



**THORNHILL COMMUNITY ASSOCIATION, INC.<sup>sm</sup>**  
**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, January 29, 2007.

**Board Members Present:**

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

**Board Members Absent:**

Elaine Babcock, Assistant Treasurer

**Brawley Management Representatives Present**

Craig Brown

**Community Members Present:**

Ray Eschert  
Darren Morrow  
Gina Shay

---

**Special Guest**

- Horrack Talley – Mike Hunter spoke for 15 minutes regarding the services provided by firm and their working approach. He gave an overview regarding their staff, types of litigation and experience they have with other homeowner boards and their fee schedule.

**Member Forum**

- Opportunity for Members to address the Board – The floor was opened to the community to address the Board with their concerns. No issues were raised.

**Call to Order**

The Chair called the meeting to order at 7:20 p.m.

**Swim Team Request**

- **Swim Team Schedule** – Gina Shay presented the swim team meet and practice schedule for 2007.

**Motion:**

*The Board resolves to accept the proposed swim team schedule as proposed by Gina Shay, Thornhill Member and Swim Team Coordinator.*



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

---

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

---

<b>Date</b>	<b>Event</b>	<b>Time</b>
April 21 <sup>st</sup>	Sign-ups	10 to 2PM
April 22 <sup>nd</sup>	Sign-ups	3 to 5PM
April 25 <sup>th</sup>	Sign-ups	5-6PM
<b>May 14<sup>th</sup></b>	<b>Practice Begins</b>	<b>4 to 6PM M-F</b>
June 1 <sup>st</sup>	Kick-off Pizza Party & DJ	6 to 8PM
<b>June 2<sup>nd</sup></b>	<b>Time trails</b>	<b>8:30AM/9AM</b>
June 7 <sup>th</sup>	Swim Meet – Away – vs. Providence Downs	5PM Warm ups/6PM Start
<b>June 11<sup>th</sup></b>	<b>Swim Meet – Home – vs. Raintree</b>	<b>5PM Warm ups/6PM Start</b>
June 13 <sup>th</sup>	Picture Day	9AM
<b>June 16<sup>th</sup></b>	<b>Swim Meet – Home- vs. Bridge Hampton</b>	<b>8AM warm up/ 9AM Start</b>
<b>June 18<sup>th</sup></b>	<b>Swim Meet – Home – vs. Chlt Christian</b>	<b>5PM Warm ups/6PM Start</b>
June 25 <sup>th</sup>	Swim Meet – Away – vs. Bridge Hampton	5PM Warm ups/6PM Start
June 28 <sup>th</sup>	Swim Meet – Away -	5PM Warm ups/6PM Start
June 30 <sup>th</sup>	Swim Team Party – Awards, Dinner, DJ	6PM
<b>July 2nd thru 12th</b>	<b>Allstar Practice</b>	<b>9-10AM</b>
July 13 <sup>th</sup>	Allstar Meet @ MCAC	6PM

**Brought by:** Ed Ferris

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.

**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 3, 2007. Hearing no objections, the minutes for the January 3, 2007 Meeting of the Board of Directors were approved.

**Officers' Reports**

- President's Report (attached)
- Treasurer's Report (see attached budget tracking sheet)

**Property Manager's Report**

- Report on status of projects – Craig reported that the dead tree at the Elm Lane entrance has been removed. Him and Ray Eshert met to discuss the needs for the pond. Craig will start to solicit bids. Craig also recognized Ray Eshert for his efforts in this project.



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

---

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

---

**Committee Reports**

- ACC – progress on commercial vehicle restrictions. One of the commercial vehicles on Jordan Rae is now being parked in the garage. The ACC is still working on getting the other homeowner in compliance with the community regulations.

**Unfinished Business**

- **Entry Kiosk Repairs** – Craig presented samples of the options to replace the kiosk roof. The options presented were:

Synthetic slate	50 year warranty	\$3700
Treated cedar shake	40 year warranty	\$4600
Virginia slate	40 year warranty	\$6000
Seamless metal		\$3800
Seamless cooper		\$6600

**Motion:** *The Board resolves to choose Able Exterior Remodeling & Roofing to perform the repair to the roof of the kiosk with a budget not to exceed \$4500. (Quote Attached)*

**Brought by:** Ed Ferris

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.

