



THORNHILL COMMUNITY ASSOCIATION, INC.sm
c/o Brawley Management, LLC

3325 Springbank Lane • Suite 150 • Charlotte, N. C. 28226 • 704-364-2139 • Fax 704-364-5812

Board of Directors Regular Meeting
February 25, 2008
Brawley Management

A Regular Meeting of the Board of Directors of the Thornhill Community Association, Inc. was held on February 25, 2008 at Brawley Management.

Board Members Present:

P V Archer, President
Elizabeth Johnson, Director
Ed Ferris, Secretary
Michael Neddo, Director
Linda Stipo, Director

Board Members Absent:

Todd Atwood, Vice President
Darren Morrow, Treasurer

Brawley Management:

Craig Brown

Others Present:

Larry Huelsman – Parks and Recreation Department
Michael Stitt
Barry Hall
Rosemary DiGiovanni
Dan Paulson

Call to Order

The Chair, noting the present of a quorum, called the meeting to order at 7:20.

Member Forum

The Chair invited Members present who so wished to address the Directors.

Rosemary DiGiovanni and Dan Paulson addressed the Board. They provide the following Education update:

- Neighborhood at impasse with current School Board
- Trent Merchant promised to vote for reassignment to Audrey Kell during campaign but reversed position during recent vote
- Currently 94% of Community House attends Audrey Kell/only 6% planned to attend South Mecklenburg
- Committee will continue to work behind the scenes and will keep neighborhood informed

Barry Hall presented several issues:

- Swim Team schedule – practice to commence 5/12/2008.
- Requested CPM support for life guarding during practice/meets
- Provided lifeguard staffing recommendations for Thornhill



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The President thanked both sets of presenters. He stated that the Board is supportive of the swim team. In ensuing discussions later, it was agreed that lifeguard staffing would best be handled by CPM who is contractually obligated to fill that task.

Approval of Minutes

The Chair asked if there were any objections to the approval of the minutes of the Regular Meeting of the Board of Directors held on 10/10/2007 and 1/25/2008. Hearing no objections, the both sets of minutes were approved.

Officers' Reports

- President's Report
- Treasurer's Report (written report shown in **Attachment B**)

Property Manager's Report

The Association's property manager provided an update as follows:

- **HOA Bank Account**
 - Desire to keep cash in Bank under \$100,000
 - Brawley to provide a cash flow analysis to determine if opening another account is necessary
- **Brickman Proposal**

Brawley presented Brickman's proposal for 2008. Discussion included requiring Brickman to provide a checklist documenting completed work. See attachment A.
- **HOA Insurance Policy**

Brawley presented an insurance proposal from Nationwide. Pavilion coverage will increase by \$150,000. All other coverage remains unchanged. Rate will drop from \$6248 to \$5281.

Reports of Committees / Other Project Reports

The following Committee reported:

Education Committee

Rosemary DiGiovanni and Dan Paulson addressed the Board. They provide the following Education update:

- Neighborhood at impasse with current School Board
- Trent Merchant promised to vote for reassignment to Audrey Kell during campaign but reversed position during recent vote
- Currently 94% of Community House attends Audrey Kell/only 6% planned to attend South Mecklenburg
- Committee will continue to work behind the scenes and will keep neighborhood informed

Unfinished Business

The Chair brought forward the following item of unfinished business for consideration:

- **Reserve Study Update:**

Ed Ferris/Craig Brown updated Board on progress. Board should receive initial recommendation within one month. Board will then have opportunity to make adjustments prior to approval
- **For Sale/For Rent Signs**

Discussion centered on City regulations as well as need to limit signage.



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- **Big Rock Park**
 - Larry Huelsman provided update on current direction of Park and Recreation Department
 - Larry recommended that the Board continue to communicate with the Parks and Recreation Department regarding Thornhill's desire to leave Big Rock pristine and undisturbed
 - PV to e-mail community with update and to request e-mails from community members to Parks and Recreation
 - Michael Stitt updated Board on status to designate Big Rock as Historic. The Historic Commission to hold meetings on 3/4/2008 and 3/10/2008. Ed Ferris to attend the March 4th meeting and Michael Stitt to attend the 3/10/2008 meeting. Both will express support for the Historic Designation.
- **Speed Bumps**

Discussion on methods to reduce speeding through the neighborhood
- **Roper Security**

Michael Stitt to implement Board approved security program
- **Mad Science Proposal**

Board discussed proposal from Mad Science. Linda Stipo will discuss with Mad Science. She will report back to the Board at next the meeting if perceived doable.

New Business

The Chair brought the following items of new business consideration:

- **Traffic Count**

Per Brawley, the City recently conducted a traffic count at Elm lane and Elmstone. The bottom line is that the traffic doesn't fit within the model required to install a traffic light.
- **Late Payment Philosophy**

Board discussion
- **Schedule – next Issue of Thornhill Reporter**

Board discussion
- **Rules/Regs**

Deferred
- **Corporate Seal**

Brawley requested the Thornhill Corporate Seal. The Board stated none exists.
- **Record Archives/Retention**

Discussion on how long to Brawley should retain HOA records.

Motion: *Per the recommendation of Brawley and legal counsel, Brawley is authorized to destroy all archived documents over seven years old.*

Brought by: Ed Ferris

The Chair called for discussion. After discussion had been heard, the Chair asked if there were any objections to the motion. Hearing none, the Chair announced that the motion was passed by unanimous consent.



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- **Brickman Proposal**

Motion: *Adapt option A. Require Brickman to report to work completion to Brawley.*

Brought by: Linda Stipo

The Chair called for discussion. After discussion had been heard, the Chair asked if there were any objections to the motion. Hearing none, the Chair announced that the motion was passed by unanimous consent.

