

Sterling Hills Townhome Association - Special Meeting Minutes
March 25, 2014

Members of the Sterling Hills Townhome Association met on March 25, 2014 at 6:30 P.M. at Cavett Elementary School Cafeteria, 7701 South 36th Street, Lincoln, Nebraska to discuss and vote on the following items: special projects report, annual BBQ, on-site document destruction, fall clean-up, detention cell clean-up, snow removal parking policy, electronic billing, Association face book page, and open forum discussion.

The following Board members were present; Rick Garneau (President), Mary Knabe (Vice President) and Paula Dicro (Secretary/Treasurer and THA Manager). Members present were Virgie White, Ryan McKay, Seth and Sarah Teager, Jon and Amy Horning, Deb and Jerry Hauder, Kim Nissen, and Carolyn Pierce.

The meeting was called to order by Garneau at 6:30 P.M. with introductions of Board and THA members. Minutes of the November 13, 2012 meeting were presented for approval. Motion was made by White to approve and seconded by McKay. Motion passed.

Dicro presented the Special Projects Income Report and noted 2014 projected income is budgeted for the amount of \$7,080.00. Dicro also noted that payments through March 25th equal \$1,705.00. Dicro said the THA spent \$1,476.60 in March to mulch and trim street trees, leaving a remaining balance to date of \$228.48 in the account.

Under Old Business, Garneau asked for a motion to un-table the annual BBQ for discussion. No motion was made and the item remained tabled.

Dicro discussed dates for document destruction and fall clean-up at Sterling Hills. Dates and times were agreed on by members for document destruction to be Saturday, May 10, 2014 between 9:00 am and 11:00 am. Dates and times were agreed on by members for fall clean-up to be Saturday, October 11, 2014 between 9:00 am and noon. Dicro noted that both events will be in the cul-de-sac area at S. 35th and O'Sullivan Road and the THA will have to make accommodations for the truck and roll-off.

Dicro presented a letters from Gary Lacey (Watershed Management) and John Moeschen (U.S. Corps of Engineers) pertaining to the clean-up and maintenance of the detention cell. Dicro read the letter from Lacey which commented on tree removal, erosion on the north, northeast, west and southwest sides of the cell, concrete rubble dumping, and existing silt fence repair. Dicro also read city code 26.23.170 which determines responsibility of the maintenance of outlots by the association. Dicro said she met with the City and Parks Departments on site and had researched easements given for the storm sewer and work by the City. Dicro noted she thought some of the easements gave responsibility of maintenance to the City. Dicro said she had received a proposal for cutting down the trees in the amount of \$3,800.00. Dicro suggested three options: 1.) Members could do some of the work; 2.) Members could hire an attorney to send a letter to the City about what work the THA is responsible for and what work the City must do; 3.) The THA will get proposals and do the work mentioned in the letter from Lacey. Garneau suggested a fourth option of contacting the City Council Representative for the area and see if he can help the THA. Motion was made by White and seconded by McKay to allow the Board to form a committee and give them power to act for the THA to meet with the City Council representative about a solution to the issue with the City and if there is no help from the City Council to hire an attorney in the amount of \$500.00 to send a letter to the City declaring responsibilities of the THA and the City.

Under New Business, Garneau opened discussion on a possible parking policy for snow removal. Motion was made by Jerry Hauder and seconded by White to create a parking policy for snow removal which states, "No parking on private roadways on snow days". 4 voted yes, 1 voted no. Motion carried.

Dicero reported on the progress for electronic invoicing. Dicero stated that 16 out of 118 members signed up for emails in March, saving the Association \$9.28 in mailing costs and \$3.84 to print the newsletters. Dicero stated that she presently has 23 members signed up for April mailing. This will save the Association \$13.34 for invoicing and \$5.52 newsletters.

Garneau opened discussion on a possible face book page. Seth Teager said he thought this would be a good thing for the Association and volunteered to work with Garneau and Knabe on creating a face book page for the Association. Motion was made by White and seconded by Nissen to create a face book page. 6 voted yes, 0 voted no. Motion carried.

Under open forum discussion; Dicero announced the Sterling Hills Community Garage Sales would be Thursday through Saturday, May 1, 2, and 3, from 8:00 am to 5:00 pm this year. Committee chairperson for the garage sales is Virgie White. Dicero noted there was a mistake on the date in the newsletter this month.

Pierce commented she thought the snow crews did a good job with this winter's snow removal. Garneau commented on the snow left on the sidewalk by removing snow from the driveways last and noted the snow crew was contacted and given a standard to follow, being roadways first, driveways second, and sidewalks last. White requested that areas around mailboxes be cleared for people to get their mail.

