	Pat Demko	25 Pegasus Place	836-2985
Treasurer	Cookie Burget	2 Whitaker Court	834-4252
Board Member	Scott Briscoe	11 Pegasus Place	836-8855

### Committees

#### *Architectural Committee*

Mike Hudson	834-6516
George Holstein	365-6910
Joe Walsh	836-4953

#### *Grounds and Maintenance Committee*

Mary Jo Metz, Chair	832-5584
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Dave Snook called the meeting to order at 7:30 p.m.

- Introductions

- Five board members and five residents attended the meeting.

- Secretary's Report

- July's meeting minutes were read and accepted.

- Grounds and Maintenance Committee

- No new business

- Treasurer's Report

As of October 9, 2007, the Checking Account balance is \$2, 252.28 and the Savings Account is \$48, 8833.46. All bills have been paid. The board discussed whether there should be a late fee charged after the third invoice is sent for the annual dues and they are not paid. As of October 9, all but 42 households have paid their dues and five households are a year or more in arrears.

- The board approved the purchase of the lights at the main entrance's sign for Clairborne and for \$ 138.00.

- New Business

- There was a suggestion for the neighborhood to install NO SOLICITING signs at the entrances to the community.
- Election for the new board and budget will be held in February. We need 3 incoming members to fill the board.

# **CLAIRBORNE MAINTENANCE CORPORATION**

## **Minutes for Quarterly Meeting –October 9, 2007**

- Community Management Services is in the process of collecting the five delinquent homeowners that are 3 years or more in arrears.
- The board voted for a Halloween parade but due to lack of help it was not held.
- **Architectural Committee**
  - Two homes submitted forms for the Architectural Committee to review.
  - The meeting adjourned at 8:30 p.m.

**Next meeting:**

**Tuesday, Jan 08, 2008 @ 7:30 P.M.**

**New Castle Conservation District Office**

### **AGENDA**

1. Introductions
2. Secretary's Report
3. Treasurer's Report
4. Grounds and Maintenance Report
5. Architectural Control Committee
6. New Business :
  - Update on Community Management Services
  - Nominations for Board Members and Budget Approval

For more information about Clairborne Maintenance Corporation, go to  
[WWW.Clairborne.Org](http://WWW.Clairborne.Org)

# CLAIRBORNE AT LEXINGTON FARMS MAINTENANCE CORPORATION

## PROPOSED BUDGET 2008-2009

Budget Item	Amount
Maintenance of open space (grass cutting, weed/feed, sign)	12,000.00
Snow Removal	400.00
Insurance/Bond	4,500.00
Legal Fees	500.00
Office Supplies	500.00
Postage	500.00
Taxes/Fees	100.00
Memberships/Contributions	300.00
Contingency Fund	130.00
<b>TOTAL BUDGET</b>	<b>18,930.00</b>

Total fee per household \$ (215 homes)      \$80.00 (same as last year).

Enactment of the proposed budget is subject to a majority vote of homeowners voting in person or by proxy at the annual meeting of the Corporation on February 12, 2008 at 7:30 p.m.

For further information, please contact any board member (listed on [www.Clairborne.org](http://www.Clairborne.org)).

There are three vacancies effective February 12<sup>th</sup> to the Clairborne at Lexington Farms Maintenance Corporation Board. The terms expire for Dave Snook, Mary Jo Metz and Pat Demko.

The vacant positions must be filled in order to have an effective Board represent the community and fulfill the obligations of the Maintenance Corporation By-laws.

Each elected board member will serve a two-year term. Elections will be held during February Annual meeting.

The new board determines officers immediately after the election.