

# Wakefield Plantation Homeowners Association Board of Directors Meetings

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## Wakefield Plantation Homeowners Association Board of Directors Meeting May 2, 2006

**Board Members Present:** Greg Barley, James Dvorak, Jodi LaFreniere,  
William Krupp, John Myers

### **CALL TO ORDER**

The meeting was conducted by Jennifer Burch, Community Manager with PPM and called to order at 6:36 pm at the Wakefield Plantation Sales Center.

### **ANNUAL MEETING/ELECTION BUSINESS**

**Election of Officers.** Director Barley **moved** to appoint the following Board members to the following positions for 2006:

James Dvorak- President  
Gregory Barley- Vice President  
Jodi Ann Lafreniere- Treasurer  
William Krupp- Secretary  
John Myers – At Large  
Randy Smith – At Large  
Billy Sutton – At Large

Director Myers **seconded** the motion. The motion was unanimously **approved**.

**Terms of Office.** To resolve the conflict between number of terms (5) and the number of elected Board members (4), the Board voted to delete one two year term. The terms of the newly elected Board members are as follows (based on total number of votes received from membership at Annual Meeting):

James Dvorak- 3 year term  
Jodi Ann Lafreniere- 3 year term  
Gregory Barley- 2 year term  
William Krupp- 1 year term

**Board Meeting Schedule.** Future Board meetings have been set for the 2<sup>nd</sup> Tuesday of the month at 6:30 PM. Management will determine a set location and notify the Board.

**2006 Annual Meeting Minutes (Review Only).** The Board reviewed the 2006 Annual Homeowners Meeting Minutes and asked that they be posted on the website as draft minutes.

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## **FINANCIALS**

The Board of Directors reviewed and accepted the April, 06 financials as submitted.

## **COMMITTEES**

The Board will be seeking homeowners to serve on both the Architectural Committee and Neighborhood Watch Committee by advertising such a request in the newsletter and on the website.

## **NEW BUSINESS**

**Request for Barrier on Drain in Cedar Grove.** This matter was deferred until management obtained further information from the developer.

**Draft Contact List and Guidelines.** The Board decided to defer this matter until the architectural committee is in place for further review.

**City of Raleigh Water Restrictions.** The restrictions were lifted so no further discussion was needed at this time.

**Miscellaneous Items.** Members of the Board mentioned miscellaneous items.

**Adjournment.** There being no further business to discuss a **motion** was made, **seconded**, and unanimously **approved** to adjourn the meeting at 8:16 p.m.

Respectfully Submitted,

William Krupp, Secretary

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## **Wakefield Plantation Homeowners Association Board of Directors Meeting June 13, 2006**

**Board Members Present:** Greg Barley, James Dvorak,  
Jodi LaFreniere, William Krupp

### **CALL TO ORDER**

The meeting was called to order by James Dvorak, Board President at 6:30 pm at The Villages at Wakefield Plantation Clubhouse.

### **PUBLIC INPUT SESSION**

Margaret King, Board President of the Villages at Wakefield Plantation, requested financial assistance for Storm Drainage Remediation. After further discussion Greg Barley moved to not supply funding to the Villages as the storm drain in question is not located within the master association responsibility. Greg Barley stated that he would like to offer assistance to the Villages Board in contacting the City of Raleigh and builder to determine why the structure was presented in a condition that would not stand up to the flow of water and who would be financially responsible. Jodi Ann LaFreniere seconded the motion. Motion passed unanimously.

Margaret King addressed a street parking situation and requested assistance in having “No Parking” signs be posted both sides on the section of Spruce Tree Way between New Falls of the Neuse and Wakefield Pines Drive. The Board asked management to contact the owners of the neighboring parcels of land along Spruce Tree Way to determine if they would be interested in implementing the “No Parking” signs.

### **FINANCIALS**

The Board of Directors reviewed and accepted the May 31, 2006 financials as submitted.

