

**HEDINGHAM COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES**

The regular monthly meeting of the Hedingham Homeowners Association was held on February 10, 2010, at 7 P.M. in the Willow Oak Clubhouse. Board members present included Secretary Jane Schwartz, President Ed Behan, Brent Wood, Jeanne Molloy and Treasurer Tracy Hicks. Michael Zmuda was also present on behalf of CAS Management.

Maintenance reports were given by Jonathan Hill (Fred Smith Family Company) and Russ Pekari (Bend of the River).

A report was given by Officer Porter with the City of Raleigh Police Department. In his report he recommended residents get a home security system and lock their vehicle doors.

Jeanne moved to accept the minutes from the January 13 board meeting. The motion was adopted.

Jane moved to accept the January 6<sup>th</sup> special meeting minutes. After debate, the motion was adopted.

A motion was made to approve the December financials. The motion was adopted subject to any accounting adjustments. A motion was made to approve the January financials. The motion was adopted.

A Community Manager's report was given by Michael Zmuda. He stated that two beavers and beaver dams were removed from our common area near Oakland Hills. The water level in that area has receded. Michael brought in paint and carpet samples for the Willow Oak Clubhouse improvement project. A committee was appointed to seek more options and report back to the board at the March meeting.

The 2007, 2008 and 2009 audit issue was tabled.

Jeanne made a motion to accept the CAS Management contract, which included the addition of the Administrative Assistant and Handyman/Janitor positions, at a cost of \$199,850 in 2010 and \$209,975 in 2011 & 2012 (optional year). The motion was adopted contingent on the board and the attorney approving the verbiage in the contract.

The board announced that it is still searching for a replacement board member for Jeanne.

Jeanne made a motion to accept the 2010 budget. After debate, the motion was adopted.

Jane made a motion to accept the contract renewal with HRW and approve a 6% management fee increase. After debate, the motion was adopted.

Brent Wood moved that, except in the event of an emergency situation requiring immediate legal advice and except in those situations where the person seeking the legal advice of an attorney has agreed to pay for such legal advice from funds other than those belonging to the Hedingham Community Association, no manager, officer or board member of the Hedingham Community Association shall seek legal advice of an attorney on behalf of the Hedingham Community Association until the retention of that lawyer for the specific purpose has been approved by the Board of Directors in accordance with the by-laws of the Hedingham Community Association. At the suggestion of Ed Behan, this motion was tabled for further consideration at the next Board Meeting.

Brent Wood moved that, from this point forward, the minutes of the meetings of the Board of Directors should:

- Contain sufficient detail so that if legal issues were to arise, the minutes would document the Board of Director's prudence and responsibility in its decisions; and

- Be adequately substantive so that the intent of all actions is easily understood, even if the minutes are later read by someone who did not attend the original meeting of the Board of Directors; and Identify any agenda items that were not covered, as well as all responsibilities delegated for future activities.

The motion was not seconded for further discussion and was not voted on.

A report was given by Craig Martins regarding the Golf Committee. He announced the Rob Muccio Golf Tournament will be held on May 15<sup>th</sup>.

A report was given by Steve Schwartz regarding the Violations Committee. The committee needs several more volunteers.

The meeting adjourned at 9:17 P.M.