

**CLOISTER OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
November 10, 2016**

The Board of Directors met at 3 p.m. on Thursday, November 10, 2016, at the Cloister Clubhouse. Present were President David Stansberry, Julia Armstrong, Brenda Butler, Sue Hegland, Ann Green, and Tom Keeling. Also present was Association Secretary Mickey Beazley, Association Treasurer Peggy Hollis, and David Floyd, of Floyd and Associates, Inc. Absent was Judith Smith.

Preliminary to the Board Meeting, the Association Treasurer Peggy Hollis gave an in-depth presentation of the budget projected for 2017.

President David Stansberry opened the meeting and called for approval of the agenda and approval for the meeting time.

MOTION

Motion was made to approve the agenda and the meeting time for one and one-half hours with the flexibility, if necessary, to extend the meeting as needed.

Motion was made by Brenda Butler, and seconded by Sue Hegland, that the Motion be approved. Motion carried.

MINUTES

The President called for correction and/or approval of the Minutes of the last month's meeting, of October 20, 2016.

Motion was made by Sue Hegland, and seconded by Brenda Butler, to approve the Minutes. Motion carried.

TREASURER'S REPORT

Peggy Hollis reported that the budget has been balanced at this point with a surplus of \$18,000. Since she completed the 2017 budget presentation prior to the meeting, she asked for a motion to approve the final budget numbers.

MOTION

Motion was made to approve 2017 budget numbers as corrected in the work session prior to meeting.

Motion was made by Tom Keeling, and seconded by Sue Hegland, that the Motion be approved. Motion carried.

RESIDENT MANAGER REPORT

Rick Sanjek, Interim Resident Manager, reported the following activity:

- Together with Tom Keeling, they did a survey of driveways, recording which had cracks and which were in need of greater repair. There were only a few, if any, in need of replacement, however, a few had trip hazards that could be fixed by the replacement of just one section.
- It was discovered that 112 had cracks of varying degrees. Tom will introduce a motion to fill these cracks over the next six weeks as preventive maintenance. The proposed budget will be \$8,000.

- There were 91 units recorded that need gutter cleaning. As a matter of preventive maintenance, Tom will introduce a motion to clean these gutters over the next six weeks with an estimated budget of \$3,000. Might later add a budget line item for gutter cleaning.
- It is believed that there are sufficient surplus funds in the 2016 capital expenditure budget to absorb these expenses, even after \$175,000 is ear-marked for the Reserve Fund for this year.
- I have also included the summary of slab expense history with total costs from 2005 through October 2016 sorted by unit:
 - (a) full expense sub-sorted by date
 - (b) sorted by total expense per unit
 - (c) a list of units being monitored that do not have any expense history.
- The slab expenses for 412, 414 and 444 Siena Drive will not be spent until 2017.

PROPERTY MANAGEMENT REPORT

- We have provided a history of slab raisings. The costs have ranged from \$20 for inspection up to \$100,000 for repair. The criteria for determining the need is based on a certain amount of drop per square foot. There are 13 units that are being monitored.
- Recognition should go to the Finance Committee: Peggy Hollis, Tom Keeling, David Stansberry, Ann Riddle, Dave Hiner and Bill Steve for their work this year. The maintenance increase due in July and then due in October was delayed until January, 2017 and has been reduced from \$50 to \$10 monthly.
- The 718 Mt. Carmel restoration work on the driveway and stone wall is completed.
- When the real estate agents are working on the sale of our homes, it is now necessary to sign an engagement letter.
- Sometimes it is best to get the assistance of an attorney to find out exactly what the law says. This could save thousands of dollars.

COMMITTEE REPORTS

Finance Committee Report --- Peggy Hollis: Association Treasurer

There is no further report following the explanation of the 2017 budget presented prior to the Board meeting.

Facilities Maintenance Committee – Chairman Ann Green

The report is brief. The contractor has picked up the pool furniture to complete the re-strapping.

Infrastructure Committee – Chairman: Tom Keeling

- The repainting of aluminum siding at 806 Marquette, 280 Cana and 282 Cana has been finalized.
- There are three slab raisings that have been approved and will be done in January.
- There are 112 driveways that have cracks that need to be filled in at a cost of \$8,000, and there are gutters that are needed to be cleaned on 91 buildings.