### **MINUTES**

Greg Barley motioned to approve the May 06 minutes as submitted, James Dvorak seconded the motion. Motion passed unanimously.

### **COMMITTEES**

The Board is seeking homeowners to serve on both the Architectural Control Committee and Neighborhood Watch Committee and is advertising such a request in the newsletter and on the website. The Wakefield Women’s Club has been asked to submit names of potential committee volunteers.

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## UNFINISHED BUSINESS

The drain behind 3315 Chrysanthumum Way belongs to the community and by city constraint nothing can be added the drain area due to fear of clogging during times of heavy water flow. After visiting the area several times the community manager had not seen any evidence that children are entering the area. Additionally, fencing this area would be a major expense.

The owner of the commercial property across from the entrance to the Villages at Wakefield Plantation at Spruce Tree Way has agreed to landscape this corner to dress up this area.

## NEW BUSINESS

The Board requested Association's attorney research and render advice concerning overnight parking rules and enforcement policies. Motion was moved by Gregory Barley, seconded by James Dvorak. Motion passed unanimously.

The Board accepted the **Assignment of Declarant's Rights**. Moved by Greg Barley, Seconded by Jodi Ann Lafreniere. Motion passed unanimously

Club Villas Building Repairs and Developer Control Concerns. Residents of Club Villas are seeking to transfer control of the sub-association over to the homeowners to deal with repairs and controls.

Deny of Appeal to a Basketball Backboard ruling by the Architectural Committee Gregory Barley moved and seconded by James Dvorak to uphold decision of the Architectural Review Committee. Jody Ann Lafreniere- No, Greg Barley- Yes, William Krupp- Yes, and James Dvorak- abstained **Motion failed for lack of a majority.**

Grant appeal and allow the basketball backboard to stay- moved by Jody Ann Lafreniere and seconded by Gregory Barley. Jody Lafreniere- Yes, Gregory Barley- No, William Krupp- No, James Dvorak- abstained **Motion failed for lack of a majority**

The homeowner with a question concerning grass clippings was to be referred to the City of Raleigh regulations which require grass clipping not to be left out prior to noon the day before the scheduled trash pickup date. Complaints should be directed to the City of Raleigh Sanitation Department.

The request to develop standards regarding real estate signs was referred to the Architectural Review Committee.

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## **MISCELLANEOUS**

Exterior architectural changes and attachments to property must be approved by the Architectural Review Committee.

Jody Ann Lafreniere raised a question concerning the status of the block trash enclosure at the Wakefield Plantation Sports Club.

The motion to adjourn was made by Gregory Barley, Seconded by Jody Lafreniere. The motion passed and the meeting was adjourned at 8:50 pm.

Respectfully Submitted,

William Krupp, Secretary

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## **Wakefield Plantation Homeowners Association Board of Directors Meeting July 11, 2006**

**Board Members Present:** Greg Barley, James Dvorak,  
Jodi LaFreniere, William Krupp

### **CALL TO ORDER**

The meeting was called to order by James Dvorak, Board President at 6:30 pm at The Villages at Wakefield Plantation Clubhouse.

### **Manager's Report**

Approximately 400 building lots are left in Wakefield Plantation

Jennifer Burch has written the commercial property owners along Spruce Tree Way requesting their support for a "No Parking" street signs.

### **FINANCIALS**

The Board of Directors reviewed and unanimously accepted the June 30, 2006 financials as submitted. Moved by Greg Barley and seconded by Jodi LaFreniere

### **MINUTES**

Greg Barley motioned to approve the June 13th minutes as submitted, Jodi LaFreniere seconded the motion. The motion passed unanimously.

### **UNFINISHED BUSINESS**

Two applications have been received for membership on the Architectural Committee. The request for nominations and the nomination forms have been posted on the Wakefield Plantation Homeowners Association website. The Board requested PPM to contact the candidates for the 2005-2006 Board seeking additional nominations for the Architectural Committee.

The Board considered homeowners' communications concerning on street parking.

