

MONTHLY HOMEOWNERS ASSOCIATION MEETING

Homeowners are welcome and encouraged to attend in our open session during our monthly homeowner's association meetings. The executive session of our meeting is provided by statute, so board members can address issues involving privileged information and matters of a private nature. Homeowners cannot attend the executive session of this meeting.

MEETING INFORMATION

What: Wingate Village Townhome HOA Meeting	Date: March 20, 2014
Where: Clubhouse	Time: 6:30 PM

1. CALL TO ORDER

Aldo Tavares, the Vice President, called the meeting to order at 6:30PM at the community clubhouse.

2. ATTENDANCE

Board of Directors			Managing Agent		
Role	Name	In attendance?	Role	Name	In attendance?
President	Kenneth Paskett	No	Company Owner	Chris Bowden	Yes
Vice President	Aldo Tavares	Yes	Property Manager	Clark Macintosh	Yes
Secretary	Jeffrey Wood	Yes			

Homeowners		Special Guest	
Unit	Name	Role	Name

3. OPEN FORUM

Comments heard from the membership.

4. APPROVAL OF MINUTES

The minutes of the **February 19, 2014** meeting were read and approved as **submitted**. (corrected or as submitted)

5. FINANCIAL REPORTS

The treasurer, **Jeffrey Wood**, discussed the financial report and responded to questions:

As of February 28, 2014	
Total Assets	\$ 80,023.99
Total Liabilities	\$ 5,694.90
Total Equity	\$ 74,329.09
Total Expense	\$ 10,632.46
Total Reserves	\$ 38,518.75
Total Delinquencies	\$ 24,238.09

6. MANAGER'S REPORT

The Association manager, Chris Bowden, answered questions regarding the management report (attached).

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

Task Name	Description	Category
Property Report	Annual Property Report by Mgmt. Agent	HOA Management
TOPS Software	Community Management Suite	HOA Management
Clubhouse Curtains	Capital improvements to the clubhouse	Facilities & Maintenance
Outdoor Lighting	Repair torch lights on the S.E. side of the community	Facilities & Maintenance
Parking	Visitor Passes will be sent with April's statement	Facilities & Maintenance
Tree Trimming	U7 & U19 have tree trimming request	Facilities & Maintenance
Newsletter	Note about chargeback for vents.	HOA Communications
Parking	Unit 1 is requesting a parking pass	Rules & Regulations
Rule Enforcement	Enforcement item for April is Window Coverings	Rules & Regulations
Parking	Repair strategy, bidding at this time	Facilities & Maintenance
Rule Enforcement	Placement of satellite dish and FCC ruling for communities	Rules & Regulations
Capital Improvements	Design Strategy for stucco, fixtures, and other related	Facilities & Maintenance

9. EXECUTIVE SESSION

The Board adjourned to executive session to discuss any **legal issues, rule violation, delinquencies, formations of contracts, etc.**

9.1 Actions (votes) taken in executive session were:

9.1.1 Approved window treatment / capital improvements for clubhouse

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10. NEXT MEETING DATE

The next monthly Board meeting is scheduled for **April 16, 2014.**

MEETING ADJOURNED

The forgoing minutes approved by the Board of Directors on:

Jeffrey A. Wood, Secretary