

1. In attendance: Glenn, Jeanne, Alyson, Elizabeth and John Tisdale
2. Called to order at 7:05 pm
3. Financial Review c/o Alyson:
 - BOD reached end of year goal with capital reserves balance of \$50,000.00 and completion of capital projects within budget.
 - Avocet Financial Summary for 2009 has been reviewed and approved by the BOD. It will be posted on the Avocet web site.
4. Past Due Accounts Review: 4 active cases
 - a. One account had sent in his first check late for \$250.00. We will wait and see if he follows through with the succeeding payments.
 - b. 2nd outstanding account: Ashley unable to locate a valid address for serving the lawsuit papers. It is unknown if the house is currently occupied by renters. If there is continued difficulties encountered in serving the papers, we will resort to serving notice by publication.
 - c. 3rd account: Ashley is working on collection, we will give it another 30 days.
 - d. 4th account: amount due has hit the \$600.00 cutoff limit. Ashley to send a demand letter.
 - e. Suntrust account for foreclosed house on Pomarine Circle is past due for \$160.00. John will contact them to notify and collect.
5. Violations Review: 3 cases
 - a. One house with trailer in the driveway. John to send both homeowner and occupant a violations notice.
 - b. Another home with sidewalk plants and roofing debris had been cleared out. Yard looks unkempt; John to take a closer look during the next inspection and make a list of specifics.
 - c. Home with repaired shingles looks fine. Case closed.
 - John to take a closer look at homes during the next inspection and make a summary of yards that needs attention. BOD to discuss minimum acceptable standards of appearance; notices to be sent out later in February and possible self-help action implemented by the BOD on violators who continuously ignore warning notices. The homeowner will be duly billed for the above.
6. Vendor Selection Process:

Criteria for selecting vendors for future projects that the BOD discussed:

 1. Qualifications of the vendors.
 2. Good reputation - check references, county recommendations, personal experiences of residents.
 3. Recourse - find established vendors who are willing to stand behind their work.
 4. Fair price - low quotes will not be the deciding factor in choosing a vendor.
 5. Relationship - consider vendor's work ethics and relationship with Avocet.
 - Small projects: we will go with vendors who has done work for Avocet and maintain a good working relationship with us.
 - Big projects: we need to get multiple quotes before deciding which vendor to use.
 - John will make recommendations as necessary; he will always try to get the most cost-effective and reputable vendor for us.
7. Clubhouse Water Break: John will arrange for pipe repair, get quotes for fixing the drywall, mold, carpet and water line tomorrow.

- Future tasks: assign pool maintenance guy to shut off the shower valve in the attic during winter seasons; look into cost of moving the shut off valve to a more accessible place.
- 8. Trash collection: stolen clubhouse trash bin has been returned & we have also received a new replacement bin; trash still not collected by trash service - John to ff up and call again.
- 9. Avocet Document Storage: all in agreement to move 5 boxes of files from Glenn's basement to Access for a storage fee of \$6.25/month.
- 10. Clubhouse gutter cleaning: John to schedule cleaning and maintenance.
- 11. Pest and Termite Control @ Clubhouse: check with pest control company if they actually come and spray inside the clubhouse. For termite control, BOD decided to go with liquid treatments. John will get us quotes.
- 12. TV/Phone/Internet at Clubhouse: BOD decided to go with TV/Phone services with Comcast for \$80.00/month - Glenn will call to set-up, get copies of contract and update billing address. In the spring/summer, we will look into getting wireless internet going again.
- 13. Home Business Ad: we will refuse the request to post ads on our web site since homeowner involved has a past due account.
- 14. Message Board: not enough letters/numbers to post on clubhouse message board; BOD approved buying one more set for \$38.00.

CAPITAL PROJECTS

1. Clubhouse Roof c/o Glenn: repairs done.
2. Detention Pond Inspection summary c/o Jeanne: County Inspector: Eddie Rowland

The county is responsible for all the headwalls along Avocet Drive and Dunlin Shore. All of headwalls are in good shape. We need to keep the channels clear and maintain the weirs/dams.

On the pond at the clubhouse, we need to clear the partially blocked channel, vegetations, including any downed trees, and backed up water. The outlet in the weir needs to be dredged as it is partially blocked. The upper pond on Dunlin Shore was more of a channel, not a pond, so other than the headwall, we do not need to maintain it.

On the "lower" pond on Dunlin Shore the channel is clear, the headwall is sound, but the dam and the weir needs work. There is erosion on the dam that will require shoring up and fill dirt added, plus there are some overgrown shrubs that needs to be removed.

Clearing the undergrowth and trees in the pond by the clubhouse needs to be budgeted for twice a yr as ordinary maintenance.

Jeanne will meet with 3 contractors from the County's recommended list this weekend. John to email and notify affected homeowners regarding presence of contractors. Ashley to send legal notice to self-help homeowner regarding liabilities of working on the ponds without the Board's consent.

3. Entryway plants: we have \$5000.00 budgeted for entire project. BOD agreed to spend \$300 to \$500 for a mini plan from Precision (c/o Jeanne). Future maintenance expenditure will come from Grounds Maintenance Budget instead of Capital Expenses. Also look into planting flowers in the flower beds by the entryway.
4. Drainage at upper tennis courts: Jeanne to contact either Roberto or Precision to do.
5. Irrigations System: Glenn to get quotes for attaching rain sensors.
6. Power Wash Cross Tie Wall: we have quotes; will be done in spring.

7. Replacing Clubhouse Furnishings: c/o Alyson and Elizabeth; project for late this year if there is left-over money from Capital Expenses.
8. BOD Notices on the Forum: Andy to update calendars and post financials; Sri or Jeanne to post notices regarding changes in activity/meeting schedules.
9. 2 Leaning Trees at Clubhouse: John to get quotes from Arborist regarding tree removal and pruning.
10. Warning Notices for Violators: will be one of the major topics for discussion in future meetings; we need to look into wording differently the 1st, 2nd and 3rd notices as a group.
11. Tennis Court Spring Lock: John to look into fixing this recurring problem once and for all; get recommendations or find the heaviest spring lock there is.
12. Bill Schulte retirement party: will be c/o BOD since Social Club is inactive right now. Look into residents' participation and budget.
13. Next meeting: Feb 9, 2010 at 7:00 p.m.
14. Meeting adjourned at 8:45 p.m.