White suggested changing the meeting day to another day of the week in order to attract more members to the meetings. Garneau responded that the Board will discuss this and put it on the agenda for the next meeting.

Seth Teager commented on siding falling off on townhouses. Members discussed needed repairs on other townhomes at Sterling Hills. Dicero noted the Covenants require members to keep their homes in repair and also allows for the Association to notify owners who are not doing so.

White made a suggestion to save money by not invoicing for dues anymore. Concerns by members were if the Covenants allowed for this and what if members stopped paying because of no invoice being sent. A question was also asked about paying on a quarterly or yearly basis instead of monthly. Dicero read Section 29 of the Covenants and Garneau said the requirement is on paying monthly and not on invoicing. Motion was made by White and seconded by Jerry Hauder to suspend all monthly billing beginning July 1, 2014. 8 voted yes, 0 voted no. Motion carried.

Dicero commented she would start sending out notice in the April, May and June mailings about this change and she would continue to send out statements out to past due accounts and letters notifying members of filing of liens.

With no further business, Jerry Hauder made motion to adjourn; White seconded. Motion was carried.

Sterling Hills Townhome Association - Special Meeting Minutes
June 4, 2014

Members of the Sterling Hills Townhome Association met on June 4, 2014 at 6:35 P.M. at Cavett Elementary School Cafeteria, 7701 South 36th Street, Lincoln, Nebraska to discuss and vote on the following items: Fencing, parking, and open forum discussion. Open forum items added to the agenda were: an update on the detention cell clean up and negotiations with the City, a revised date for document destruction, and a web site update.

The following Board members were present; Rick Garneau (President), Mary Knabe (Vice President) and Paula Dicero (Secretary/Treasurer and THA Manager). Members and guest present were Virgie White, Jerry Hauder, Carolyn and Chad Pierce, Kim Nissen, Deb Kamrath, Stacy and Larry Melichar, David Neth, Ryan McKay, Lisa Weeks, Kristina Morris, and Armin and Alma Sehic.

The meeting was called to order by Garneau at 6:35 P.M. with introductions of Board members. Garneau presented rules and procedures for the meeting and took a total count of votes from members who were present. Total votes were twelve. Minutes of the March 25, 2014 special meeting were presented for approval. Motion was made by Hauder to approve and seconded by McKay. Motion carried.

Garneau began discussion on issues pertaining to property owners of units with or wanting fencing, including middle units pertaining to lawn care, sprinklers, gates, access and maintenance responsibilities. Garneau referred to motions which were made and passed at the July 2012 special meeting and read paragraph three of the minutes from that meeting which stated fencing approval guidelines of the Association for all fence applications. Garneau requested a motion be made to enter into discussion. A motion to open discussion of issues on fencing, gates, sprinklers and maintenance was made by Neth and seconded by Hauder. Motion carried.

Discussion began with Hauder speaking about his fear of future liabilities and possible lawsuits for the corporation resulting from guidelines concerning restrictions on fencing and gates because they would change the covenants.

White commented on common lot line ownership of fences and noted unless fences were placed inside of the lot line they would be owned by adjoining lot owners. White reminded members of Section 6.a of the covenants on fencing which stated increased operating expenses associated with construction of a fence is the titleholder's responsibility.

Morris introduced topics for issues created with boxed in fencing and no exits such as; no emergency access from the unit in the rear, locked gates, maintenance, cost of providing an access hierarchy for new fences which box in neighbors with existing fencing, and setbacks or creating common areas between fences. Morris suggested that owners becoming landlocked by new fence construction might have a reduced fee for monthly dues.

Stacy Melichar introduced herself as Morris' neighbor and said she also had an interior unit. Melichar she would agree to put in two gates for mowing and egress access and it is alright with her for Morris to use her yard for access to and from Morris' back yard.

Hauder shared, "If you are landlocked you must have a gate."

Alma Sehic questioned if a homeowner was required to move a sprinkler head outside of the fence, as they were, are they still responsible to move or plug the sprinkler head should someone else put up a fence and connect the existing fence?

Neth expressed that he wanted guidelines for the interior units.

Larry Melichar introduced himself as Stacy Melichar's father and noted he is a person having a real estate developer background. Melichar stated if someone boxes in someone else with their fence, they have the responsibility to give them a way out and suggested a three foot alley way at the back of all fencing.