- **Discussion of Pool Lighting Options**  
Ray Eschert will meet with Duke Power tomorrow, January 30, 2007 regarding lighting options for the pool. He will continue to research our options.
- **Discussion of Pavilion Paving Options**  
(see attached bids)

**Motion:** *The Board resolves to choose Lester Thomas Paving to complete the paving project at the pavilion as per the attached bid, plus installation of parking bollards, installation of concrete pad for the garbage dumpster and repair of the cracks on the tennis courts. The budget for this project is not to exceed \$35,000. Funds are to be drawn from reserves.*

**Brought by:** Ed Ferris

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.



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

---

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

---

**New Business**

- **Directors Expense Reimbursement Authorizations**

**Motion:** *In order to provide for the proper control of the reimbursement of Directors' out of pocket expenses, the President, Vice President, Treasurer or Assistant Treasurer are hereby authorized, singly, to approve such reimbursements provided that they are not approving their own expenses and that the subject expense has been properly budgeted. Furthermore, the Board directs the President to provide Brawley Management a list of the specimen signatures of authorized officers and that any request for reimbursement by a Director will be accompanied by the attached "Check Request" form.*

**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.

- **Proposed Meeting Schedule for Balance of 2007 Term**

**Motion:** *In order to allow for complete financial reporting for use at Board meetings, the Regular Meeting Schedule will be changed to the last Monday of each month and the time moved to 7:00p. Unless otherwise noticed to the community via the notice board at the pavilion and via entry marquees, the dates and venues for meetings will be as follows:*

<b>Meeting Date</b>	<b>Time</b>	<b>Venue</b>
26 February	7:00p	Offices of the property manager, Brawley Management
26 March	7:00p	Offices of the property manager, Brawley Management
30 April	7:00p	Thornhill Pavilion
28 May	7:00p	Thornhill Pavilion
25 June	7:00p	Thornhill Pavilion
30 July	7:00p	Thornhill Pavilion
27 August	7:00p	Thornhill Pavilion
24 September	7:00p	Thornhill Pavilion

**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.



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

---

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

---

- **Director Vacancy**

**Motion:**            *The Board except the resignation of Paul Streiner and replace his vacancy with Darren Morrow.*

**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. Darren Morrow accepted this nomination to the board.

**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 9:15 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 9:20 p.m.

Respectfully Submitted

\_\_\_\_\_  
Linda Stipo  
Secretary

Date Approved: February 26, 2007



**THORNHILL COMMUNITY ASSOCIATION, INC.<sup>sm</sup>**  
**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**  
**29 January, 2007**

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

**Legal**

- The President attended a seminar on HOA law issues presented by Attorney Tim Sellers of the firm of Sellers, Hinshaw, Ayers, Dortch & Lyons on 23JAN07. A handout of the written materials will be provided to each Director.

**Key topics included:**

- Implications of Armstrong v. Ledges – limits on amendments to governing documents
- Limits of Self-Help provisions in the Associations governing documents
- Dealing with Sex Offenders
- North Carolina Collections Procedures
- Annual Association Action Items – All items completed with the exception of:
  - Making 31DEC06 financial statements available for the Members. The Board has until March 16, 2007 to accomplish this.
- The sections of the Planned Community Act (NCGS Chapter 47) that apply to Thornhill are contained in the changes put forward in Hose Bill 1541 of the NC Legislature.

**Budget / Finance**

- The situation with the homeowner who was erroneously charged attorneys fees for collection activities has been regularized by the Law Offices of Chris Karrenstein
- President re-designed the ACH form for direct drafting of dues payments and published on the website (see attachment)

**Security**

- Discussions are ongoing with Officer Cumberworth to develop a plan (for Board approval) for off-duty police patrolling of the community. This proposal will expand on the pilot program executed during the late summer of '06 and will run throughout the year.