MOTION

Motion was made to approve repairing the cracks in the driveways, and to approve cleaning the gutters.

Motion was made by Tom Keeling, and seconded by Ann Green, that the Motion be approved. Motion carried.

Beautification Committee -- Chairman Julia Armstrong

- Two members of this committee helped another resident with some yard beautification and weeding.
- Brenda Starnes is coordinating with city services on three issues:
 - 1) After NES worked on the transformer on Loyola and Cloister Drive, they left a hole beside it with cones over hole. They are supposed to be coming out today to check it and repair it;
 - 2) The entrance at Highway 70 is being disrupted by the Metro sewer work being done, and Brenda is helping monitor work to ensure their work does not undermine our wall and monument at the entrance, and she will make sure that they put everything back in order after work is completed;
 - 3) The Department of Public Works has been notified to clear the out-of-control brush on Vaughn's Gap Road at the end of our wall. If they will get the right-of-way cleared, then LSI can keep it mowed and cleared out, and we will then be able to start our project of screening the wall with trees.
- At the last planning meeting, we discussed tree removal and replacement. In light of that discussion, I would like to share some of what I have learned about our trees this year:
 - 1) A lot of our residents are aware that the Cloister has a tree problem, but I doubt anyone really understands the scale of the problem. The City Codes Department as relating to trees is managed by the Urban Forester, which is part of the City Codes Department. There have been rules written for new developments, because using the inch for inch formula for an existing development like ours is not sustainable and this is the reason why.
 - 2) Over the next decade we are likely to lose 74 trees due to disease or old age. They total 936 inches in diameter, so if we replaced them inch for inch, as some have suggested, we would need to replace them with 468 two-inch trees. This is not sustainable. Thus the Urban Forester replacement recommendations are probably only relevant for new developments. For the purposes of the Cloister, we will replace trees one for one. Protected trees are those that are six inches or more in diameter, and are to be replaced one for one.
 - 3) Residents should not be required to replace trees that are removed in their yard. This can be optional. If they do not want a tree, it will die from lack of water or care. The HOA can add another tree to other locations in the common areas if a resident does not want to replace one.

4) Trees that are likely to be lost are in three categories:

- a. **Bradford Pear**: There are 23 Bradford Pear trees. They are on the city's do-not-plant list. They are at the end of their natural life-span, and will probably all be gone in the next 10-15 years. When they get too big, they begin to drop their branches, or split in half, and are dangerous to our residents and structures. It would probably be best to have a gradual reduction in these trees because they are a significant part of our landscape. They can have a crown reduction (topped) or be removed. Crown reductions typically cost about half of the price of removal.
 - b. **Ash Trees**: There are 19 Ash trees at the Cloister, and the Emerald Ash Borer has been decimating the ash trees nationally, starting in Detroit, and working its way down in our direction, and have been confirmed in Davidson County. We treated our ash trees this summer for this insect, but there is no guarantee that we won't lose all our ash trees in spite of treatment.
 - c. **Miscellaneous trees**: There are 32 miscellaneous trees that are in poor health, are being crowded out, are threatening our homes, or are competing with other trees.
- This committee will recommend that seven (7) trees should be removed in January and replaced one for one. These 7 trees total 104 inches, and would require 52 two inch diameter trees if replaced inch for inch. That would cost \$10,000 instead of \$1,200.
 - 1) Only one of these seven trees needs to be replaced at the same location, which is the Ash tree at Loyola and Cana by the bench. It is only 50% dead but is an eyesore and is in a prominent location, and should be replaced, so it should be included in the next project, and should be replaced with a Ginkgo, which has great appeal because they leaf out early in the spring, and drop their leaves late in the fall, after providing a fantastic golden display.
 - 2) The other six trees to be removed are each either 85% or 100% dead, and are in more remote locations, where there are already plenty of other large trees. These replacement trees could be applied to the project of screening the Vaughn's Gap Road wall. This will cost about \$1,200 towards a \$10,000 project, which can replace the on-site audit price of \$34,345 in 2019 for maintenance of the wall itself.
 - 3) Removal of the seven trees will be about \$3200 and the Ginkgo is \$337, at a total cost of around \$3550 for this project, which should be started without delay in early January. The Entrance Island project should also begin in January with a cost of \$2645, and the two projects will total \$6200.