Neth questioned the amount of offset needed for the alley way and asked the Board how existing fences were allowed.

Dicero explained how the subdivision was created by the developer/builder who addressed fencing in the original covenants. As the developer/builder controlled the Board, fencing was installed for new homeowners as they requested it. In November 2011, homeowners took control of the Association. As new fencing was requested, and issues on fencing started to surface, the Board determined it needed to set guidelines pertaining to fencing. In July 2012, members of the Association met and voted to grandfather in all fencing and to set up guidelines for allowing fencing.

Weeks spoke about wanting the members to take a step back and to look at the big picture. Weeks commented that members should be stewards of all issues as they become part of a bigger picture in the future for fencing at Sterling Hills.

Motion was made by Hauder to end discussion of the fencing and seconded by Neth. Motion was called by Garneau, requesting a verbal vote. Motion did not carry and discussion resumed.

Alma Sehic inquired if a common area easement between fences will affect new home owners and what happens with the existing fencing?

Morris stated guidelines would need to be created to allow setbacks for fencing and members would decide what the guidelines would be.

Discussion of members suggested changing the covenants to reflect fence guidelines. Dicero noted changes to the covenants will take a 2/3 vote of members.

Garneau said the Association would not pay to relocate the grandfathered in fences to accommodate a setback for the common area.

Kamrath commented that she did not know the property lines joined in back and was not aware that fencing could connect with a common lot line.

McKay responded to comments about changing the covenants to allow for fencing guidelines to be added and said the Board is not changing the covenants but creating Board policies which the Association will use from this day forward. McKay asked, "If we create an alley behind the fences, what do we do with all existing fencing?" McKay said he was concerned about the safety of homeowners also who might be boxed in by fencing.

Garneau shared about a case in the news about an association where the covenants trumped policy in a lawsuit against the HOA and suggested this might be the case with the fencing and did not want the Association to bare the burden.

Weeks stated the City has codes and asked if the Association needs to get legal advice on the fencing issues.

Morris said she lives in a unique, four-person townhome with no side yards on the center units and it has always been the case. If the Association allows for gates, then it has to be a continuum; if Melichar puts in a gate to allow for Morris to not be boxed in, then subsequent fencing which boxes Melichar in must provide an access through their yard also.

Garneau suggested the Association take these issues to an attorney for a legal opinion. Garneau said the Association is faced with numerous open items such as liability, codes, safety, providing access by a person who is boxed in and creating a setback for common alley ways.

Alma Sehic stated her biggest concern is safety and she agrees to require all new fences to go in two feet and pay extra for push mowing, making the increased fee to be paid by the title holder of the fenced property for any extra maintenance.

White stated that all fencing applications should be on hold until the association hires an attorney to advise them on the issues. White also noted there should be a requirement for area size allowed for fencing of yards.

Motion was made by McKay to end the discussion and seconded by Neth. Motion carried 12 to 0.

Motion was made by McKay to stop approving fencing until the Board seeks legal advice on fencing issues stated in the meeting and seconded by Hauder.

Garneau opened discussion on the motion with McKay being the first to speak. McKay noted he wanted members of the Association to vote for approval motion in order to have a legal opinion on fencing issues brought up at the meeting.

Alma Sehic inquired if she must pay for her fence to be relocated once it is installed and who is liable to relocate the fences once they are installed.

Garneau requested a motion and motion was made by Neth to end discussion and seconded by Weeks. Motion carried 12 to 0.

Morris requested to review the issues presented by the members and to be reviewed by our attorney.

Garneau instructed Dicerio to read the minutes of the meeting. After the reading, Garneau stated we should hear back from the attorney within two to three weeks and ended all conversation on fencing.

Garneau presented issues on parking at Sterling Hills, including parking on sidewalks and across sidewalks and said he would like to have the authority to regulate parking on the private roadways as the City of Lincoln uses on public roadways.

Motion was made by McKay to allow for the private roadways to have the same parking regulations as the public roadways in the City of Lincoln and seconded by Hauder. Garneau opened discussion.

Morris inquired who polices the parking policies now for the Association. Garneau responded the Association has a contract for towing and Board members have authority to call for towing. Garneau added he puts notes on vehicles before he considers towing and has not had to tow since he has been on the Board. Hauder commented as past president, he had many vehicles towed away.

Nissen inquired how the renters know about association policies. Garneau responded that only the owners of properties and members of the Association are notified. It is up to them to notify their renters.

Discussion closed and vote carried 11 for, 0 against.

