

Laurel Hollow Condominium Association, Inc.  
Board of Directors meeting  
November 19, 2019, Cabana, 2:00pm.

Attended by: Onsite: Lori Lettinga, Brian Cremin, Marcia Auth, Ben Sprunger and Don Parsons. James Ro from Sunvast was present

The meeting was called to order by Don Parsons at 2:00m.

A motion to waive the reading of October and November minutes was made by Don and seconded by Marcia. The motion was unanimously approved.

### Treasurers' report

Brian presented October 2019 financials. Brian is working on budget and reserve study. Finance meeting in November.

2020 Budget: Brian gave a presentation about 2020 budget.

Flood insurance: 26 owners doesn't want to procure the flood insurance. 6 owners want to procure the flood insurance. Brian and Marcia favors to buy the flood insurance. Lori, Don and Ben opposed. Motion did not passed.

Brian made a motion to leave the quarterly fee at \$700. Brian moved the flood insurance premium to the contingency expense line. Have the next Board elected in March 2020 convene and Insurance Committee, chaired by Tom Auth, if he is willing at the time, to do a comprehensive study of insurance coverage. The committee will then make a recommendation to the Board as to what our coverage should be and what exposure the community will have going forward. Seconded by Don Parsons. Favors by Brian, Don and Marcia. Ben and Lori opposed. Motion passed.

### President's Report –

- Thanks to Jim Hines for clearing common area, more work Sat 10:30am, Nov 23<sup>rd</sup>.
- Bloomings will spread herbicide on Wed. EPA approved and not harmful for animals.
- Leasing rules is being reviewed.

### Reports of Committees

A. Don Parsons – Blooming Landscape: Happy with Joe Lyte. The board has to request to Bloomings to clean the header once every three months. Need to discuss with Joe about the work order procedures.

- B. Lorie Lettinga: Pool and Spruce Up Committee – Removed the signs. Pool gates/fence need new painting. Inspecting all signs including stop/yield signs, pool signs, entrance signs in the community and replacing them.
- C. Chris Allen – Lake Update: None
- D. Tom Auth – Cabana committee: Ceiling texture needs to be repaired
  - a. Jeff volunteered for flag committee.
- E. Mike Torina: –
  - a. Gate is in good working order
  
- F. Nancy DeForge – Garden Committee: Front entrance beautification is being reviewed. Garden committee met with Bloomings. Need to use the Golf cart during June~Oct.
- G. Joyce Fairchild – Party Fiesta, Oct 16. Dog Parade, Oct 30 were successful. Happy Hour, 4<sup>th</sup> Wed, 5pm. Coffee hour, Dec 7<sup>th</sup> 9:30~10:30am. Holiday party Dec 18 5pm, pot luck. Ladies Luncheon- Jan 22<sup>nd</sup>, Soup supper in Feb.

#### H. Unfinished Business

- a. Vote on paver colors and specifications: Marcia made a motion to approve the paver guideline. Don seconded. Motion passed unanimously.

#### Paver Requirements

1. Materials: Concrete
2. Sizes and Rating: 8" x 4" for herringbone pattern. 9" x 6" and 6" x 6" for the T-pattern. Pavers to be at least 2 3/8" thick and rated to 8000 psi.
3. Colors: Three colorways are available from the board. Please consult them before selecting a color and contracting for a paver driveway. These paver colors complement the Laurel Hollow architectural standard colors for walls and trim and/or the best match for roof tiles.
4. Patterns: 90degree Herringbone with soldier course or T-Pattern – No personalized or custom designs are permitted (Logos, monograms etc.).
5. Manufacturers: Tricircle, Flagstone, Belgard and Tremron. Stable Brick is not an acceptable manufacturer.
6. New Paved Walkways: Pavers to be the same material, color and pattern as the driveway.
7. Existing Paved Walkways: To the extent possible while using required colors, materials and patterns, driveway paver will match or complement existing walkway.
8. Installation: Paver driveways must be installed by a licensed and insured installer who provides liability insurance for LHCA (approximately \$100.00).
9. Delivery: Arrange for moffitt delivery of pavers to your residence. 18 wheelers are not permitted in the community.
10. Maintenance: Seal pavers, sweep regularly, manage weeds all season, clean stains immediately, replace broken pavers, re-level if/when necessary.

1. Have your installer call 811 to locate utility lines before starting excavation.
2. Have your installer remove tree roots as deep as 8" to minimize the possibility of subgrade fail.
3. install paver driveways on a base comprised of a minimum of 2" of
4. Fill seams abutting the LHCA roadway and your structure with polymeric sand and mason sand elsewhere.
5. Install concrete curbs with rebar along each side of the driveway that will brace the driveway.
6. Request a concrete "ribbon curb" at the junction between the roadway and the paver to protect both the edges of the paver and the roadway.
7. Ask for conduit sleeves to be run under the driveway to plan for future lighting/electrical additions.
8. Please be aware that "pillow top" pavers (such as those installed around the pool at the cabana and as shown on the Tremron sample boards) trap vegetation in the seams between pavers and are more difficult to keep clean and weed free over time.

#### Installation Recommendations\*

Movement of paver driveways over time is a concern for LHCA as it relates to the maintenance of our roads and the upkeep of our community. To minimize movement and maintain the aesthetic value of our community, the BOD recommends the following:

- i. 250 paver screen sand (one ton for every 100 sq. ft.), compacted twice with a plate compactor machine.

#### I. Home Exterior Mod Request Forms have been approved

- Paver Driveway – Fitzsimmons
- Paver Driveway - Bench
- Landscaping Plan – Bench
- Solar Panel installation – Bench

#### J. Application for sale has been approved

- a. Otto to Raftery

#### Adjournment

Brian made a motion to adjourn the meeting. Lori seconded. Motion carried.

Meeting adjourned at 3:50pm.