

Sterling Hills Townhome Association - Special Meeting Minutes
April 29, 2013

Members of the Sterling Hills Townhome Association met on April 29, 2013 at 6:30 P.M. at Cavett Elementary School Cafeteria, 7701 South 36th Street, Lincoln, Nebraska to discuss and vote on the following; recycling and refuse pick-up, outlot improvements along Yankee Hill Road, and pet waste problems.

The following Board members were present; Jerry Hauder (President), Mary Knabe (Vice President) and Paula Dicero (Secretary/Treasurer and THA Manager). Members present were Steve Moeller, Rick Garneau, Deb Hauder, Virgie White, Elly Collins, Chad and Carolyn Pierce, Ryan McKay, Kim Nissen, Marcy Barber, Seth Teager, Missy Craig, Armin & Alma Sehic, Lisa Weeks and Nate Hoppe.

The meeting was called to order by Hauder at 6:34 P.M. with introductions of Board members. Minutes of the November 13, 2012 meeting were presented for approval. Motion was made by Deb Hauder to approve and seconded by Barber. Motion passed.

Dicero presented proposals from Uribe and Palmer for refuse pick-up and recycling at Sterling Hills. Motion was made by Hoppe to continue with Palmer and Sons at the amount of \$14.25 per townhouse a month for 2-day refuse pick-up and recycling. Motion was amended to add a requirement for Palmer to give the Association a "kicker" amount for the excessive fuel charge. Motion was seconded by Garneau. Motion passed with 10 votes for and 2 votes against. Members requested Dicero to send out a notice about the added recycling benefit with an option for the 18 gallon or 65 gallon tote to all members, noting that the 18 gallon tote was free and the 65 gallon tote would cost \$1.00 a month to rent; and request replies from those who want the service.

Dicero presented two options for street screening along Yankee Hill Road. The South Tree Screening at Yankee Hill Road was to remove 7 dead and diseased trees and replace them with 55 – 6 foot pine and spruce trees, in the amount of \$17,154.00. Dicero explained that this would cost each of the 22 homeowners along Yankee Hill Road, \$780.00 to do, however, if all members shared the cost, it would come to \$145.00 per member. The second option was to install a 6 foot white PVC fence from the west corner of the townhouses to the east end. This would be approximately 636 L.F. Cost of the second option would be \$23,528.00. This would cost each of the 22 homeowners along Yankee Hill Road, \$1,070.00 or having all members share the cost at \$199.00 per member. Motion was made by Garneau for the South Tree Screening at Yankee Hill Road with the 22 homeowners paying the cost. White seconded the motion. Motion failed with 0 votes for and 13 votes against. Motion was made by Barber to remove only the dead trees and replace them, and the Association paying for it. Motion was seconded by Moeller. Motion to amend the motion was made by Garneau to add; Dicero will get two more bids for the work and go with the cheapest bid. Motion was seconded by Barber. Motion passed with 9 votes for and 1 vote against.

Dicero spoke about an on-going problem at Sterling Hills with owners of pets not picking up their dog's waste. Dicero presented to all members a hand-out containing City ordinances about walking dog clean-up, sanitary requirements and keeping of animals, and dogs running at large. Dicero commented that the Covenants allowed for the Association to pay for the clean-up and invoice the owners along with an administration fee. Dicero questioned whether this was necessary and asked the members what they wanted her to do about the problem. Members present agreed to have Dicero send out copies of City Ordinances as they pertain to pets with a number to call for Animal Control to report infractions of the ordinances. Dicero was also requested by members to notify all homeowners who rent their townhouses to tell their renters. Members agreed that the Association is not responsible for the policing of the ordinances and to allow the City to take care of it.

Hauder made an announcement that he is resigning the position of President at the end of his term in November and if anyone was interested in running for the election, to let the Board of Directors know. Motion was made by Barber to adjourn. Deb Hauder seconded. Motion carried unanimously. Meeting was adjourned at 8:35 PM.

Sterling Hills Townhome Association Annual Meeting Minutes
November 12, 2013

Members of the Sterling Hills Townhome Association met at Cavett Elementary School on Tuesday, November 12, 2013 to discuss and vote on the following items. Review of 2012 - 2013 income and expenses, 2014 budget, 2013 - 2014 provider contracts, future projects and activities, and nomination and election of Board of Director member. Other related items were also discussed. The following Board members were present; Jerry Hauder (President), Mary Knabe (Vice President) and Paula Dicero (Secretary/Treasurer and THA Manager). A sign in sheet with names of members who were present is on file along with these meeting minutes at the Association office. The meeting was called to order by Hauder at 7:00 P.M. with introductions of Board members and approval of the April 29, 2013 special meeting minutes. There was no discussion of the minutes and vote to approve minutes was unanimous.