Bill Krupp submitted a plan for enforcement of "Overnight On-street Vehicle Parking" based on the procedure now in place in the Villages of Wakefield Plantation. The Board reviewed the attorney's opinion on "Parking on Public Street".

The Board requested the management company contact the petitioners by letter reminding them of the rules and report back to the Board. Motion made by Greg Barley and seconded by James Dvorak. The vote was unanimous. Further, the Board requested the community manager to

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contact other community managers and seek their opinions on parking rules and enforcement policies

## **NEW BUSINESS**

The Board approved the application for exterior changes on 3405 Great Bear Lane with appropriate conditions. Motion made by James Dvorak and seconded by Bill Krupp. The motion passed unanimously.

A homeowner's request to install an 8' bronze bald eagle statue in Club Villas was denied. Motion was made by James Dvorak and seconded by Greg Barley. The vote was unanimous.

## **MISCELLANEOUS**

Jody Ann Lafreniere raised a question concerning the status the entrance sign at School House Road and Wakefield Pines Drive. This sign is to be put on the list for replacement next year.

The Board requested the management company to supply the Board with the names of sub-association in Wakefield Plantation and encouraged Board members to attend the meetings as observers. It was requested that sub-association's Board minutes be included the Board meeting packet.

It was requested that Wakefield Plantation's organizations be listed in the newsletter.

Jodi LaFreniere volunteered to write the Board article for the upcoming newsletter.

PPM was to request from Wakefield Developers an updated map showing all common areas and to help identify potential sites for community playgrounds.

PPM is to review builders' sale signs and remove those no longer appropriate.

The motion to adjourn was made by Gregory Barley, Seconded by Jody Lafreniere. The motion passed and the meeting was adjourned at 8:30 pm.

Respectfully Submitted,

William Krupp, Secretary

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## Wakefield Plantation Homeowners Association Board of Directors Meeting August 8, 2006

**Board Members Present:** Greg Barley, James Dvorak,  
Jodi LaFreniere, William Krupp

### **CALL TO ORDER**

The meeting was called to order by James Dvorak, Board President at 6:30 pm at The Villages at Wakefield Plantation Clubhouse.

### **HOMEOWNERS' INPUT SESSION**

Homeowner at 2513 Sharon View Lane available to answer the Board's questions relating to their architectural submission.

### **MANAGER'S REPORT**

New entrance sign material needs to be painted once every five years and should never have to be replaced.

There has been no response from Woodland Apartments concerning no overnight on-street parking on Spruce Tree Way. Board recommended that management inform Talis of outcome and remove this matter from the agenda.

Jennifer Burch reported responses from other community managers on enforcing on-street parking.

The community manager reported on letter concerning The First Annual Wakefield High School 5 K Students Against Drunk Driving and Drug Use Road Race on Oct. 14<sup>th</sup>.

The Board unanimously approved allowing Wake Tech to post a news release in the upcoming newsletter.

Updated Board on ARB Appeal for 2515 Village Stone Court  
PPM is still awaiting Master Site Plan for Community from Wakefield Development.

### **FINANCIALS**

The Board of Directors reviewed and unanimously accepted the August 8, 2006 financials as submitted. Moved by Greg Barley and seconded by Jodi LaFreniere.

### **MINUTES**

Greg Barley motioned to approve unanimously the July 11, 2006 minutes as submitted with corrections. Jodi LaFreniere seconded the motion. The motion passed unanimously.



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## **UNFINISHED BUSINESS**

The Board appointed five (5) homeowners to the Architectural Review Board. Motioned by Greg Barley and seconded by Bill Krupp

## **NEW BUSINESS**

Board voted unanimously on the follow ARB requests are follows. Moved by Greg Barley and 2<sup>nd</sup> by Jodi LaFreniere

|                           |  |
|---------------------------|--|
| 3356 Sugar House Street   | Approved fence, disapproved trampoline |
| 3372 Sugar House Street   | Approved                               |
| 3004 Osterly Street       | Approved                               |
| 2513 Sharon View Lane     | Approved                               |
| 2103 Covered Bridge Court | Approved                               |
| 12312 Cilcain Court       | Approved                               |
| 3905 Cathedral Bell Drive | Denied                                 |
| 12440 Canolder Street     | Approved                               |

## **MISCELLANEOUS**

Agreed to have Board meeting minutes posted on website once approved by the Board.