- **HOA Insurance Policy**

Brawley presented an insurance proposal from Nationwide. Pavilion coverage will increase by \$150,000. All other coverage remains unchanged. Rate will drop from \$6248 to \$5281.

Motion: *Approve switching HOA insurance to Nationwide.*

Brought by: Michael Neddo

The Chair called for discussion. After discussion had been heard, the Chair asked if there were any objections to the motion. Hearing none, the Chair announced that the motion was passed by unanimous consent.

Adjournment

There being no more business before the Board, the Chair asked if there were any objections to adjourning the Regular Meeting and to reconvening in Executive Session to discuss ACC violations, delinquent accounts and homeowner correspondence.

There were no objections and the meeting was adjourned by unanimous consent at 10:32.

EXECUTIVE SESSSION

An Executive Session was convened to discuss ACC violations, delinquent accounts and homeowner correspondence.

No motions were raised, voted or approved and no official actions taken in the Executive Session. There being no other issues to consider, the Chair asked if there were any objections to adjourning the Executive Session. Hearing none, the Executive session was adjourned at 10:39.

Respectfully submitted,

/s/

Ed Ferris
Secretary
Thornhill Community Association, Inc.
Date approved: March 31, 2008



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ATTACHMENT A
Brickman Proposal

THE BRICKMAN GROUP, LTD.
Enhancing the American Landscape Since 1939

11 February 2008

Brawley Management
Craig Brown
Property Manager
3325 Springbank Lane
Suite 150
Charlotte, NC 28226

Dear Craig,

Please find attached the Landscape Maintenance renewal for Thornhill. Our current contract ends at the end of this month. I have prepared two options for the 2008-2009 season. Option A reflects the input that I have received during meetings and site walk-throughs the previous two seasons at Thornhill. The additional and enhanced services are in bold-face type on the line item. These changes include the following:

- Edging curbs and walks at every mow occurrence
- Re-occurring maintenance the pond and island
- Periodic blowing of the tennis courts
- Enhanced turf care package—including one additional application of fertilizer and post-emergent herbicide (liquid) and utilizing a liquid chemical for application #2.

The contract value for Option A includes the increased cost for the additional services provided and for a 0% increase over last year's contract. Option B is the same scope of work as 2007 with a 2% increase. Please let me know how you would like to proceed.

Thank you,

Brian Allio
Project Director
Attachments (2)

bjja

5401-A South Blvd., PMB 218, Charlotte, NC 28217 • Phone: 704 522-0888 • Fax: 704 522-6199
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Missouri, New Jersey, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, Wisconsin



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11-Feb-08

THE BRICKMAN GROUP, LTD.
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2008 LANDSCAPE MAINTENANCE RENEWAL
THORNHILL COMMUNITY ASSOCIATION
OPTION A

<u>Description</u>	<u>Qty</u>
<u>Scope of Landscape Services</u>	
Mow and Trim Turf	40
Edge Curbs and Walks	40
String Line Trim Beds and Tree Rings	20
Blow Tennis Courts	on going
Weedeat Pond & Island	6
Turf Fertilizer/Pre/Post-emergent Granular	1
Turf Fertilizer/Pre/Post-emergent Liquid	1
Turf Fertilizer/Post-emergent Liquid	1
Summer Turf Fertilizer	1
Dormant Turf Fertilizer	1
Spot Spray Turf Weeds	on going
Core Aerate Turf	1
Broadcast Overseed Turf	1
Irrigation Spring Start-up	1
Irrigation Summer Checks	3
Irrigation Winterization	1
Plant Health Care (IPM)	on going
Fertilize Shrubs	1
Perennial Care	1
Bed Pre-emergent Herbicide	1
Apply Pine Straw Mulch-Spring	1
Apply Pine Straw Mulch-Fall	1
Prune Shrubs	on going
Spot Prune Trees	1
Pull & Spray Bed Weeds	on going
Pull & Spray Weeds Cracks and Curbs	on going
Leaf Removal	3
Install Summer Annuals	1
Install Fall Pansies	1

Total Cost for 2008 Contract \$47,028.00

BRICKMAN

Brian Allio

Brian Allio
 Project Director

107.08.01.320

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2008 LANDSCAPE MAINTENANCE RENEWAL
THORNHILL COMMUNITY ASSOCIATION
OPTION B

<u>Scope of Landscape Services</u>	
<u>Description</u>	<u>Qty</u>
Mow and Trim Turf	40
Edge Curbs and Walks	20
String Line Trim Beds and Tree Rings	20
Turf Fertilizer/Pre/Post-emergent	2
Summer Turf Fertilizer	1
Dormant Turf Fertilizer	1
Spot Spray Turf Weeds	on going
Core Aerate Turf	1
Broadcast Overseed Turf	1
Irrigation Spring Start-up	1
Irrigation Summer Checks	3
Irrigation Winterization	1
Plant Health Care (IPM)	on going
Fertilize Shrubs	1
Perennial Care	1
Bed Pre-emergent Herbicide	1
Apply Pine Straw Mulch-Spring	1
Apply Pine Straw Mulch-Fall	1
Prune Shrubs	on going
Spot Prune Trees	1
Pull & Spray Bed Weeds	on going
Pull & Spray Weeds Cracks and Curbs	on going
Leaf Removal	3
Install Summer Annuals	1
Install Fall Pansies	1

Total Cost for 2008 Contract \$45,420.00

BRICKMAN

Brian Allio
Project Director

107.08.01.320

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