Dicero presented the income and spending for 2013 and noted that management expenses, insurance, utilities, services, and maintenance fell under the amount budgeted for the year. She also noted the improvements cost were not included in the budget as they were requested by members after the 2013 budget was approved and said the amount of \$9,244.90 spent for improvements caused a \$7,750.00 shortfall in the 2013 budget. Dicero noted that money was taken from the association reserve funds to pay for this. Dicero also presented the 2014 budget, noting increases in electricity (due to an LES increase of 2.9%), refuse (due to the mid-year increase for dump fees), and lawn care (due to the increased amounts on proposals she received). Dicero noted that management fees, postage, snow removal, lawn repair and parking enforcement were budgeted for less amounts than 2013 and the rest of the items were budgeted the same as last year's cost. This left a profit of \$112.00 at the end of 2014 for the association. Dicero also noted she did not include any special projects in the 2014 budget since they were not included in the 2013 budget. Dicero said she put together a list of improvement items and costs which members could choose to do in 2014. Ryan McKay questioned where payments for these projects would come from if the members chose to do them. Dicero responded that payment for these projects would have to come from association reserves. Hauder suggested that the payments could also be made by increasing dues. Dicero presented a Summary Balance Sheet showing Association income, expenses and balance for 2011, 2012 and 2013. Dicero noted that an increase of repairs in 2012 due to lack of maintenance by the association and the requested projects in 2013 have decreased the association reserve to around \$20,000. Hauder noted the association needs to keep some type of reserve in the bank for things such as private roadway repairs. Dicero was asked what she thought an amount for this would be and she suggested the association should keep at least what they have on hand now; noting that it is hard for associations to borrow money. Discussion ended and motion was made to accept the proposed budget. Motion carried 11 for and 1 against.

Dicero presented three lawn care proposals from Lincoln Landscaping, RushCo Lawn Care, and World of Green. Motion was made to continue to use RushCo Lawn Care for 2014. Motion carried 10 for and 2 against. Dicero presented three snow removal proposals from Willnow Concrete, Kohler Care and K2 Construction. Dicero noted that she did not have references for these companies however they will provide a certificate of insurance and Willnow has an employee who lives at Sterling Hills. She also stated that Willnow has an A+ rating with the Better Business Bureau for their construction company. Motion was made to accept Willnow Concrete for snow removal for the November 2013 - November 2014 snow season. Motion carried 12 for 0 against. Dicero noted the Association will be staying with the same provider for sprinkler maintenance.

Dicero presented future project options and estimated cost. Projects included lawn and sprinkler improvements in the cul-de-sac area at S. 35th and O'Sullivan, lawn and sprinkler improvements north of the detention cell on Grainger, planting natural grasses and wild flowers on the hill between the trees and detention cell along Yankee Hill Road, and continuing to provide trimming, mulching and street tree replacement. Motion was made to plant native seed with prairie grass and wildflower mix on the hill by Yankee Hill. After discussion motion was rescinded. Motion was made to amend the three day rule noted in item 8 of the agenda to include discussion of a dues rate increase in order to finance the improvement projects. Motion carried 11 for and 0 against. Motion was made by Garneau to increase dues from \$60.00 a month to \$65.00 a month starting in January of 2014 to fund special projects at Sterling Hills. Motion carried 11 for and 1 against. Motion was made to continue to trim, mulch and replace street trees as needed in 2014. Motion was amended to include the cost of watering the new trees. Motion carried 9 for and 3 against.

Dicero presented association activity options such as garage sales, the annual BBQ, documentation destruction and spring or Fall clean-up to the members and noted these activities were either free or included in the budget. Dicero asked members to approve these activities for 2014 and to let her know when the members want these scheduled. Members agreed to continue the garage sales in the spring and have them the same time as the surrounding neighborhood garage sales. Members tabled the BBQ and chose May for the annual on-site document destruction to take place. Members also agreed to a fall clean-up in October of 2014. Rick Garneau was the only nomination for position of new Board member and was elected for a three year term by plurality vote. Motion was made to adjourn and carried unanimously. Meeting was adjourned at 8:40 PM.

Sterling Hills Townhome Association
Board Meeting Minutes

DATE: Tuesday, November 12, 2013
TIME: 8:45 PM
LOCATION: Cavett Elementary School Cafeteria
7701 South 36th Street
Lincoln, NE 68516

Members of the Sterling Hills Townhome Association Board met on 11/12/2013 at 8:45 P.M. at the above location.

Motion to approve the minutes of November 13, 2012 was made by Knabe and seconded by Garneau. All voted yes and motion carried.

Motion for Garneau to hold the office of President, Knabe to remain as Vice President and Dicero to remain as Secretary/Treasurer was made by Dicero and seconded by Knabe. All voted yes and motion carried.

Motion to retain Dicero as manager of the Association was made by Garneau and seconded by Knabe. All voted yes and motion carried.

Meeting adjourned at 8:50 PM