

Wakefield Plantation Homeowners Association
Board of Directors Meeting
January 10th, 2012 6:30 PM
The Villages at Wakefield Plantation Clubhouse
12655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Stephen Johnson, Bill Krupp, Jade Litcher,
Kris Door, Judy Lowe and Shelley McPhatter

CALL TO ORDER: Board President Kris Door called the meeting to order at 6:30 PM.

HOMEOWNERS INPUT SESSION:

Pete Trifiro of Kingston spoke in support of an irrigation tie-in with the Master Association's line. He will be attempting to collect cost data for the Board.

AGENDA:

Judy Lowe moved that the agenda be approved as amended. Bill Krupp 2nd the motion and the motion passed unanimously.

FINANCIALS:

Jade Litcher moved that the December 31, 2011 financial reports be approved and Steve Johnson 2nd the motion. The motion passed unanimously.

MINUTES:

Jade Litcher made the motion to approve the December 13, 2011 Board meeting minutes as presented. The motion was 2nd by Judy Lowe with the motion passing unanimously.

COMMITTEES

Architectural Review Committee:

The ARC was asked to notify applicants of on-site inspections and photos as needed. PPM will assist the committee with communications with homeowners.

Neighborhood Watch/ Security Committee:

The Board reviewed the December 2011 York Security Report and discussed concerns, reporting and activities. Representative of York Security was present to answer Board questions and ask the Board to alert homeowners not to keep valuable visible in their vehicles.

Communications Committee

454 homeowners have register on HOA's website.

Landscaping Committee

Patti Pilarinos, chairperson of the Landscaping Committee, presented the committee's report on the subdivisions' entrance refurbishing project, the Forest Pines Planting Project, and site visitation to follow up on homeowners' concerns.

Hudson Howell of Wakefield Nursery was present to answer the Board questions and reported on landscaping projects, proposals, plantings and maintenance issues.

Bill Krupp moved that the Wakefield Nursery proposal to removed two trees from the Wakefield Plantation Drive median at the Dunleith entrance be accepted for \$1,550. Shelley McPhatter 2nd the motion which passed unanimously

The Landscaping Committee was asked to assist in developing a phased plan for replacing monument signs' marble inserts.

UNFINISHED BUSINESS

Kris Door reported that the 98-Bypass monument project is progressing through the city's approval process. The curb cuts at the traffic circle are delayed and we are waiting for the city to find funding.

NEW BUSINESS

The Annual Homeowners Meeting is tentatively scheduled for Thursday, April 12th, at 6:30 PM. Two mailings to the homeowners are anticipated. The mailing in February will contain the meeting announcement, informational notices, requests for Board nominations, and election information. The March mailing will contain another meeting notice, the budget, Board candidates' biographies and voting proxies.

ADJOURNMENT: The motion to adjourn was made by Judy Lowe and 2nd by Bill Krupp. The meeting was adjourned at 8:30 PM.

Respectfully Submitted,
William Krupp, Secretary

Presiding Officer's Signature: _____ Date: _____

Wakefield Plantation Homeowners Association
Board of Directors Meeting
February 8, 2012
The Villages at Wakefield Plantation Clubhouse
12655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Bill Krupp, Jade Litcher,
Kris Door, Judy Lowe and Shelley McPhatter

CALL TO ORDER: Board President Kris Door called the meeting to order at 6:30 PM.

Homeowners Input Session. None

AGENDA:

Jade Litcher moved that the agenda be approved as corrected. Judy Lowe 2nd the motion and the motion passed unanimously.

FINANCIALS:

Shelley McPhatter moved that the January 31, 2012 financial reports be approved and Jade Litcher 2nd the motion. The motion passed unanimously.

Kris Door moved to proceed with foreclosure with 2613 Vega Court and 3024 Queensland Road Court. Judy Lowe 2nd the motion which passed unanimously.

The Board asked the Property Manager, Jennifer Burch, to investigate a two payment plan for the yearly Association Dues.

MINUTES:

Judy Lowe made the motion to approve the January 10, 2012 Board meeting minutes as corrected. The motion was 2nd by Jade Litcher with the motion passing unanimously.

COMMITTEES

Architectural Committee: The Board asked the ARC chairman to speak at the Annual Homeowners Meeting.

Neighborhood Watch/ Security Committee:

The Board reviewed the January York Security Report and Incident Reports. Officer Irby was introduced as the primary officer for Wakefield Plantation.