Open Forum Discussion began with Garneau giving an update on detention cell improvements required by the City of Lincoln and shared that the Board has made contact with City Councilman Jon Camp and a meeting was being set up with all parties involved.

Garneau shared that document destruction did not take place because of a double booking. Dicero requested a new date from members. Weeks suggested having the document destruction at the same time as the clean-up on October 11, 2014. Members agreed to the date and Dicero said she would contact Palmers to request the time.

Knabe gave an update on the proposed Sterling Hills Townhome Association website. Knabe said a launch date is scheduled for June 9, 2014. Knabe said she would put notes on the mailboxes. Knabe stated the site would be an open forum and she would be the moderator.

With no further business, Hauder made motion to adjourn and Neth seconded. Motion was carried and meeting closed at 8:30 PM.

Sterling Hills Townhome Association - Board Meeting Minutes
June 4, 2015

Members of the Sterling Hills Townhome Association Board of Directors met on June 4, 2014 at 8:30 P.M. at Cavett Elementary School Cafeteria, 7701 South 36th Street, Lincoln, Nebraska to discuss the following items: Lawncare, sprinkler maintenance, contacting and attorney for fencing issues, and a panel application for Trautman.

The following Board members were present; Rick Garneau (President), Mary Knabe (Vice President) and Paula Dicro (Secretary/Treasurer and THA Manager).

The meeting was called to order by Garneau at 8:30 P.M. with discussion about lawn care, noting member complaints, erosion problems, dampness of shaded areas, uneven mowing, mower damage, grub control and letters sent to members about lawn damage created by property owners and renters. Dicro agreed to contact RushCo and request they address problems noted at the meeting. The Board agreed to address the issues with RushCo at the annual meeting when new proposals are made for lawn service.

The Board discussed dampness in shaded and drainage areas at Sterling Hills causing erosion. Dicro noted she would contact Cummins Sprinkler and talk to them about options to resolve the issues and report back to the Board.

Dicro asked the Board for an update to the Trautman application for a privacy panel. Garneau said he would try to locate sprinklers again and check the area and get back to the Board on his findings so they may condition an approval for the panel.

Dicro noted that she will no longer be mailing newsletters since she will not mail invoices starting in July. Dicro and Knabe agreed that Dicro would submit all newsletters and important information for Association members to Knabe for posting on the website.

The Board agreed that Dicro would contact an attorney with a list of issues on fencing at Sterling Hills and request that he give an opinion on what the Association should do regarding the issues. Garneau wanted to have input on the list of issues. Dicro requested Garneau to send a list to her to use when contacting the attorney.

With no further business, meeting closed at 9:00 PM.

Sterling Hills Townhome Association - Board Meeting Minutes
July 21, 2014

Members of the Sterling Hills Townhome Association Board of Directors met on July 21, 2014 at 3:30 P.M. at Perkins Restaurant, North 48th & O Streets, Lincoln, Nebraska to discuss the following items: Fencing, assessment of no invoicing, lawn treatment, parking, yard/outside appearances, update on estimates for detention cell work, and establishing a monthly Board meeting. Board members present were: Rick Garneau (President), Mary Knabe (Vice President) and Paula Dicero (Secretary/Treasurer and THA Manager).

Meeting was called to order by Garneau at 3:30 P.M. with discussion about modifying and approving the Association's existing fencing policy. Dicero presented hand-outs to the Board which included existing fencing policy for Sterling Hills. Dicero suggested additions to the policy draft written by Garneau which included responsibilities for installation, common walls, member applications, time allowance for Board approval, invisible fencing and allowing for other additions to the policy as they are needed. Dicero presented examples of other association policies and read portions of them to the Board to use as guidelines. The Board agreed to have Garneau edit his existing draft to incorporate the items discussed at the meeting and then email the revised draft to other Board members for review. Once approved, Dicero was instructed to get an estimate from an attorney to verify the Board has the authority to enforce the new fencing policy based on the language of the Covenants.

Dicero reported there were thirty-two statements sent on July 17, 2014 to members who had past due accounts. Dicero commented that the percentage of late payments at Sterling Hills were comparable to other associations she manages and said she would continue to track the number of past due accounts and report to the Board at the next meeting. Garneau asked if there were additional comments from members on not wanting invoicing to end. Dicero replied no.

