



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

10015 Park Cedar Drive, Suite 100 • Charlotte, N. C. 28210 • 704-364-2139 • Fax 704-364-5812

Board of Directors Regular Meeting

Brawley Management
3325 Springbank Lane
Suite 150
Charlotte, NC 28226

A Regular Meeting of the Board of Directors of the Thornhill Community Association, Inc. was held on Monday, February 26, 2007.

Board Members Present:

Mike Stitt, President
Ed Ferris, Vice President
Steve Smith, Treasurer
Linda Stipo, Secretary
P V Archer

Board Members Absent:

Elaine Babcock, Assistant Treasurer
Darren Morrow

Brawley Management Representatives Present

Craig Brown

Community Members Present:

Ray Eschert

Call to Order

The Chair called the meeting to order at 7:02 p.m.

Special Guest

- ATT&T Right of Way Group – To discuss expansion of telecom easement
Bell South representatives presented a proposal to upgrade the DSC provided to this neighborhood. This would allow for internet service and TV over the phone line. It would also provide a service where residents could talk to others online. This new technology will be available only through a new box that would have to be placed on Thornhill common area. They are proposing to place a 4 foot square box which is 6 feet tall on the easement along Elmstone. The box would have a 24 hour back up battery in case of a power outage. There needs to be room on the site for a generator if the power is out. They are proposing to place the box between the boxes already present and the railroad ties. Thornhill would receive financial compensation if they allow this.

- Glenn Goodrich – Training on managing content on thornhillnc.net by Directors
 - 1) web host renewals
 - a. expires on 3/1/07 is sql reporting service (1 yr. at 0%, 2 yrs at 10% discount, 3 yrs. At 20% discount)
 - b. \$9.95 on 4/7/07 (1 yr. at 0%, 2 yrs at 10% discount, 3 yrs. At 20% discount)
 - 2) Domain renewal.
 - 3) email situation



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

10015 Park Cedar Drive, Suite 100 • Charlotte, N. C. 28210 • 704-364-2139 • Fax 704-364-5812

- a. continue to use listservs only, OR
 - b. switch to RSS feeds only, OR
 - c. do both listservs and RSS feeds
- 4) \$40/yr to host reports on the web expires in 3 days.

Motion: *To approve funds of \$165.00 to maintain the web site.*

Brought by: Mike Stitt

After discussion, the Chair asked if there were any objections to the motion. Hearing none, the Chair announced that the motion was passed by unanimous consent accepted this nomination to the board

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 January 29, 2007. Hearing no objections, the minutes for the January 29, 2007 Meeting of the Board of Directors were approved.

Officers' Reports

- President's Report (attached)
- Treasurer's Report (see attached budget tracking sheet) – Tax returns are done

Property Manager's Report

- Report on status of projects
 - Kiosk repair
Kiosk roof is completed. The remaining cooper will be sold to supplement the cost.
 - Insurance Claim
The insurance adjustor was out to the kiosk roof site. Brawley will get a quote/estimate to the adjustor for repair of roof with cooper so that a claim can be made.
 - Pavilion Paving
The bollards have been ordered. Pavilion parking lot paving is tentatively scheduled to start in April.

Unfinished Business

- **Discussion of Pool Lighting Options**
Barry Hall & Mike Stitt looked at the lights Duke recommended. The lights are too bright. They are now getting information on having Cobra lights with 2 lights & flood lights along the roof line on the pavilion which can be controlled by the Thornhill HOA. More information will be presented in the future.
- **Pond Erosion Control and Fore-bay Dredging**
Craig Brown & Ray Eschert presented 2 proposals for dredging the pond. After discussion the following motion was made.