**Communications**

- President has loaded all outstanding approved minutes have been published on thornhillnc.net by the President
- The President completed the winter newsletter and it has was sent to Tara DeVasto and Jill Goodrich and for editing and layout.
- Announcements regarding the paving along Jordan Rae and Meadow Run have been posted on thornhillnc.net

**Buildings & Grounds**

- The hazardous tree was removed in accordance with the motion passed at the 03JAN07 Regular Meeting

**Project Planning**

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



**THORNHILL COMMUNITY ASSOCIATION, INC. <sup>sm</sup>**  
**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**  
**January 29, 2007**

Approved Budget			Budget Detail (YTD)			Date Dec-06		YTD Actual Results		Remaining Approved Budget	
	\$	%		\$	% of Annual	\$	%	\$	%	\$	%
<b>REVENUES</b>											
Annual Dues Assessments	\$ 292,476	100.00%	4120 - Homeowner Assessments	292,476		201,251		925			
			4200 - Collection Service Fees	-		(50)					
			4400 - Delinquent Charges	-		3,147					
			4500 - Finance Charges	-		583					
			4600 - Fines	-		-					
			4700 - NSF Fee Recovery	-		75					
			4750 - Newsletter - Advertising	-		100					
			4900 - Rental Fees	-		200					
			9810 - Interest Income	-		3,177					
			9820 - Other Income	-		25					
<b>Total Revenue</b>	<b>\$ 292,476</b>	<b>100.00%</b>	<b>Total Revenue</b>	<b>\$ 292,476</b>	<b>100.00%</b>	<b>\$ 208,518</b>	<b>103.11%</b>	<b>\$ 925</b>	<b>0.46%</b>		
<b>OPERATING EXPENSES</b>											
<i>Fixed Contracted Expenses</i>											
Landscape Management	37,572.00	18.98%	6520 - Contract Maintenance (Landscape)	37,572	100.00%	36,372	96.81%	1,200	3.19%		
Swimming Pool Management	32,695.00	16.17%	7720 - Contract Maintenance (Swimming Pool Management)	32,695	100.00%	32,695	100.00%	-	0.00%		
Property Management	17,640.00	8.72%	6720 - Contract Fee (management Company)	17,640	100.00%	16,800	95.24%	840	4.70%		
<b>Total Fixed Contracted Expenses:</b>	<b>\$ 87,897</b>	<b>43.48%</b>	<b>Total Fixed Contracted Expenses:</b>	<b>\$ 87,897</b>	<b>100.00%</b>	<b>\$ 85,857</b>	<b>97.68%</b>	<b>\$ 2,040</b>	<b>2.32%</b>		
<i>Variable Expenses</i>											
Utilities	\$ 19,745	9.77%	9200 - Utilities (Total)	\$ 19,745	100.00%	\$ 21,554	109.16%	\$ (1,809)	-9.14%		
			9210 - Electricity	7,800		10,311					
			9230 - Gas	200		60					
			9280 - Trash Removal	1,270		1,089					
			9290 - Water	10,000		9,699					
			9550 - Telephone	475		295					
Swimming Pool Maintenance	\$ 2,845	1.41%	7700 - Swimming Pool Maintenance (Total)	\$ 2,845	100.00%	\$ 3,546	124.65%	\$ (701)	-24.65%		
			7750 - Pool Repairs & Maintenance	2,000		2,520					
			7780 - Pool Supply (Non-Contract)	175		379					
			7790 - Pool - Other	670		647					
Buildings, Facilities and Amenities Maintenance	\$ 14,758	7.39%	6300 - Buildings, Facilities and Amenities Maintenance (Total)	\$ 14,758	100.00%	\$ 4,929	33.41%	\$ 9,829	66.59%		
