

Meeting Minutes of the Rockwell Farm Homeowners Association

Board of Directors

January 30, 2011

Board members attending: Rich Pierre, Allison Maguire, Jill Harry, Marion Loper, and Laurie Varma

Homeowners attending: Rachel Chenot and Terry Taylor

Rich called the meeting to order at 7:00 p.m.

Jill led the discussion of the 2011 budget. She introduced her analysis of the 2010 budget and the actual expenses. She stated that the HOA board was well under budget in 2010. Jill presented the proposed 2011 budget to the board and asked for comment.

Rich asked about pool repairs. Allison cited the upcoming fan filter repair, expected to cost around \$500. She also cited purchase of pool furniture and resurfacing both the pool deck and parking lot. Rich suggested amending Paper and Cleaning Supplies to \$100 under Pool Committee expenses.

Rich also began discussion of our lawn care professionals and expenses. It was stated that our cost through Chris Williams/Advantage Lawn Care is \$960/mo; it was also shown that our contract states the cost at \$917/month. It was agreed that the line item regarding Advantage's services be increased to \$11,000/yr per the contract. Rich questioned whether Mr. Williams comes each week and does all tasks as agreed upon, or perhaps gives a credit if some jobs don't need doing every week. Allison suggested that Advantage staff could check in with someone each time they come into the neighborhood if there are concerns that they do come every week. Rich urged the board to get all details in writing, even credit terms, upon renegotiation of the contract; he also urged the board to require an invoice each month detailing work actually done. Rachel stated that Brandon Glover had hoped to get a per-cut fee system in place with Advantage but was not successful during his time on the board. Marion was tasked with contacting Chris Williams about getting monthly invoices with details, as well as with addressing the discrepancy in the monthly charge at contract renegotiation time.

The board also questioned whether there might be some overlap between Advantage and the work WeedMan does for the neighborhood. Marion was tasked with contacting the company to find out what they do and to analyze whether we have Advantage and WeedMan doing the same work. Jill suggested that, if the board stops WeedMan work and stays with the Advantage contract, we will save \$600/year.

Jill stated for the board that she rolled the 2010 line item called "additional landscaping" into "Front Entrance Landscaping/\$2000."

With regard to Capital Improvements, the board agreed that resealing and restriping the pool house parking lot should cost around \$1000. The board agreed to get three bids for that job. Rich stated that the front entrance remodel job requires three bids. He has one company name to contact. Laurie was tasked with sending a neighborhood email requesting ideas from homeowners for how the front entrance could be remodeled. The email will ask for recommendations regarding features, overall appearance, and other neighborhood entrances that are appealing. Rich stated that he prefers the brick wall be removed and the flower beds be made to slope down to the grass. Other board members stated that they would like to see the subdivision name lower and larger, as well as highlighted with lighting that sits on the ground. The board expressed interest in keeping the front entrance redesign as inexpensive as possible. Allison stated that she liked the signage for Fox Den and Fort West for their visibility. Jill stated that she liked Wentworth's sign. Marion suggested calling UT's Architecture school to see whether a front entrance redesign project could be worked out that might generate some ideas for us. Allison will follow up with UT.

Laurie passed along suggestions from homeowners on Meadow Pointe to place a security camera at the front entrance and to install a security gate. Laurie also inquired about Neighborhood Watch. Rachel stated that our program hadn't been active for about 5 years; Rich stated that it required having a homeowner who was interested enough to start it up and keep it going. Rachel suggested reprinting security measures for homeowners, which were featured in an old newsletter. Laurie will look through the files for those and include them in the March/April 2011 newsletter if found.

Jill asked whether the poolhouse roof might need to be replaced this year. After discussion it was concluded that the roof is 10-12 years old (probably built as the first houses in the subdivision were being constructed). There was agreement that there are no leaks or loose or missing shingles and that it was not a foreseeable problem. Rich stated that a repair to shingles, if that were to arise this year, would be a small expense.

The board acknowledged the malfunctioning street lights by the houses owned by Wally and Renee Robinson (318 Quail Pte) and Ryan and Melissa Rowe (12926 Laurel Brooke). The biggest issue is acquiring replacement lightbulbs and parts for the sensors that turn on the lights at night.

Laurie stated that the Welcome Committee budget could be decreased to \$200 since she doesn't foresee purchasing any personalized items for welcome packets this year.

Rich and Jill acknowledged that the overage from the 2010 budget/actual expenses is in checking and ready to go into a money market account.

Dues are set this year as \$250.

Jill stated that she will finalize the budget with changes discussed at the meeting and send it to board members via email for approval. The budget will be mailed out mid-February by Copies N More. Laurie was tasked with purchasing stamps, labels, and envelopes; updating and printing labels; and taking the mailing supplies and budget to Copies N More. Jill will hand off the budget to Laurie when it is finalized.

and approved by the board. **(Secretary Addition: The budget mailing was completed on February 11, 2011.)**

Jill stated that she will mail out dues notices by March 1, with a due date of March 31.

Marion discussed the irrigation system. He has been looking into a discount that we can get if we contract for both winterizing and restart this spring. Jill is arranging for the discount. The system was winterized in November 2010, will be summerized in late May, and winterized again for October 2011. Rainscapes has been paid.

Marion stated that he has looked into the tree replacement request made by the owners of 12807 Heathland Drive and cannot find any dead trees in the yard. He made three separate visits to the property, before and after Christmas and mid-January. Marion stated that he cannot go further with the request because the owners have an unlisted telephone number and email address.

Regarding Capital Improvements news, Rich stated that the board received a letter from the Town of Farragut stating it will not look into traffic-calming issues this year and that the board may apply again next year in February 2012. Rich asked Laurie to put this information in the newsletter, along with a request to homeowners to drive slowly on Rockwell Farm Lane.

Regarding Social Committee news, Laurie stated that the neighborhood will host an Easter Egg Hunt and end-of-the-school-year pool party in April and May, respectively. Laurie stated that Rachel had mentioned the possibility of doing the Family Get-Together on the Shire in April since the usual November date was missed. The board discussed the possibility of doing a family gathering around July 4th. **(Secretary's Addition: The neighborhood yard sale will be held in late April.)** Rachel asked that Laurie put an announcement in the newsletter for homeowners to contact Laurie for poolhouse reservations. Rachel handed extra pool keys over to Laurie and stated that Larry the Locksmith can make more when needed.

Regarding Pool Committee news, Allison stated that the filter fan will be replaced shortly and the committee will be looking at pool furniture. Rocky Top will be coming out to summarize the pool HVAC.

The board discussed covenant violations. The homeowner that had a boat parked in the drive has sold his house, so there is no longer an issue with that property. Laurie was tasked with sending covenant violation letters to the Cannatas, the Lees, and the Dennys for mildew on siding. **(Secretary's Addition: The owners of 505 and 511 Rockwell Farm will need to be served with covenant violation letters for moldy siding as well.)** Allison discussed the possibility of finding a deal in which a siding-cleaning company could offer a discounted rate for the neighborhood.

It was stated that all contractors must have liability insurance.

There were no issues discussed in open forum.

The board meeting was adjourned at 8:09 p.m.