The Board discussed complaints from White concerning present lawn care, contract completion, applications provided, and her request for fungicide application, crab grass spray, round up spray on the rocks and increasing the watering times. The Board voted to spray the crabgrass as an extra item in the budget but not to apply fungicide this year. The Board also voted to not apply round-up to the rocks at this time and not to increase the watering to three days until Garneau and Knabe evaluate whether or not it is needed. Knabe commented that only one person complained about weeds and watering and until the Board needed more than one complaint to evaluate. Dicero said she would respond back to White with the Board's decisions. Garneau suggested the lawn company put flags into the yards when they are treated. Dicero responded that flagging was not budgeted for in 2014 lawn care, however the Board might want to re-evaluate request for proposals for next year and add items such as flagging, fungicide applications, and increasing other applications. The Board agreed.

Garneau noted that he had received complaints from White on the Four Seasons work truck and trailer being parked in the cul-de-sac area, however it was being moved frequently and there were plenty of other stalls for visitors to use. No action was taken by the Board on the issue.

Dicero commented on sending letters to owners of 3608 O'Sullivan and 3622 McLaughlin requesting they repair the sod or the Association would do it and bill them according to the Covenants. Dicero noted that sod would need to be laid in September and Garneau suggested the Board send a second letter to the owners requesting sod to be repaired in the fall. Dicero suggested that the Board look at the properties again before the letter is sent.

Dicero reported that she had contacted the City of Lincoln with a schedule for the required work on the detention cell to be completed before December 31, 2014. Dicero noted Public Works had approved the schedule.

Garneau set the next Board meeting for Monday, August 18, 2014 at the same Perkins restaurant and requested Board members to check their calendars for a reoccurring day to meet monthly on. With no further business, meeting closed at 5:25 PM.

Sterling Hills Townhome Association - Board Meeting Minutes
August 28, 2014

Members of the Sterling Hills Townhome Association Board of Directors met on August 28, 2014 at 3:30 P.M. at Perkins Restaurant, North 48th & O Streets, Lincoln, Nebraska to discuss the following items: Fence Policy, Detention Cell improvements, Document shredding and clean-up day, Web Site, Melichar and Morris fencing dispute, and setting an annual meeting date. Board members present were: Rick Garneau (President) and Paula Dicero (Secretary/Treasurer and THA Manager) Mary Knabe was not present.

Meeting was called to order by Garneau at 3:15 P.M. with roll call and Board approval of the July 21, 2014 minutes. Dicero presented the Fence Policy for review. Board approved and signed the policy.

Dicero reported on proposals for work in the detention cell. Proposals were reviewed, approved and signed. Approved proposals for the work were: Metro Sod & Seeding - \$1800.00 for grading preparation and \$1800.00 for seeding and laying of a straw mat on the north side of the detention cell. Aim High Tree Service - \$5,400.00 for removal of all trees in the detention cell. And Hansen Construction - \$3600.00 for placement of rip-rap at the flow lines of storm sewers and removal of the concrete dumping. Dicero noted the proposal from Hansen was for \$60.00 per ton of rip-rap and was estimated to be 60 ton. Dicero said the actual cost could vary, however Hansen has always been the lowest bidder on jobs they bid in the past.

Dicero reminded the Board of the upcoming shredding and clean-up day set for October 11 and noted that Garneau and Knabe suggested they put up no parking signs for October 10th and 11th so Palmer's equipment could be brought in and stored in the cul-de-sac. Garneau noted he would remind Knabe of the need to do this and would also have a notice on the signs that vehicles will be towed. Dicero said she would put a reminder in the newsletter also.

Garneau reported that he had contacted Seth Teager about setting up a web site for the association. Garneau noted the cost for this would be \$120.00 a year. Dicero agreed to the amount and suggested Garneau contact Teager and ask him if he would work on an official web site for Sterling Hills THA.

Dicero commented on the Melichar and Morris resolution with Morris installing a gate in her fence and requesting the Board to contribute \$125.00 as half of the expense for installation. The Board approved and Garneau instructed Dicero to issue a check and send a letter of approval for the Melichar fence, copying Morris.

Under new business, Dicero noted the annual meeting fell on Veterans Day and inquired if the Board wanted to change the date to the following day, as allowed in Section 3 of the Bylaws. Garneau suggested changing the date and Dicero agreed to have the meeting on November 12, 2014.

Garneau addressed the street tree problem at Sterling Hills and noted there were four trees which died or blew over in 2014. Garneau also noted fungus on trees along South 37th street and bark falling off the trees along O'Sullivan. Garneau requested that Dicero contact an arborist to get an opinion and proposal for improving street trees at Sterling Hills.