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

10015 Park Cedar Drive, Suite 100 • Charlotte, N. C. 28210 • 704-364-2139 • Fax 704-364-5812

Motion: *Contract with S D Vanderlip to address erosion control issues and dredge the forebay of the pond. A budget not to exceed \$28065 to be funded by reserves as suggested in the 2004 reserve study. The board appoints Ray Eshert in cooperation with Craig Brown at Brawley as project managers to direct the contractor as needed.*

Brought by: Mike Stitt

After discussion, the Chair asked if there were any objections to the motion. Hearing none, the Chair announced that the motion was passed by unanimous consent accepted this nomination to the board.

- **Wood Fascia Board Replacement at Pavilion**

The two quotes were reviewed and discussed.

Motion: *To appoint Van Storie to replace 2 X 6 fascia trim at the Pavilion with a budget not to exceed \$1500.00 pending vendor insurance verification.*

Brought by: Mike Stitt

After discussion, the Chair asked if there were any objections to the motion. Hearing none, the Chair announced that the motion was passed by unanimous consent accepted this nomination to the board.

New Business

- **Delinquency Collections**

Motion: *To appoint Horack, Talley to pursue collections activity.*

Brought by: Mike Stitt

After discussion, the Chair asked if there were any objections to the motion. Hearing none, the Chair announced that the motion was passed by unanimous consent.

- **Director Vacancy**

Fill the Director vacancy created by Stephen Smith's resignation

Motion: *Replace his vacancy with Todd Atwood.*

Brought by: Stephen Smith

After discussion, the Chair asked if there were any objections to the motion. Hearing none, the Chair announced that the motion was passed by unanimous consent accepted this nomination to the board.



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

10015 Park Cedar Drive, Suite 100 • Charlotte, N. C. 28210 • 704-364-2139 • Fax 704-364-5812

Adjournment

There being no more business before the Board, the Chair asked if there were any objections to adjourning the Regular Meeting of the Board of Directors.

There were no objections and the meeting was adjourned by unanimous consent at 9:00 p.m.

EXECUTIVE SESSION

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 9:10 p.m.

Respectfully Submitted

Linda Stipo
Secretary
Date Approved: March 26, 2007



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

10015 Park Cedar Drive, Suite 100 • Charlotte, N. C. 28210 • 704-364-2139 • Fax 704-364-5812

ATTACHMENT A
President's Report to the Directors
26 February, 2007

The Association President makes the following report on activities and issues since the last Regular Meeting:

Legal

- Based on the comments received from the Directors after the presentation from Mike Hunter of Horack Talley and the recommendation of the management company, the President will recommend that we begin using the firm for collections on a trial basis. This will be surfaced under New Business at the 26FEB07 Regular Meeting.
- Notice of the change in Regular Meeting schedule approved at the 29JAN07 meeting was posted at the Pavilion and on the website (attached).

Board Personnel

- Stephen Smith has resigned due to an impending overseas transfer of employment. The below email was received on 08FEB07:

From: Smith, Stephen P. (STAR) [mailto:stephen.smith@wachovia.com]
Sent: Thursday, February 08, 2007 5:26 PM
To: Michael Stitt
Cc: hoaboard@list.thornhillinc.net
Subject: hoaboard Resignation

As some of you have been aware, I will be relocating to Dublin, Ireland at the end of the month for a period of 3 years. As such, It is with regret that I must tender my resignation from the Board of Directors of the Thornhill HOA effective after the February meeting. I want to thank the other members of the board for their hard work and friendship during my time here, and hope those friendships can continue long into the future. I want to especially thank Mike and Elaine for all of your hard work as President during some trying times. Your efforts have regained the tranquil atmosphere that makes our community such a special place to live. We will look forward to the day we return.