Communications Committee

Approximately 485 homeowners have register on HOA's website.

Landscaping Committee: The chairperson has been asked to speak at the Annual Homeowners Meeting. The Board reviewed the committee's recommendation for replacing the entrance sign inserts in 3 years. The Board asked that a Professional Engineer review the long term reserve study to determine if the plan

is financially responsible. The Board would like to have the sign inserts, landscaping and lighting upgrades done at the same time.

The Board reviewed the Landscaping Committee's report and recommendation for the Landscaping companies' bids. Selection of the contractor was tabled pending Wakefield Nursery answering questions at the next meeting from the Board members and submitting designs for the entrances.

UNFINISHED BUSINESS

Curb Cuts are still under consideration by the City

Traffic Study: The City traffic engineers have recommended that the intersection of New Falls of Neuse and Spruce Tree Way have traffic channeling elements which are to be considered by the City Council at their February 21 meeting. Traffic lanes are under study for Forest Pines.

Monument Signs: We are waiting final city permits to proceed.

The Board agreed to include as a 3rd proxy option "Instructed" allowing the person named by the homeowner or if left blank the majority of the Board to cast their votes for the candidate running for the Board seats.

NEW BUSINESS

The Board directed the property manager to install screening plants at the TPC Recreational Facility trash enclosure.

Women 5 K Race Request: The Board approved the request.

The Board requested that the City place speed limit signs at the 98 By-Pass entrance into Wakefield Plantation.

Judy Lowe moved to go into Executive session with Bill Krupp 2nd the motion. The motion passed unanimously.

ADJOURNMENT: The motion to adjourn was made Bill Krupp and 2nd by Judy Lowe. The meeting was adjourned at 8:30 PM.

Respectfully Submitted,

William Krupp, Secretary

Wakefield Plantation Homeowners Association
Board of Directors Meeting
March 13, 2012
The Villages at Wakefield Plantation Clubhouse
12655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Stephen Johnson, Bill Krupp, Judy Lowe
Kris Door and Shelley McPhatter

CALL TO ORDER: Board President Kris Door called the meeting to order at 6:30 PM.

Homeowners Input Session.

None

AGENDA:

Judy Lowe moved that the agenda be approved as amended. Shelley McPhatter 2nd the motion and the motion passed unanimously.

FINANCIALS:

Bill Krupp moved that the February 29, 2012 financial reports be approved and Judy Lowe 2nd the motion. The motion passed unanimously.

MINUTES:

Judy Lowe made the motion to approve the February 8, 2012 Board meeting minutes as amended. The motion was 2nd by Shelley McPhatter with the motion passing unanimously.

Shelley McPhatter moved that the 2011 Homeowners' Annual Meeting Minutes be approved. Kris Door 2nd the motion which passed unanimously.

COMMITTEES

Architectural Committee: To be consistent with the community declarations, the committee shall be referred to as the Architectural Approval Committee. The new AAC form is now available on the website.

Neighborhood Watch/ Security Committee:

The Board reviewed the February 2012 York Security Report and discussed concerns, reporting and activities.

Communications Committee:

501 homeowners have register on HOA's website. The website now has these "fillable" applications and forms: AAC application, the volunteer application, the Candidate Biography form, the candidate's nomination petition. The website now includes a section on the history of Wakefield Plantation.

Landscaping Committee: Patti Pilarinos, chairperson of the Landscaping committee, gave the landscaping report and with Wakefield Nursery designer presented proposals for entrance

enhancements. The enhancements include improvements landscaping, lighting and irrigation (if necessary).

Curb Cuts at the traffic circle- nothing to report

Traffic Study- Bill Krupp reported that the city has installed traffic channeling lines to improve the traffic flow at New Falls of Neuse and Spruce Tree Way.

Bill Krupp moved that Wakefield Nursery's landscaping contract for \$227,316.00 and requiring no increases for two years be accepted. Judy Lowe 2nd the motion and the motion passed with a unanimous vote.

The Board was advised of the progress on the 98-ByPass entrance monument.

The Board reviewed and revised the Annual Homeowners' Meeting Packet

NEW BUSINESS

Jennifer Burch reported on the marble monument sign inserts.

ADJOURNMENT: The meeting was adjourned 9:20 PM.

Respectfully Submitted,

William Krupp, Secretary

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
May 8, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Stephen Johnson, Kris Door, Bill Krupp, Jade Litcher, Judy Lowe, Nate Tarbox, Shelley McPhatter

Call to order: Board President, Kris Door, called the meeting to order at 7:30pm.