Garneau commented on the private roadways deteriorating at the returns to public streets. Dicero suggested she contact a person she knows who is a paving contractor and ask him to approach the City of Lincoln to determine what needs to be done and if there would be a cost share for the work because of the connection into a public roadway which is owned by the City. Dicero said she would ask for a proposal for repairs to put into the 2015 budget. Garneau agreed.

With no further business, meeting closed at 5:15 PM.

Sterling Hills Townhome Association (SHTHA)
Annual Meeting Minutes
November 12, 2014

Members of the Sterling Hills Townhome Association met at Cavett Elementary School on Wednesday, November 12, 2014 to discuss and vote on the following agenda items: 2013 - 2014 income and expenses, 2015 budget, 2014 – 2015 provider contracts, on-site document destruction, capital improvements, SHTHA fence policy, parking policy for snow days, website update, pavement repairs proposal and the nomination and election of two Board members.

The following Board members were present; Rick Garneau (President), Mary Knabe (Vice President) and Paula Dicerio (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 Garneau at 6:30 P.M. with roll call of Board members and approval of the June 4, 2014 special meeting minutes. There was no discussion of the minutes. Motion was made by Hauder to approve the minutes and seconded by McKay. Vote to approve minutes carried.

Dicerio presented income and spending for 2014 and noted that management expenses were higher this year due to project management of the detention cell project which was required by the City of Lincoln and also because of working with the attorney to write the fence policy. Dicerio also noted the cost of mailing expenses decreased by almost half since July because of not mailing invoices and her time decreased by not printing invoices and stuffing envelopes. Dicerio called attention to the amounts of \$6,600.00 for sodding and seeding and said the cost was for repair of erosion on the north bank of the detention cell, as required by the City and also to repair erosion on the hill along Yankee Hill Road. Dicerio also noted the amount of \$5,000.00 for tree removal is also part of the work required by the City in the detention cell, as they required all trees to be removed from the cell. Dicerio noted a loss for the year of \$3,964.40 due to detention cell improvement cost, mandated by the City.

Dicerio presented the 2015 budget and noted the reduction in management and office expense due to the completion of the detention cell and not mailing invoices. Dicerio noted the amount of \$3,745.00 for tree removal and replacement was for replacing 12 trees along O'Sullivan Road which were dead or dying. She also noted an amount of \$3,600.00 in the budget for laying of rip-rap in the detention cell to finish off the detention cell project. Dicerio commented on the lawn care amount and said the amount reflected the same provider and same work which was done in 2014, however this amount could increase depending on the amount of services member's request.

Dicerio presented cash flow statements for 2013 and through November 11, 2014, showing a negative difference of \$1,974.30 in the account from last year and noted this is because of the detention cell work. Motion by White was made to accept the proposed budget and seconded by Hauder. Vote to approve 2015 budget carried.

Dicerio presented four lawn care proposals from Cheney Lawn Care, RushCo Lawn Care, TDK Lawn Care and Lincoln Landscaping. Dicerio said all the proposals look good with the exception of the lowest bidder, noting that they might not have the knowledge, manpower, or equipment to do the work because they came in so low. Motion was made to continue to use RushCo Lawn Care for 2014. McKay opened discussion by commenting on the poor spraying of Round-up in the rock areas and noted his son had to pull weeds out of the rocks because they did not die. McKay suggested that during some months, mowing might take place every other week to save money. White suggested the mowing needed to be in different directions in order not to have ruts in the lawn and hand mowers needed to be used in the small areas around patios to cut grass evenly and around landscaping and trees to not damage them. She also criticized that trimming should be done before the mowing, however this only happened when the owner of the mowing company was there. White commented that the mowers need to stop blowing grass into the landscaping areas in her yard. White added that she had a complaint against one of the workers and said he did not do quality work and suggested a lawn care committee to be formed to oversee the lawn care. Hornung agreed with Dicerio on her concern for the lowest proposal. Townsley commented that she thought RushCo did a good job with lawn care and she had no problems and found them to be accommodating. Teager questioned if the present lawn care provider was paid by the hour or by the job. Dicerio replied, by the job. Collins commented that the grass in back by the patio was left long by the mowers and needed to be hand mowed. Chad Pierce commented that he saw the mowers taking naps. Garneau replied that he wanted to give the workers the benefit of doubt and they could be resting during breaks or lunch from the hot work. Hauder commented on spraying his own rocks and added, "You get what you pay for, and the question is how much do you want to pay?" Knabe commented that the quality of lawn care was a little shaky in her area. Nissen said she had a small amount of grass and to her, it was not worth the extra money to hire a better company for lawn care than the ones the association uses now. Garneau commented on a couple of items, saying the downspouts which were damaged by the lawn company were fixed, however, he observed some that were raised for mowing had not been put back down. Garneau noted he had gouges in his

lawn on the hill from the riding lawn mower. He added that any problems they were notified about were corrected and when Dicero calls the owner with complaints, she gets a response. Garneau noted, it is important to notify the management with any problems on lawn care. Garneau requested that Dicero address problems discussed at the meeting with the lawn care provider and noted that with these changes, the price of lawn care might go up. Discussion ended. Motion was made by Hornung to use RushCo and seconded by Townsley. Motion carried.