The motion to adjourn was made by Gregory Barley, Seconded by Bill Krupp. The motion passed and the meeting was adjourned at 8:30 pm.

Respectfully Submitted,

William Krupp, Secretary

# Wakefield Plantation Homeowners Association Board of Directors Meetings

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## **Wakefield Plantation Homeowners Association Board of Directors Meeting September 18, 2006**

**Board Members Present:** Greg Barley, James Dvorak,  
Jodi LaFreniere, William Krupp

### **CALL TO ORDER**

The meeting was called to order by James Dvorak, Board President at 6:30 pm at The Villages at Wakefield Plantation Clubhouse.

### **HOMEOWNERS' INPUT SESSION**

None

### **MANAGER'S REPORT**

The Villages at Wakefield Plantation Homeowners' Association has been awarded the honor of being named The Community Association Institute's best large scale association in North Carolina for this year.

### **FINANCIALS**

The Board of Directors reviewed and unanimously accepted the September 18, 2006 financials as submitted. Moved by Greg Barley and seconded by Jodi LaFreniere. The motion passed unanimously.

### **MINUTES**

Greg Barley motioned to approve the August 8, 2006 minutes as submitted. Jodi LaFreniere seconded the motion. The motion passed unanimously.

### **UNFINISHED BUSINESS**

The Board worked as a committee of the whole with the members of the Architectural Review Board in reviewing past and current AR applications and discussing guidelines. Bill Krupp presented the committee copies of a draft homeowner's handbook. The Board has asked the committee to come up with a set of guidelines and once reviewed and approved by the Board they would be placed on the HOA's website. Bill Krupp presented two booklets from the NC Real Estate Commission entitled Questions and Answers on: Condos & Townhouse and Questions and Answers On: Residential Subdivisions and Planned Communities.

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The Board agreed to put accepting homeowners to the Neighborhood Watch Committee on hold pending more applications.

The Board asked PPM to put a more robust wording in Parking Violation letters informing them that they must meet with the Board or potentially face a fine.

### **NEW BUSINESS**

Board voted unanimously on the follow ARB requests are follows. The motions were made by Greg Barley and 2<sup>nd</sup> by Bill Krupp. The motions passed unanimously.

|                            |  |
|----------------------------|--|
| 12319 Basket Weave Drive   | Approved   |
| 12517 Pawley's Mill Circle | Approved   |
| 12201 Ashton Woods Lane    | Approved   |
| 2721 Stratford Hall Drive  | Approved with modifications and stipulations<br>Denied sports court and 15 x15 equipment house |
| 12321 Beestone Lane        | Approved   |
| 3306 Colorcott Street      | Approved with stipulations   |
| 12417 Fieldmist Drive      | Approval conditional   |
| 12417 Fieldmist Drive      | Approved with modifications  |
| 3400 Village Grass Lane    | Approved   |
| 12405 Penrose Trail        | Referred to Architectural Review Committee   |
| 3324 Sugar House Street    | Approved   |

The Board requested that future Architectural Review applications contain the name of the subdivision.

Calloway Homeowners Association requested that the Board relinquish Architectural Review to their AR committee. The Board moved to accept with stipulations. The motion was made by Greg Barley and 2<sup>nd</sup> by Bill Krupp. The motion passed unanimously.

The request for maintenance on the path from Sycamore Grove to Wakefield Elementary has been referred back to Talis management. Bill Krupp's research indicated that the hard section of the path is on an individual's property and the dirt section is on the School Board's property. Not being on the HOA common property, it is not eligible for maintenance.