Stephen Smith
Wachovia Treasury
VP Structured Transaction & Analytical Research (STAR)
(704) 715-1374

- The President recommends that the vacancy be filled with Todd Atwood. This recommendation will be brought at the 26FEB07 Regular Meeting

Budget / Finance

- The President signed checks on 15FEB07
- 2006 Tax Return has been completed. No adjustments to 2006 Financial Statements are required
- 2006 Financials will be ready for dissemination in the 2Q07 dues mailing as per NCGS Chapter 47F

Security

- Elaine Babcock, Director, has agreed to work-out the schedule for off-duty police patrolling

Communications



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

10015 Park Cedar Drive, Suite 100 • Charlotte, N. C. 28210 • 704-364-2139 • Fax 704-364-5812

- An email was sent to the residents@ distribution (attached)outlining the status of various projects to the neighborhood on 04FEB07
- A follow-up email (attached)was sent to the residents@ distribution notifying the neighborhood of the timing of the kiosk repair
- Approved minutes of the 03JAN07 meeting were posted on thornhillnc.net
- Announcement of Regular Meeting schedule of the Board of Directors was posted on thornhillnc.net

Project Planning

- The project planning and scheduling worksheet has been updated and is ready for Director input



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

10015 Park Cedar Drive, Suite 100 • Charlotte, N. C. 28210 • 704-364-2139 • Fax 704-364-5812

ATTACHMENT B
Treasurer's Report

Approved Budget	Budget Detail (Estimated Expenses at Sub-account Level)		Date Jan-07		YTD Actual Results		Remaining Approved Budget		
	\$	%	\$	% of Annual	\$	%	\$	%	
REVENUES			REVENUES						
Annual Dues Assessments	\$ 243,840	100.00%	4120 - Homeowner Assessments	43,748	53,460	100.00%	\$ 10,692	25.00%	
Total Revenue	\$ 243,840	100.00%	4300 - Collection Service Fees	-	-	0.00%	\$ -	0.00%	
OPERATING EXPENSES			4400 - Delinquent Charges	-	(21)	-0.04%	\$ (21)	-0.18%	
Fixed Contracted Expenses			4500 - Finance Charges	-	1,213	2.46%	\$ 1,213	12.28%	
Landscape Management	\$ 43,650	20.41%	4600 - Fees	-	-	0.00%	\$ -	0.00%	
Swimming Pool Management	\$ 32,690	15.29%	4700 - NSF Fee Recovery	-	-	0.00%	\$ -	0.00%	
Property Management	\$ 16,300	7.06%	4800 - Rental Fees	-	-	0.00%	\$ -	0.00%	
Total Fixed Contracted Expenses:	\$ 92,640	38.03%	Total Revenue	\$ 42,768	20.00%	\$ 54,752	107.42%	\$ 11,984	28.92%
Variable Expenses			OPERATING EXPENSES						
Utilities	\$ 41,240	8.51%	Fixed Contracted Expenses						
Swimming Pool Maintenance	\$ 7,400	3.22%	6520 - Contract Maintenance (Landscape)	3,630	0.33%	3,637	6.00%	\$ 0	0.00%
Buildings, Facilities and Amenities Maintenance	\$ 8,440	3.74%	7720 - Contract Maintenance (Swimming Pool Management)	-	0.00%	-	0.00%	\$ -	0.00%
Landscape Maintenance and Improvements	\$ 47,400	7.55%	8720 - Contract Fee (Management Company)	1,400	0.33%	1,500	2.87%	\$ (100)	-1.00%
Insurance	\$ 5,500	2.57%	Total Fixed Contracted Expenses:	\$ 5,030	3.41%	\$ 5,137	9.70%	\$ (100)	-0.35%
Printing and Office Expenses	\$ 4,580	2.84%	Variable Expenses						