Dicero presented a snow removal proposal from Willnow Concrete and noted they were the only company to respond to her RFP's. McKay commented that he thought they did a good job last year. White did not like the banging of equipment during snow removal on the concrete and noted it could damage the concrete. White commented on how the snow needed to be removed. White requested that the snow be removed better around the mail boxes so people will be able to get their mail. Hauder commented on the snow mounds left last year on the sidewalks and noted it should be stressed to the company to remove snow from driveways first and then sidewalks so there will be no patches of snow left. Garneau noted the snow removal company had insurance and if White had any damages, to take a picture of the damage and send it to him. Garneau noted that if the snow was not removed properly the first time, they would be called back to correct the work and management would specify they would not get paid for the second trip. Garneau requested the snow removal company be notified that the snow blade must be removed from the properties in a timely fashion. No vote was taken since there was only one provider.

Dicero noted the Association will be staying with the same provider for sprinkler maintenance. Garneau commented on the sprinklers and noted the standard times for watering is at night, however he was concerned about not being able to identify broken sprinklers when they came on and suggested that the corporation run sprinklers during the day for the first two weeks of the season so members could check for problems. Townsley questioned who would check the sprinklers during the day and report the problems? Garneau responded that no one is in charge to go around and do this and it will be up to the homeowners. White commented that the company does not check individual sprinkler heads to see if they are spraying correctly and adjust them or to see if the heads go down or stay up and noted they run through the check too fast. Dicero noted the agreement was to check the system for repairs and not adjustments. Hauder added that you pay for what you contract for and some adjustments might be unreasonable to do. Garneau requested Dicero to contact the sprinkler company and find out what the difference would be to adjust each sprinkler head as it is needed. Motion was made by Garneau to table the discussion on sprinklers until Dicero can take this inquiry to the providers and get more information. Motion was seconded by Hornung. Motion carried.

Under Old Business, Garneau requested feedback from members on the on-site document destruction. Townsley said she brought her documents around 9:00 AM and no one was there to take them. Carolyn Pierce agreed and said she was there around 10:15 AM. Pierce added that she would prefer the date for this be in April or May, as originally agreed upon and noted that Palmer's were not there at that time either. McKay noted the provider agreed to this as part of their contract and must commit to the time they agreed to. Nissen commented that there are several opportunities in Lincoln for document shredding and it might not be worth it if no one uses it. Dicero asked how many used the service and two responded. Dicero asked about the clean-up and dumping. Garneau said he saw two bags in the dumpster. Pierce said she used the dumpster to get rid of some items. Garneau suggested Dicero call Palmer and advised that we had people show up during the shredding time. The board will work with Palmer to find a solution for next year.

Dicero presented the Capital Improvements report which showed net income in the amount of \$7080.00 for 2014 and expenses at \$11,600.00, leaving a balance of -\$4,520.00. Dicero noted the expenses were for mandated work to the detention cell and erosion control to the hill on Yankee Hill Road. Dicero projected income and expenses for 2015 which allowed for the carryover from 2014, rip-rap placement in the detention cell and replacing twelve trees on O'Sullivan Road, leaving a balance of -\$4,785.00 for 2015. Dicero projected 2016 income and expenses, showing possible paving repair cost on McLaughlin Drive with an estimated amount of \$25,000.00 and sprinkler timer and spray adjustments with an estimated amount of \$3,000.00. Dicero noted costs of the 2016 proposed projects far exceeded the income projected and needed to be tabled for further exploration before committing to the projects. Garneau shared Cummins' proposed plan for the sprinklers. Cummins advised installing smaller heads for the shaded areas of the lawn would help keep the lawn in those areas from remaining so wet.

Dicero gave an update on the schedule for detention cell improvements and noted trees would be removed the first two weeks in December and rip-rap placed the first part of 2015. Dicero noted this work would complete upgrades requested by the City for the detention cell. Hauder asked about the problem with trash in the detention cell coming from Lincoln Housing Authority's (LHA) development to the west. Dicero and Garneau shared they had been in contact with LHA and are working with Jon Camp and LHA to resolve the issue. There was no discussion on the Yankee Hill improvements.

