

# Meeting Minutes of the Rockwell Farm Homeowners Association

## Board of Directors

**June 26, 2011**

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

Homeowners attending: Bud Bowden, Robin Hanson, Angela Jones, Diane Knudsen, and Rachel Chenot

Allison ran the meeting for Rich, who was out of town. Allison called the meeting to order at 7:08 p.m.

The board approved the minutes from the April 10<sup>th</sup> meeting.

Allison led committee updates:

Capital Improvements: Terry Taylor, front entrance design committee member, provided an update via email, which Allison read to the attendees:

The committee met earlier this month to discuss ideas on the design and follow up items needed to develop the scope of the work. With the heavy involvement of area contractors on the roof and home repairs due to storms, it will be a while before we have contractors available to consider the project. Committee members are working on the following items:

1. Three teams were formed to look at other entrance brickwork in the Farragut area. The teams are: Kathy Pierre and Marianne Wohn, Bud Bowden and Marion Loper, and Rich Pierre and Terry Taylor. Rich Pierre and Marion Loper will look at a GPS geographic map of the Farragut area and divide it up among the three groups.
2. Rich Pierre asked Bud Bowden and Terry Taylor to develop a list of area contractors to be considered for the project.
3. Terry Taylor will develop a project action plan.

Work on these items will begin in late June.

Grounds: Marion detailed grounds issues as they stand as of the meeting. Five trees were down around the subdivision. Petree was consulted and gave a cost of \$1000 or more and cited lack of available equipment. Marion contacted Ed Keller Tree Service, which charged \$750 and finished the tree removal promptly.

Rainscapes came out in early May to hook up the irrigation system, which waters the front entrance island and flower beds along Old Stage Road, but found a broken standpipe underground. The company

returned to replace the pipe and hooked up the irrigation system, but then found the timing system was not working and a valve needed replacing. All repairs through Rainscapes to date have totaled \$755.

WeedMan has charged the HOA \$625.

Fletcher Lawn Care was dismissed due to operational changes that ceased to meet the HOA's needs once the contract was started. Evenly Cut is the new landscaper for the subdivision. He has residential contracts, as well as other corporate ones around the area. Marion said that the HOA might be able to get a reimbursement of \$195 from the bank that owns the Hampton property on Laurel Brooke. Fletcher was paid earlier this year to cut that lawn, although it is technically the bank's responsibility.

Marion asked when mulching could be done around the pool area. Allison and Jill told him to have Evenly Cut mulch the front island and beds close to the poolhouse at their earliest convenience but to not mulch the flower beds adjacent to Old Stage Road. Marion will check with Kathy Pierre about whether she mulches any of the areas mentioned to avoid unnecessary mulching by the landscaper.

Marion acknowledged a potential overage on the grounds budget due to the irrigation system repairs; the Hampton lawn care; and unforeseen costs related to cleaning out the drainage ditch at the front of the subdivision, which had needed to be done last year but wasn't.

Pool: Allison gave details about the process involved in fixing the pool decking to date. She stated that the pool deck was flaked with sharp edges, and the signs and furniture were shredded by the hail in April 2011. The HOA waited 2-3 weeks for the insurance company to assess damage. Around June 1<sup>st</sup> the contractor Allison and Jill chose to do the repairs was working out details with our insurance company. Pool repairs were started June 13<sup>th</sup>. The contractor informed Allison that the original concrete deck had not been done correctly; the company wanted to fix the underlying concrete so their surface work would be durable and could be guaranteed for their standard 3 years. The project has also experienced rain delays. Quality Pools is ready to drain and refill the pool as soon as the concrete can be walked on. Immediately following the pool closing in the fall, Allison and Jill will look into roof and gutter repairs, which are also required due to the hail storm in April. They anticipate finishing those repairs before winter.

Social: Laurie stated that the pool-reopening party will be scheduled once we know the opening date. It will be patterned after the end-of-school-year party and include pizza, soda, and popsicles.

Welcome Page for our HOA Web Site:

Laurie presented a mock-up of a welcome page to be created and linked to an online Directory of Neighborhoods sponsored by the Town of Farragut. Robin Hanson had suggested to Laurie in the spring that we provide our link to the Town for their web page. It is an opportunity for subdivisions to interface with prospective buyers. It includes a description of the neighborhood and our amenities, homes up for sale, and school and utility phone numbers. Jill and Allison requested that the page include a link to the HOA covenants. Laurie will email the mock-up to Dave so he can respond and begin HTML coding.

#### Coverage for Laurie's Vacation (July 13-August 10):

Jill agreed to check the HOA account and be a point of contact for Diane Knudsen, who has a poolhouse reservation for July 30<sup>th</sup>. Homeowners will be urged via newsletter (coming out in the next week or so) and email to NOT email during this period, but rather to call board members. Laurie will mention Jill as a contact for poolhouse reservations.

#### Clarification of Construction-Related Covenants:

Laurie has fielded numerous specific construction-related questions since March: fence- and pergola-building, changing of roofing material, and enlarging a deck. She asked for clarification of what the covenants apply to and require.

The board established that all construction, including fences and free-standing additions, are covered by the covenants' requirement to submit two copies of plans in writing for a 30-day review. Laurie (and any other board members approached) can direct homeowners to Covenant Section 3 and offer further assistance if needed. She can refrain from interpreting each individual situation. Laurie will include details in the next newsletter.

#### Clarification of Communication-Related By-Laws:

Laurie requested clarification on the communication requirements regarding meetings that appear in the by-laws. The board decided that sending HOA email and posting the white sign at the front entrance a week in advance of quarterly meetings is acceptable. The annual meeting in October requires written notice sent out to all homeowners in good standing. Laurie will consult Rachel about what will be needed in October.

#### Covenant Violations/Letter:

Laurie was tasked with sending a covenant violation letter to the owner at 355 Rockwell Farm Lane, to inform him that he needs to remove weeds and a fallen tree, maintain the lawn, and remove all debris. Laurie will also deliver request letters to the owners at 12713 Heathland Drive (peeling, leaning fence), 12719 Heathland Drive (siding), and 640 Rockwell Farm Lane (broken shutter).

Allison requested that the next newsletter include reminders about pool etiquette and not letting dogs use neighbors' lawns/pick up after them, as well as a statement that children need to be watched along the greenway so they don't destroy trees in adjacent neighbors' yards.

Laurie will send pdf files of all meeting minutes she has recorded, January to June 2011, to Dave Harry and request that they be posted on the HOA web site.

#### Homeowners' Comments:

Angela Jones expressed concern over the length of time the pool repairs are taking, although she understood why they were taking so long. She pointed out that she often sees workers taking breaks rather than working. Diane Knudsen requested that Robert Williams be followed up with regarding his yard. Robin Hanson supported the delivery of covenant letters.

The meeting was adjourned at 8:17 p.m.