Legal and Other	\$ 5,760	2.87%	9000 - Utilities (Total)	\$ 798	3.89%	\$ 688	1.39%	\$ 111	8.83%
Total Variable Expenses:	\$ 67,900	31.75%	9210 - Electricity	708	1.20%	687	1.20%	\$ -	0.00%
Total Operating Expenses:	\$ 160,540	65.87%	9300 - Gas	-	-	0.00%	\$ -	0.00%	
REVENUES LESS OPERATING EXPENSES	\$ 83,300	34.13%	9300 - Trash Removal	-	-	0.00%	\$ -	0.00%	
CONTRIBUTION TO RESERVES PER 2004 RESERVE STUDY	\$ (40,800)	-19.88%	9300 - Water	-	11	0.02%	\$ 11	0.02%	
NET INCOME / LOSS	\$ -	0.00%	9300 - Telephone	-	-	0.00%	\$ -	0.00%	
			7700 - Swimming Pool Maintenance (Total)	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
			7750 - Pool Repairs & Maintenance	-	-	-	0.00%	\$ -	0.00%
			7760 - Pool Supply (Non-Contract)	-	-	-	0.00%	\$ -	0.00%
			7700 - Pool - Other	-	-	-	0.00%	\$ -	0.00%
			8300 - Buildings, Facilities and Amenities Maintenance (Total)	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
			8300 - Building Repairs & Maint.	-	-	-	0.00%	\$ -	0.00%
			8340 - Equipment Repairs & Maint.	-	-	-	0.00%	\$ -	0.00%
			8380 - General Repairs & Maint.	-	-	-	0.00%	\$ -	0.00%
			8388 - Utility Repairs & Maint.	-	-	-	0.00%	\$ -	0.00%
			8700 - Tennis Court Expense	-	-	-	0.00%	\$ -	0.00%
			8550 - Landscape Maintenance and Improvements (Total)	\$ -	0.00%	\$ 515	8.46%	\$ (515)	-1.20%
			8550 - Grounds Repairs & Maint.	-	-	515	0.96%	\$ -	0.00%
			8550 - Supply (Non-Contract)	-	-	-	0.00%	\$ -	0.00%
			6150 - Insurance - Gen. Liability (Total)	\$ 5,594	100.00%	\$ -	0.00%	\$ 5,594	12.61%
			6150 - Insurance - Gen. Liability	5,594	100.00%	-	0.00%	5,594	12.61%
			Printing and Office Expenses (Total)	\$ 542	8.33%	\$ 374	6.79%	\$ 168	6.33%
			7100 - Printing and Reproduction	208	38.4%	364	66.6%	168	63.3%
			7100 - Postage and Delivery	126	23.3%	-	0.00%	126	30.6%
			7200 - Meeting Expense	33	6.1%	-	0.00%	33	8.2%
			7400 - Newsletters	-	-	-	0.00%	-	0.00%
			7200 - Office Supplies	125	23.1%	-	0.00%	125	31.5%
			7600 - Penalties & Late Fees	-	-	0	0.00%	-	0.00%
			5110 - Accounting Fees	42	7.7%	-	0.00%	42	10.7%
			5200 - Bank Service Charges	8	1.5%	10	1.8%	2	0.5%
			Legal and Other	\$ 475	8.33%	\$ 569	9.54%	\$ (25)	-6.6%
			6600 - Legal Fees	257	47.8%	500	94.6%	243	61.5%
			6610 - Collection & Fund Plan Fees	17	3.2%	-	0.00%	17	4.3%
			6730 - Delinquent Fee Splits	-	-	-	0.00%	-	0.00%
			6750 - Inspection Services	-	-	-	0.00%	-	0.00%
			6780 - Violation Letters	125	23.2%	-	0.00%	125	31.5%
			8550 - Taxes - Other	-	-	-	0.00%	-	0.00%
			7300 - Miscellaneous	80	14.8%	-	0.00%	80	20.0%
			Total Variable Expenses:	\$ 7,225	10.64%	\$ 2,087	3.90%	\$ 5,139	12.81%
			Other Operating and Maintenance Expenses						
			9500 - Social Expense	-	0.00%	-	0.00%	-	0.00%
			8400 - Security Patroling	250	0.59%	-	0.00%	250	0.63%
			Other Project Expenses	667	1.56%	-	0.00%	667	1.67%
			Total Other Operating Expenses:	\$ 917	2.14%	\$ -	0.00%	\$ 917	2.14%
			Total Operating Expenses:	\$ 13,179	30.82%	\$ 7,274	13.61%	\$ 5,905	13.81%
			REVENUES LESS OPERATING EXPENSES	\$ 29,589	69.18%	\$ 46,180	86.39%	\$ (16,597)	-38.81%
			8400 - Contributions/Reserves	3,400	7.95%	383	0.57%	3,017	7.24%
			NET INCOME / LOSS	\$ 26,189	61.23%	\$ 46,489	86.56%	\$ (20,300)	-47.47%