Homeowner input session:

Miracle League Proposed Ballpark: Multiple Carrington residents were in attendance to voice their concern over the proposed Miracle league ball field that is planned for the entrance to their neighborhood. They voiced concerns of noise, traffic and light pollution. The Board stated that because it was zoned for that use, we really could not block its construction. However, it was recommended that the residents approach the City of Raleigh planning department to have their concerns of noise, excess traffic (which poses a safety concern for the neighborhood children) and lights be addressed. The neighborhood residents supported the mission of the organization, but they were concerned about the location of the proposed ball field.

John Szuchan – Volunteered to start an election committee to oversee the Board election process. Wakefield Homeowner's Assoc. follows standard guidelines that are not out of the ordinary from any other Homeowner's Board of Directors.

Hearings:

Director Litcher moved to fine \$50 per non-compliance occurrence at 2740 Peachleaf St., The motion was 2nd by Director Lowe. The motion was approved unanimously.

Director Litcher moved to fine \$50 per non-compliance occurrence at 12032 Jasmine Cove Way. The motion was 2nd by Director Lowe. The motion was approved unanimously.

Director Litcher moved to fine \$50 per non-compliance occurrence at 12431 Honeychurch St. The motion was 2nd by Director Lowe. The motion was approved unanimously.

Director Litcher moved to fine \$50 per non-compliance occurrence at 11814 Pawley's Mill Circle. The motion was 2nd by Director Lowe. The motion was approved unanimously.

Director Litcher moved to fine \$50 per non-compliance occurrence at 12347 Honeychurch St. The motion was 2nd by Director Lowe. The motion was approved unanimously.

Agenda:

Shelley McPhatter moved that the agenda be approved as amended. Nate 2nd the motion and the motion passed unanimously.

Board Elections:

Jade Litcher motioned for the following positions for the 2012 – 2013 year:

Jade Litcher – President
Judy Lowe – Vice Chair
Stephen Johnson – Treasurer
Shelley McPhatter – Secretary

The motion was unanimously passed.

Minutes:

Shelley made the motion to approve the March 31, 2012 Board meeting minutes as amended. The motion was 2nd by Kris with the motion passing unanimously. Nate abstained as he was not in attendance.

Committees:

Architectural Approval Committee (AAC): An application was received at the annual meeting for a volunteer for the AAC committee. They are anticipating 1 committee member to resign due to extended illness. Shelley is the Board liaison. The Committee met prior to the Board Meeting. No items to report. The meeting will continue to be held at Tony's house on the 1st Tues of the month at 5pm at 12425 Draco Road.

Neighborhood Watch / Security Committee: York was in attendance earlier in the meeting and had to leave before their agenda placement. York has contacted Woodland's and Wakefield Glen's property manager to get an afterhours contact person for the complex.

Communications Committee: There are 533 registered users of the website. One volunteer expressed interest in joining the communications committee. It was discussed if a newsletter should be created. This was tabled until the next meeting.

Landscape Committee: Rosalie Metzler reported for the landscape committee.

- It was proposed to install long needle pine in lieu of mulch at all landscape areas (not near houses) for \$56,731.25. This will save approx. \$60,000 over mulch. Nate motioned to approve the proposal. Bill 2nd the motion with the motion passing unanimously.
- Kris motioned to approve the proposal to install perennials at the entrances per Wakefield Landscaping and Nursery (WLN) quote 23509M dated 5/4/12. Bill 2nd the motion with the motion passing unanimously.
- Bill motioned to approve the WLN proposal 23503M dated 5/1/12 for \$4,740 for the removal and removal/transplant of various plants and shrubs per the list associated with the proposal. This will be funded out of the \$10,000 landscape monthly budget for May. Nate 2nd the motion with the motion passing unanimously.
- Kris motioned to approve WLN proposal 23506M dated 5/4/12 for removal of daylily and leveling/sodding a 2 bluenoses in the roundabout for \$1,910. This will be funded out of the \$10,000 landscaping budget for May. Judy 2nd the motion with the motion passing unanimously.
- Bill motioned to approve the WLN proposal 2305M dated 5/4/12 for \$2,010 for removal of 14 stumps and re-sodding due to a vehicle accident in the landscape area. PPM will work to get this cost funded from the vehicle owner's insurance. Kris 2nd the motion with the motion passing unanimously.
- Bill motioned to approve WLN proposal 23510M dated 5/4/12 for \$12,330 for installation of annual plants at main entrances, logo bed and roundabout. Shelley 2nd the motion with the motion passing unanimously.
- The Board tabled WLN proposal 23507MA dated 5/7/12 for various small landscape work until the next meeting.
- Rosalie and WLN questioned where the Magnolia Glen landscaping starts and where WLN maintains. PPM will provide IMAPS to WLN.
- The group should also discuss irrigation for Magnolia Glenn at next meeting.