The Board approved a \$9,800 bid for replacement and maintenance of street signs. Motion was made by Greg Barley and 2<sup>nd</sup> by Jodi LaFreniere. The motion passed unanimously.

It was moved by Greg Barley and 2<sup>nd</sup> by Jodi LaFreniere that the Board allocate \$1,000 to the Moms of Wakefield for a Christmas Party, horse and sleigh rides.

The motion failed with Greg Barley and Jodi LaFreniere voting for the measure and Bill Krupp and James Dvorak voting against the measure.

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Motion by Greg Barley to reimburse Patti Pilarinos for a flyer concerning year-round school failed due to the lack of a second.

## **MISCELLANEOUS**

Agreed to have the ARC review city regulation and make recommendation concerning cement slabs for trash cans in view of the street.

The Board requested additional information concerning the printing and mailing of the newsletter to all homes in Wakefield Plantation.

A motion to send a letter supporting Rex Healthcare setting up a center at Capitol Blvd. and New Falls of Neuse by early 2008 was made by Jodi LaFreniere and 2<sup>nd</sup> by Bill Krupp. The motion passed unanimously.

The Board approved purchasing two "School Bus Stop Ahead" signs to be placed at Forest Pines and Canes Way. The Board approved paying up to \$100.00 for both signs. Motion made by Jodi LaFreniere and 2<sup>nd</sup> by Greg Barley. The motion passed unanimously.

The motion by Greg Barley to send a letter to the Wakefield Plantation's commercial developers opposing the building of a Hooter's failed due to a lack of a 2<sup>nd</sup>.

The motion to adjourn was made and it passed unanimously. The meeting was adjourned at 9:30 pm.

Respectfully Submitted,

William Krupp, Secretary

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## Wakefield Plantation Homeowners Association Board of Directors Meeting October 10, 2006

**Board Members Present:** Greg Barley, James Dvorak,  
John Myers, William Krupp

### **CALL TO ORDER**

The meeting was called to order by James Dvorak, Board President at 6:33 pm at The Villages at Wakefield Plantation Clubhouse.

### **HOMEOWNERS' INPUT SESSION**

None

### **MANAGER'S REPORT**

Jennifer reported that an additional application for the Architectural Review Committee has been received.

### **FINANCIALS**

The Board of Directors reviewed and unanimously accepted the September 30, 2006 financials as submitted. Moved by Greg Barley and seconded by James Dvorak. The motion passed unanimously.

### **MINUTES**

Greg Barley motioned to approve the September 18 minutes as amended. James Dvorak seconded the motion. The motion passed unanimously.

### **UNFINISHED BUSINESS**

The Board approved printing 2500 winter newsletter and mailing out approximately 2100 copies to Wakefield Plantation's homeowners. The motion was made by Bill Krupp and 2<sup>nd</sup> by Greg Barley. The vote was unanimous.

As moved by Greg Barley and 2<sup>nd</sup> by James Dvorak the Board accepted the bid from Walker, Rodeniser, Norton & Welch, LLP for yearly audit and tax preparation. The vote was unanimous.

The Board approved funding \$1,000 for the Mom's of Wakefield Christmas Party with the encouragement, to the extent practical, to promote the event within the community,

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as they see fit. The motion was made by Greg Barley and 2<sup>nd</sup> by Bill Krupp. The Board voted unanimously for this motion.

The Board members reviewed the 2007 draft budget and made suggestions. Jennifer Burch stated that the Budget must be approved by the **November** meeting.

## **NEW BUSINESS**

The Board noted that the request for speed bumps, speed and “Children at Play” signs for Cedar Grove must be directed to the city traffic department. The Board noted that such requests must be approved by the city after the streets have been turned over to the city by the developer.

## **MISCELLANEOUS**

The motion to adjourn was made by Greg Barley and 2<sup>nd</sup> by James Dvorak. The motion passed unanimously. The meeting was adjourned at 8:10 pm.