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

10015 Park Cedar Drive, Suite 100 • Charlotte, N. C. 28210 • 704-364-2139 • Fax 704-364-5812

ATTACHMENT C
Pond Bids

FINAL STEP INC.
P.O. Box 471347
Charlotte, NC 28147
704-575-3650

February 8, 2007

Mr. Ray Eschert

We propose to complete work as discussed throughout pond area as follows:

Reshape and rework. Add tons of rip rap. Remove broken concrete pipe at ditch line.

Remove existing concrete flare end pipe. Install brick drop inlet with frame and hood behind retaining wall for proper drainage. Install pipe below wall to access pond and rip rap and reshape as discussed.

Clear along pond at rear of lot. Remove trees on pond shelf.

Remove large pile of dirt at rear and spread throughout area.

Clear and clean up in front of wooden retaining wall.

Install and spread gravel stone walk/driveway from front to rear.

All work to be completed within two-week time period weather permitting.

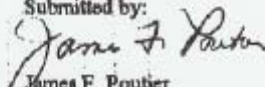
Total cost: \$25,500.00

Deposit 10,000.00

Due at completion: \$15,500.00

Please advise if we may be of any further assistance.

Submitted by:


James F. Poutier
For Final Step Inc.

SP



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

10015 Park Cedar Drive, Suite 100 • Charlotte, N. C. 28210 • 704-364-2139 • Fax 704-364-5812

STATEMENT

**S. D. VANDERLIP
GRADING & LANDSCAPING INC.**

6198 Lake Wylie Road Clover, South Carolina 29710
704-533-1040

NAME _____
ADDRESS _____
CITY _____
Thornhill Subdivision
Attn: Craig Brown
Re: Dredging pond

February 22 2007

We propose to clear an area by pond to put spoils from pond and dredge pond with standard trackhoe (twenty foot reach) for the sum of Ten thousand dollars.
Our second proposal would be do the same as above ,with the exception of a long reach track hoe (sixty foot reach) for the sum of Nineteen thousand dollars.
We will deliver stone for the trail at a rate of eighteen dollars per ton for ABC ortwenty two dollars per ton for # 67 stone . (one ton will cover approximately 32'x10'x2")



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

10015 Park Cedar Drive, Suite 100 • Charlotte, N. C. 28210 • 704-364-2139 • Fax 704-364-5812

ATTACHMENT D
Fascia Board Bids

PROPOSAL / INVOICE
PAUL KOTOUCH dba
THE FINISHING TOUCH
704-366-0367

Date: 5/4/06

Proposal submitted to: *Brawley Management*
Address: *c/o Craig Brown*

Phone: 704-364-2139
Fax 704-865-0909

Job location: *Thornhill*
HOA

Remove all fascia trim (2x6 TREATED @ 14' L)
Replace some w/ Sp. Ring Shank Galvanized
Fasteners.

Total Cost (Labor + materials) not to exceed
\$1900⁰⁰

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified.

X Date of acceptance: X Signature: _____

Signature: _____



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

10015 Park Cedar Drive, Suite 100 • Charlotte, N. C. 28210 • 704-364-2139 • Fax 704-364-5812

Van Storie
10945 Caroline Acres Rd
Fort Mill, SC 29715
704-575-5258

Date: 02-10-07
Name: Steve Smith
Address: 6302 Shinning Rock Ct
City, State: Charlotte NC
Phone: 704-715-1374

Estimate for Thornhill Pavilion

Replace 2X6 facial with #1 or better treated lumber.
All old material shall be removed from the job site.

Total \$1200.00