- The 98 bypass monument will soon be completed. The Board asked WLN to review landscaping options for the monument sign and associated hills. The plan needs to be approved in time for fall planting season.
- Bill motioned to approve the Woodgraphics proposal dated 3/21/12 for \$12,055.93 for the entrance sign insets for Middleton and Stratford Hall. Jade 2nd the motion with the motion passing unanimously.
- Nate motioned to approve the Southern Woodcraft & Design proposal 43139 dated 3/8/12 for \$54,983.09 for removal of old stop/yield signs and installation of new City of Raleigh Standard stop and yield signs for 6 communities. Kris 2nd the motion with the motion passing unanimously.
- Bill motioned to approve the policy that WLN will cut the grass of vacant lots once it reaches 9". Shelley 2nd the motion with the motion passing unanimously.

Open Business:

Roundabout curb cuts: Kris followed up with the City regarding the curb cuts at the roundabout and they have not responded back to her.

Road Striping: The new striping at the Villages is helping with traffic channeling. Bill confirmed the City of Raleigh stated that striping Forest Pines Drive is on its summer projects list. HE will continue to follow up and provide an update.

Monument sign at 98 Bypass: the sign company is waiting on curved brick to be delivered. They are expending a completion at the end of June.

Monument Sign at New Falls of Neuse: The Board needs to begin discussion on the location and design of the monument entering Wakefield Plantation from New Falls of Neuse.

Meeting change: Shelley requested that the meeting be changed from Tues to the 2nd Wednesday. The Board members will review their calendars and advise if this is acceptable at the next meeting.

Submitted By:

Shelley McPhatter, Secretary
Wakefield Plantation Board of Directors

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
June 12, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Kris Door, Stephen Johnson, Bill Krupp, Jade Litcher, Judy Lowe, and Nate Tarbox

Call to order: Board President, Jade Litcher, called the meeting to order at 6:30pm.

Agenda: Nate Tarbox moved that the agenda be approved. Judy Lowe 2nd the motion and the motion passed unanimously.

Financials: Judy Lowe moved to approve the May financials. Steve Johnson 2nd the motion and the motion passed unanimously.

Minutes: Kris Door made the motion to approve the May 2012 Board meeting minutes. The motion was 2nd by Steve Johnson with the motion passing unanimously.

Committees:

Architectural Approval Committee (AAC): Bill Krupp made a motion to approve the following committee members to serve in 2012, Jade Litcher 2nd the motion and the motion passed unanimously:

- Frank Florio
- Deborah King
- Tony Morano
- Liz Scott

Neighborhood Watch / Security Committee: The board reviewed the report submitted. The board worked on a draft parking reminder for York Security to put on vehicles which are parked on the street. PPM will keep record of all tag numbers that receive such notice.

Communications Committee: Kris Door provided the board with an update on the website registrants. Kris proposed sending out monthly updates (electronic newsletters) through the website to those registered. The board agreed. At the request of Kris Door, resident communication with PPM will be added to the next agenda for discussion.

Landscape Committee: The following members will serve on the landscaping committee for 2012:

- John Ducatte
- Rosalie Metzler
- Patti Pilarinos
- Kathryn Spiegel

The following Wakefield Nursery proposals were reviewed:

- #23507MA – Bill Krupp moved to accept as submitted. Nate Tarbox seconded and the motion passed unanimously.
- 23526M – Bill Krupp moved to accept as submitted. Steve Johnson seconded the motion. The motion passed unanimously.
- 235231M – Judy Low moved to accept the proposal as submitted. Bill Krupp seconded the motion. The motion passed unanimously.

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
June 12, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

Unfinished Business:

Reserve Study: This item was tabled until the October board meeting.