MOTION

Motion was made to file a permit to comply with city codes to remove any tree six (6") inches or more in diameter, whether by the HOA or the homeowner. Trees will be replaced one for one. Residents will have the option to replace a COA approved tree, or not. If not, the HOA will replace common trees and those that are unwanted by the resident into other on-going projects in the common areas.

Motion was made by Julia Armstrong, and seconded by Brenda Butler, that the Motion be approved. Motion carried.

- Regarding the Tulip Poplar tree at 302 Cana Circle, I recommend that the tree be left as is, as the arborist from Quality Tree Surgery says it is healthy and still has 65 years of life. If the tree is removed, the driveway will settle with the disintegration of the huge root mass and may also attract termite colonies. The removal of the tree will not prevent further disruption to the driveway and it will probably have to be replaced in ten years, whether or not the tree is removed. I ask that further discussion of this tree be put to rest.

MOTION

Motion is made that due to the recommendation of the arborist from Quality Tree Surgery, the Tulip Poplar tree at 302 Cana Circle will be left alone for now and there be no further discussion, realizing that the driveway will probably have to be replaced in ten years.

Motion was made by Julia Armstrong, and seconded by Sue Hegland, that the Motion be approved. Motion carried.

FOR THE RECORD FROM CITY CODES:

It is unlawful to remove a "protected tree" without first obtaining a Tree Removal Permit. Protected trees are trees six (6") inches or more in diameter on any property other than a property platted for a 1 or 2 family residential development. Removal of protected trees may create the necessity for the planting of 'replacement' trees based on an acceptable tree plan provided at the time of issuance of a Tree Removal Permit. The tree removal penalty will be determined by the Environmental Court Judge.

17.24.090 Removal of protected trees.

It is the intent of this article to minimize the removal of protected trees and to ensure that developers take reasonable measures to design and locate the proposed improvements so that the number of protected trees to be removed is minimized. In particular, the design shall attempt to preserve specimen and historic trees. For purposes of this chapter, the term 'protected tree' means a tree with at least a six-inch diameter at breast height (DBHK) that is selected to be saved or preserved for purposes of being counted toward the required tree density.

Compliance with tree density shall be calculated using gross acreage of the property, but shall not include the portion of the land area currently or proposed to be covered by buildings.

Existing developments not otherwise exempted shall comply with the tree replacement provisions of this title when undergoing expansions.

Life Enrichment & Community Activity – Chairman Sue Hegland:

- On December 10th, together with the Good Neighbors Committee, we will have a community-wide Christmas cookie exchange for all residents.
- There have been some technical problems with the Friday night movies, but John Sangervasi is going to help get a working DVD player.

Safety Committee --- Chairman Judith Smith

In the absence of Nominating Committee members Judith Smith and Sophia Keller, Peggy Hollis introduced the following nominees for the 2017-2018 Board of Directors: Brenda Starnes, Dave Hiner, Tom Keeling, and David Stansberry, each of whom presented their interests and their qualifications.

Communications Committee – Chairman Brenda Butler

- The Annual Christmas Party will be December 4th, with entertainment by Carolers from 1:30 to 2 pm.
- The Planning Meeting will be December 1 and the Board of Directors Meeting on December 15th.

Contract Review Task Team has six contracts between the COA and service providers to review and have uploaded them to the website. They chose Property Management, the David Floyd & Associates, Inc.'s 10-year-old contract, for the first contract review. In the process of reviewing the current contract, they have reached out to several area property management companies for a comparison of what is provided for us today, and what else might be available at what cost. They are currently evaluating the responses.

OTHER BUSINESS

Sophia Keller's monthly report of Units currently on the market:

311 Cana Circle	B Model	\$229,900.00	Under Contract
414 Siena Drive	B Model	\$220,000.00	Under Contract
273 Cana Circle	B Model	\$235,000.00	Under Contract
103 Cloister Drive	B Model	\$195,000.00	Under Contract
447 Siena Drive	C Model	\$195,000.00	Under Contract
277 Cana Circle	C Model	\$235,000.00	Only Unit For Sale

There being no further business to come before the Board, motion was made that the meeting adjourn for questions and/or comments.

Respectfully submitted,
Mickey Beazley, Association Secretary