			7650 - Pond Maintenance	-		700					
			8320 - Building Repairs & Maint.	-		560					
			8340 - Equipment Repairs & Maint.	500		900					
			8380 - General Repairs & Maint.	2,000		1,879					
			8390 - Utility Repairs & Maint.	10,750		422					
			8700 - Tennis Court Expenses	1,500		366					
Landscape Maintenance and Improvements	\$ 14,598	7.47%	6550 - Landscape Maintenance and Improvements (Total)	\$ 14,598	100.00%	\$ 14,884	101.94%	\$ 286	1.96%		
			6550 - Grounds Repairs & Maint.	2,200		13,831					
Insurance	\$ 5,398	2.57%	6150 - Insurance - Own Liability (Total)	\$ 5,398	100.00%	\$ 5,563	103.22%	\$ (165)	-3.06%		
Printing and Office Expenses	\$ 4,325	4.12%	Printing and Office Expenses (Total)	\$ 4,325	100.00%	\$ 16,188	374.45%	\$ (11,863)	-27.38%		
			7900 - Printing and Reproduction	4,500		4,929					
			7900 - Postage and Delivery	-		2,005					
			7200 - Meeting Expense	375		242					
			6710 - Administrative Charges (Mgt. at Annual Mtg)	-		(189)					
			7400 - Newsletters	-		781					
			7900 - Office Supplies	1,500		72					
			7600 - Penalties & Late Fees	-		2,050					
			5110 - Accounting Fees	1,800		76					
			5350 - Bank Service Charges	-		194					
Legal and Other	\$ 5,100	2.52%	Legal and Other	\$ 5,100	100.00%	\$ 5,942	116.51%	\$ (842)	-16.51%		
			6000 - Legal Fees	5,000		1,460					
			6910 - Collection & Pymt Plan Fees	-		25					
			6730 - Delinquent For Sale	-		2,241					
			6750 - Inspection Services	-		80					
			6790 - Violation Letters	-		1,085					
			9550 - Taxes - Other	100		1,072					
			7300 - Miscellaneous	-		100					
<b>Total Variable Expenses:</b>	<b>\$ 70,465</b>	<b>34.85%</b>	<b>Total Variable Expenses:</b>	<b>\$ 70,465</b>	<b>100.00%</b>	<b>\$ 65,781</b>	<b>93.35%</b>	<b>\$ 4,684</b>	<b>6.65%</b>		
<i>Other Operating and Maintenance Expenses</i>											
Social	\$ 1,000	0.49%	8500 - Social Expense	1,000	0.49%	592	0.29%				
Security Parking	\$ -	0.00%	8400 - Security Parking	-	0.00%	500	0.25%				
Other Project Expenses	\$ 3,014	1.48%	Other Project Expenses	3,014	1.48%	-	0.00%				
<b>Total Other Operating Expenses:</b>	<b>\$ 4,014</b>	<b>1.99%</b>	<b>Total Other Operating Expenses:</b>	<b>\$ 4,014</b>	<b>1.99%</b>	<b>\$ 1,082</b>	<b>0.54%</b>	<b>\$ 2,932</b>	<b>73.05%</b>		
<b>Total Operating Expenses:</b>	<b>\$ 162,376</b>	<b>80.31%</b>	<b>Total Operating Expenses:</b>	<b>\$ 162,376</b>	<b>80.31%</b>	<b>\$ 152,720</b>	<b>93.81%</b>	<b>\$ 9,656</b>	<b>5.95%</b>		
<b>REVENUES LESS OPERATING EXPENSES</b>	<b>\$ 39,800</b>	<b>19.69%</b>	<b>REVENUES LESS OPERATING EXPENSES</b>	<b>\$ 39,800</b>	<b>19.69%</b>	<b>\$ 55,798</b>	<b>27.73%</b>	<b>(15,998)</b>	<b>-40.20%</b>		
CONTRIBUTION TO RESERVE PER 2004 RESERVE STUDY	\$ 39,800	19.69%	8400 - Contribution to Reserves	\$ 39,800	19.69%	30,919	15.38%	8,881	22.24%		
<b>NET INCOME / LOSS</b>	<b>\$ -</b>	<b>0.00%</b>	<b>NET INCOME / LOSS</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 24,849</b>	<b>12.35%</b>	<b>\$ (24,849)</b>	<b>-100.00%</b>		