Garneau requested comments about street trees. White commented that it was unfair to homeowners to continue to maintain street trees and wanted to stop the tree maintenance program. Garneau responded that members voted to do this at

a past meeting and until this is repealed, it remains the responsibility of the corporation. Townsley asked if the corporation must replace a tree if it is down or does the homeowner have the option to not replace the tree and noted she was for replacement of trees. Hauder commented that he chose not to replace his tree when it was removed. McKay said he lived on O'Sullivan and they were just trying to get their street trees established after being left with a bad batch of poorly planted street trees. Teager agreed and noted the trees had problems within the first year after planting. McKay suggested if a neighbor did not want a tree replaced, then another homeowner might have the option to plant the tree in their yard instead. Knabe said the trees were doomed because they were planted in a year of hot weather and very few people watered them. Dicero commented that the corporation had to pay someone to water the trees. Nissen shared she was not against having trees but noted the corporation has gone through a lot of trees and could the planting of replacement trees be paced. Dicero read Section 23.b of the Covenants, "The Corporation shall provide to each member grounds maintenance which shall include mowing and maintenance of each member's lawn, trees and shrubs." Dicero noted, tree replacement is a responsibility of the corporation when the trees are located on property owned by the corporation. Hauder suggested the problem is the area the trees are planted in between the concrete and among the rocks and roots are not being established because of the location. Dicero agreed and commented that she met with an arborist and he determined the street trees on O'Sullivan were too large and they were planted too deep. Dicero noted there was a one year warranty period which Parks and Rec. approved the trees afterward and so nothing was done at that time for replacement. Motion was made by Townsley to make an amendment to the tree policy to leave it up to the professional to determine the type and size of the tree to be planted and to determine if the area is viable to plant a tree. Hauder seconded the motion. Motion carried. Motion was made by Garneau for the Board of Directors to take administrative control over the street tree replacement. McKay seconded. Motion carried.

Garneau spoke on the fence policy and explained the reason for the Board approving a \$103.00 share in the cost of installing a gate in order to make the existing fence compliant to the new policy. Hauder commended the Board for creating a good policy on fencing and thanked them. Garneau addressed issues with parking in the private roadways during snow events and gave notice that cars will be towed away to accommodate snow removal equipment if they are parked in the private roadways during snow removal. Garneau updated members about a proposed association website, saying the cost for a domain would be \$120.00 a year. Garneau noted that Seth Teague would maintain the site which will include meeting minutes, corporation policies and other pertinent information. Motion to spend \$120.00 a year for the site was made by White and seconded by Seth Teague. Motion carried.

Paving repairs proposal under new business was tabled due to lack of funds.

Under open forum discussion, Garneau suggested creating a committee of three people to oversee problems concerning lawn care, snow removal, and sprinklers. Garneau noted the Board would be soliciting names of members who want to be on the committee.

Knabe resigned her position on the Board due to conflicts in her schedule. Ryan McKay was nominated by Dicero for a one year term on the Board of Directors to replace Knabe and there being no other nominations, accepted the position and was elected. Paula Dicero was nominated by Garneau for a three year term on the Board of Directors and there being no other nominations, accepted the position and was elected.

Motion was made by Hauder to adjourn, seconded by Townsley and carried unanimously. Meeting was adjourned at 8:55 PM.

Sterling Hills Townhome Association (SHTHA)
Board Meeting Minutes
November 12, 2014

Members of the Sterling Hills Townhome Association Board of Directors met at Cavett Elementary School on Wednesday, November 12, 2014 at 9:00 PM.

Rick Garneau was voted in as President, Ryan McKay was voted in as Vice President, and Paula Dicero was voted in as Secretary and Treasurer of the Board of Directors. Members agreed that Dicero would send all Board members and members of the Association the new Board of Directors contact information.

Discussion took place about the web site. Garneau suggested checking out the O'Shea web site and using it to pattern the Sterling Hills web site by. Members of the Board agreed to do this and to meet again to further the process of getting the web site started. Dicero suggested a date for the new web site to start to be set for January 1, 2015. Garneau noted that Seth Teague would be working on the web site in his spare time, as a volunteer. Garneau suggested giving Seth Teague a gift certificate for working on the web site since he would not get paid for his work. All members agreed.

Meeting was adjourned at 9:15 PM.