

Monday 26 April 2004

Subject: Annual Homeowners Meeting – **Minutes**

1. Quorum and Call to Order. The Glenleigh Homeowners Association (GHOA) Annual Homeowners Meeting was called to order by Chuck Ralston Member of the Board of Directors (BOD), and President, at the Glenleigh Commons, Poolside, 6:10 PM, Friday 23 April 2004. This action was based on determination of a quorum of homeowners (25% or 23 of 90 lot owners) present in person or by proxy for the annual meeting.

2. Authority and Notification. In accordance with the GHOA Covenants, Exhibit 'D' (By-Laws), Article II, ten calendar days prior to the Glenleigh Annual Homeowners Meeting, required notification of the meeting, along with its agenda, a proxy form, and guidance for electing a new member to the board of directors, was distributed to Glenleigh homeowners and residents.

3. Introduction of the 'Team'. (Board of Directors, Officers, Activity Coordinators)

• Chuck Ralston	Member, BOD and Officer (President)	Present
• Lesley Hudson	Member, BOD and Officer (Vice-President)	Present
• Cathy Strobeck	Member, BOD and Officer (Treasurer)	Present
• Vacant	Officer (Secretary for the Board) (Hollis Miller)	Present
• Gary Bailey	Chair, Modification Review Committee (MRC)	Present
• Les Hubl	Coord., Commons Area Maintenance-Repair	Present
• Vacant	Coordinator, Social Activities (Catherine Nause)	Present
• Bill Black	Coord, Tennis Court Activities	Present
• Lauri Brown	Coord, Swimming Pool Operations	Absent
• Lily Gomez	Coord, Commons Area Landscaping	Present
• Mike Huebener	Coord., Data Services and Security	Present

4. Agenda.

• Quorum	M. Huebener
• Introduction of Directors, Officers, Committee Members	C. Ralston
• Annual Activity Report	C. Ralston
• Finance and Budget Report	
○ Preparation and adoption of GHOA annual budget	C. Strobeck
• Committee Reports	
○ Modification Review Committee	G. Bailey

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| ○ Commons Property Landscaping | L. Gomez |
| ○ Commons Property Maintenance | L. Hubl |
| ○ Info and Security Services | M. Huebener |
| ○ Social Activities | C. Nause |
| ○ Tennis Court Operations / Activities | B. Black |
| ○ Pool Operations / Activities | B. Bush |
| ● Election of Director (vice-Chuck Ralston) | C. Ralston |
| ● Adjournment | C. Ralston |
| ● Transition to first-ever post-Annual Meeting Social | H. Miller |

5. Presidents' Report. (June 2001-April 2004)

a. Glenleigh's perennial issues:

- Budget -- based upon Covenant requirements and planning
- Beauty -- standards, upkeep, property values
- Board -- leadership and direction

b. Background:

- John Wieland Homes, Developer, with many builders, during 1985-1988
- Glenleigh -- 16 August 1985 Covenants declared -- now our 19th year
- An early JWH venture -- perhaps too fast too furious
- JWH turned GHOA over to its residents in 1991
- GHOA directed by volunteers since 1991
- We have had no systemic problems during our first 15 years under HOW
- But now is the time to check & repair major structural systems (roof, HVAC, siding, sink holes, etc.)

c. Tangibles:

- Funds -- Assessments (dues) steady since 2001. Not increased
- Pool -- Transitioned from Life Guards to Swim-at-own-risk policy in 2003
- Tennis -- Firm price maintenance contract since 2001 (need to find new contractor)
- Security -- Electronic access card installed in 2002
- Communications -- Website, Newsletter, Block Captains
- Social -- Cul-de-sac ;Block' Parties, Pool opening and closing
- Maintenance -- Volunteer Spring Clean-Up savings and social
 - Pool Pump Room-bathroom facility face-lift 2002
 - Entrance landscape contract revision 2002-3
 - Parking lot resurfaced
- Participation of homeowners in affairs of the Association -- need more

d. Payoffs:

- Property values – maintained and increased in most cases
- Community – a sense of belonging
- Quality of life – a sense of well-being
- Safety and security – a sense of trust in one's neighbors

e. Closing. You the homeowners, you decide whether or not to:

- support GHOA by approving its operating budget
- increase your property values by following Covenants and standards
- participate in the HOA by leading and serving your neighborhood

6. Treasurer's Report and GFY 05 Budget Approval. Cathy Strobeck, Treasurer, reviewed the Glenleigh FY05 (April 2004 thru March 2005) budget and members present with a show of hands unanimously approved its execution.

7. Modifications Review Committee. Lily Gomez emphasized need to pay attention to standards and talked about separate MRC flyers that would address specific issues and concerns.

8. Commons Property Maintenance. Les Hubl reviewed to-do lists for GHOA annual volunteer commons area clean-up campaign scheduled for Saturday 24 April.

9. Commons Area Landscaping. Lily Gomez talked about ongoing contract with Mr. Cruz, Inc. and objective to make GHOA entrance area attractive with curb appeal to prospective buyers and to serve as well as an example for individual property owners.

10. Data Services, Newsletter, Security. Mike Huebener talked about need for more interest in our website and about next issue of the newsletter set for mid-May.

11. Social Activities. No report or spokesperson. Hollis Miller organized the first-ever post-annual HOA meeting's social held immediately following this meeting.

12. Tennis Courts. Bill Black talked about need for new maintenance contract since current provider has gone out of business. Also, about need to revise GHOA association tennis policy to increase tennis participation.

13. Pool Operations. Bob Bush talked about implementing new service with ChlorKing, Inc. to cut costs, and about implementing new Swim-At-Your-Own-Risk policy.

14. Election of Director. Chuck Ralston talked about Covenants requiring a new Director every two or three years depending on interpretation of Covenants and By-

Laws. He also explained that homeowners elect its Directors and the Directors, in turn, elect Officers. After serving for three years consecutively, Chuck Ralston's Directorship must now be filled by another Glenleigh homeowner. After asking for nominations from the floor and receiving none, Chuck entered into nomination (by proxy) the name of homeowner James Kalafut who had indicated in his proxy form his willingness to serve as a Board Member (Director). Mr. Kalafut was nominated by Mr. Ralston. Nomination was seconded. And a majority of those present by a show of hands supported the nomination and elected Mr. Kalafut as the new Director.

15. Adjournment.

- Meeting was adjourned at 7:00 P.M.
- The next BOD meeting was scheduled for Tuesday 18 May at the home of Board member Lesley Hudson. This will a Transition meeting at which the Board will select its Officers.

FOR THE BOARD OF DIRECTORS:

Charles A. Ralston
Director and President (2001/04)

Enclosures:

- Memo, 13 Apr 04, Annual Meeting, Agenda, Proxy, and Election Guidance
- Budget (FY05)