

Board of Directors Meeting Minutes for October 7, 2012

Date and Time: 10/7/2012 – 4:00 pm

Board Members in attendance:

President – Curtis Timmons

Vice President – Anthony Woodard

Treasurer – Stanley Jones

At-Large Member - Miltonette Norman

At-Large Member - John Hambrick

Agenda Topics:

- 1) Community Meeting Agenda
 - Welcoming
 - Guest Speaker
 - President Update
 - Q3 Performance Report
 - Q3 Financial Report
 - Traffic Study for 2 additional stop signs at October Rose and Bel Grave
 - Phone blast service
 - RNA Residents Operating Handbook status
 - Q&A
- 2) Community Meeting Flyer—Curtis
- 3) Community Meeting signs—Curtis
- 4) New resident “Welcome Package”—Curtis
- 5) Roseleigh Operating Handbook status and printing cost estimates
- 6) Phone Blast service cost comparison and vendor selection by RNA Board—Curtis
- 7) Verification of residents desired participation in Phone Blast service—Curtis
- 8) Notarize Bylaws—Curtis
- 9) RNA generic reminder letter(s) for Bylaws and Covenants compliance—Curtis
- 10)

Next Steps:

- 1) Community Meeting Agenda**
 - Anthony will host the Community Meeting in Curtis’ absence. The Community Meeting agenda will remain as listed above.
- 2) Community Meeting Flyer**
 - Curtis will have the Community Meeting Flyer printed, and then provide the necessary copies to Block Captains for distribution to residents.
- 3) Community Meeting Signs**
 - Stanley will place signs for communicating the next community meeting at the normal locations
- 4) New resident “Welcome Package”**
 - Curtis showed a package of material that will be provided to new residents (e.g., welcome letter, Block Captains, map of Roseleigh, Bylaws, and Covenants. Curtis will provide 10 packages of the material to Mrs. Mennie Jackson.

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5) Roseleigh Operating Handbook status and printing cost estimates

- Curtis shared that input is needed from Board Members and Block Captains. He also shared some pricing estimated that he has received from companies to print 215 booklets: a) \$350, b) \$900, and c) \$808. The goal is to try and have the handbook published within 1 ½ months.

6) Phone Blast service cost comparison and vendor selection by RNA Board

- Curtis presented a cost comparison of three vendors that provides the service and his recommendation of the vendor "Call Multiplier." The Board approved his vendor recommendation and the purchase of 1000 calling credits for \$89.

7) Verification of residents desired participation in Phone Blast service

- Curtis raised the subject of obtaining verification (via Block Captains) from each resident regarding whether they would like to be included in the Phone Blast service. Stanley will provide a listing of residents that have indicated yes they would like to be included. The listing will be provided to Block Captains to verify with all residents within two weeks of their desire.

8) Notarize Bylaws

- Curtis raised the issue that he has spoken with a number of closing attorneys and they have indicated that our Bylaws and Covenants are not dated, sign or certified. He recommended that the Bylaws and Covenants be officially notarized at a minimum. The Board agreed and Mrs. Catherine Jones was recommended as the person to notarize both documents. Curtis will prepare each document for notarizing, and then provide them to Stanley/Mrs. Catherine Jones for appropriate action.

9) RNA generic reminder letter(s) for Bylaws and Covenants compliance

- Curtis surfaced this matter in response to a complaint by two neighbors received by Cindi regarding the homeowners of 7586 Proud Land lack of swimming pool and back yard maintenance. After follow-up by Curtis with Public Works/Code Enforcement Service Center and his review of Roseleigh Covenants, he will construct a generic reminder letter to be distributed to any homeowner (resident or mortgage company) that violates Roseleigh's Bylaws or Covenants. The letter will be reviewed/approved by the Board before dissemination to any homeowner.

Meeting concluded at 5:10 pm