Respectfully Submitted,

William Krupp, Secretary

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## **Wakefield Plantation Homeowners Association Board of Directors Meeting November 14, 2006**

**Board Members Present:** Greg Barley, James Dvorak,  
Jodi LaFreniere, William Krupp

### **CALL TO ORDER**

The meeting was called to order by James Dvorak, Board President at 6:30 pm at The Villages at Wakefield Plantation Clubhouse.

### **HOMEOWNERS' INPUT SESSION**

A delegation of residents provided the Board with a petition from several residents within St. James Place asking that the back entrance receive the same attention as others throughout Wakefield Plantation.

Patrick Healy, Scott Pro and Jose Martinez spoke to the landscaping problems at the St. James entrance off of Forest Pines. There was a further concern with 4 wheeled vehicles using this area. Patrick Healy agreed to serve as the contact person for his neighborhood in this matter

Tom Hughes stated that the plantings at the front entrance to St. James Place were inferior to the plantings at the other entrances on Wakefield Plantation Drive.

Russ Bouch expressed concerns about the landscaping at Cathedral Bell Road and Basketweave Drive in the Cedar Grove subdivision.

### **MANAGER'S REPORT**

Jennifer Burch reported that an additional application for the Neighborhood Watch Committee as been received. Action is pending further applications.

Only one or two additional street signs within Wakefield Plantation need replacement. The possible site is in Berkshire.

Jennifer Burch reported that she has received Wakefield Development's revised map of the community.

Planting are in place around the fountain at Calloway On The Green.

### **MINUTES**

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Greg Barley motioned to approve the October 10<sup>th</sup> minutes with editorial changes. James Dvorak seconded the motion. The motion passed unanimously.

### **UNFINISHED BUSINESS**

The Board approved the Wakefield Plantation Homeowners Association 2007 Budget. The budget is to be distributed to the homeowners. The motion was made Greg Barley and 2<sup>nd</sup> by Bill Krupp. The vote was unanimous.

The Board approved funding for reimbursement to Christine Johnson for a Stratford Hall neighborhood picnic to the amount approved in the past (\$300). Further, prior approval will be needed for future funding and will be subject to future funding guidelines. The motion was made by Jodi LaFreniere and 2<sup>nd</sup> by James Dvorak. Directors LaFreniere, Dvorak and Barley voted yes and Director Krupp voted no.

### **NEW BUSINESS**

In response to the St. James homeowners' request it was proposed that a meeting with a representative of Wakefield Development be held on site concerning the back entrance of St. James Place. It was further requested by the Board to seek proposals from Wakefield Nursery to sod, plant and irrigate this area.

The appeal from the Villages at Wakefield Plantation concerning wooden fences was referred to the Master Association's Architectural Review Board.

The Board voted to give authority to Jennifer Burch to plant replacement landscaping up to \$1,000 per incident. The motion was made by Greg barley and 2<sup>nd</sup> by Jodi LaFreniere. The motion passed unanimously.

### **MISCELLANEOUS**

The Board requested Jennifer Burch explore with the city and state transportation departments repairing Wakefield Plantation Drive near the golf course maintenance building and at the sales office.

The blind spot turning at the entrance to Food Lion on New Falls of the Neuse was discussed. The Board asked that options to reduce this blind sport be reviewed.

The request for a "No Solicitation" sign at Vega Court was referred to the sub-association.



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## **EXECUTIVE SESSION**

Greg Barley moved that the Board go into executive session. The motion was 2<sup>nd</sup> by Jodi LaFreniere and passed unanimously. Following discussion the Board went back into open session.

## **FINANCIALS**

The Board of Directors reviewed and unanimously accepted the October 31, 2006 financials as submitted. The motion was moved by Greg Barley and 2<sup>nd</sup> by Jodi LaFreniere. The motion passed unanimously.

The motion to adjourn was made by Greg Barley and 2<sup>nd</sup> by Jodi LaFreniere James Dvorak. The motion passed unanimously. The meeting was adjourned at 8:50 pm.

Respectfully Submitted,  
William Krupp, Secretary