Updates:

- Traffic Study – Bill Krupp advised nothing new to report at this time.
- Monument Signs – Kris Door provided an update on 98 Bypass sign and asked that Jade Litcher contact Michael Thomas with TPC to inquire about using their power source to save cost on electric for monument fixtures. Kris Door provided information on the City of Raleigh's plans for landscaping on New Falls of Neuse and asked that the board allow PPM to inquire with the City about possible monument locations. The board agreed, further information will be provided at next board meeting.
- Follow Up to Annual Meeting – Beginning in August meeting date will be changed to the 2nd Wednesday of every month. A modified proxy was submitted to the board by Kris Door and approved for future use. Discussion took place on uninstructed votes at the request of Bill Krupp. The board decided to table a final decision until preparations begin for the 2013 Annual Meeting. The board agreed to increase candidate biography to 100 words from 50 words to allow enough information for membership review.

12347 Honeychurch Street – Request for Temporary Parking Variance: The board reviewed the information submitted and the requested variance was not approved. Jennifer Burch will notify the homeowner accordingly.

Glenstone Builder Concerns: The board reviewed the information submitted.

Carrington Request for Letter Concerning YMCA Ball Field: This item was discussed during executive session. A response letter will be sent with the board's decision.

New Business:

Savannah Streets: This item was tabled for further discussion at a later date.

Cathedral Bell Plantings: Jennifer Burch provided an update from the City of Raleigh and will be soliciting a proposal from Wakefield Nursery for plantings.

Villages at Wakefield Meeting Notes: This board reviewed the information submitted.

Speed Limit on Forest Pines: The board reviewed the information submitted and decided to not proceed at this time. Jennifer Burch will notify the homeowner accordingly.

Submitted By:

Jennifer L. Burch, Temporary Secretary
On Behalf of Wakefield Plantation Board of Directors

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
June 12, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Kris Door, Stephen Johnson, Bill Krupp, Jade Litcher, Judy Lowe, and Nate Tarbox

Call to order: Board President, Jade Litcher, called the meeting to order at 6:30pm.

Agenda: Nate Tarbox moved that the agenda be approved. Judy Lowe 2nd the motion and the motion passed unanimously.

Financials: Judy Lowe moved to approve the May financials. Steve Johnson 2nd the motion and the motion passed unanimously.

Minutes: Kris Door made the motion to approve the May 2012 Board meeting minutes. The motion was 2nd by Steve Johnson with the motion passing unanimously.

Committees:

Architectural Approval Committee (AAC): Bill Krupp made a motion to approve the following committee members to serve in 2012, Jade Litcher 2nd the motion and the motion passed unanimously:

- Frank Florio
- Deborah King
- Tony Morano
- Liz Scott

Neighborhood Watch / Security Committee: The board reviewed the report submitted. The board worked on a draft parking reminder for York Security to put on vehicles which are parked on the street. PPM will keep record of all tag numbers that receive such notice.

Communications Committee: Kris Door provided the board with an update on the website registrants. Kris proposed sending out monthly updates (electronic newsletters) through the website to those registered. The board agreed. At the request of Kris Door, resident communication with PPM will be added to the next agenda for discussion.

Landscape Committee: The following members will serve on the landscaping committee for 2012:

- John Ducatte
- Rosalie Metzler
- Patti Pilarinos
- Kathryn Spiegel

The following Wakefield Nursery proposals were reviewed:

- #23507MA – Bill Krupp moved to accept as submitted. Nate Tarbox seconded and the motion passed unanimously.
- 23526M – Bill Krupp moved to accept as submitted. Steve Johnson seconded the motion. The motion passed unanimously.
- 235231M – Judy Low moved to accept the proposal as submitted. Bill Krupp seconded the motion. The motion passed unanimously.

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
June 12, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

Unfinished Business:

Reserve Study: This item was tabled until the October board meeting.

Updates:

- Traffic Study – Bill Krupp advised nothing new to report at this time.
- Monument Signs – Kris Door provided an update on 98 Bypass sign and asked that Jade Litcher contact Michael Thomas with TPC to inquire about using their power source to save cost on electric for monument fixtures. Kris Door provided information on the City of Raleigh's plans for landscaping on New Falls of Neuse and asked that the board allow PPM to inquire with the City about possible monument locations. The board agreed, further information will be provided at next board meeting.
- Follow Up to Annual Meeting – Beginning in August meeting date will be changed to the 2nd Wednesday of every month. A modified proxy was submitted to the board by Kris Door and approved for future use. Discussion took place on uninstructed votes at the request of Bill Krupp. The board decided to table a final decision until preparations begin for the 2013 Annual Meeting. The board agreed to increase candidate biography to 100 words from 50 words to allow enough information for membership review.

12347 Honeychurch Street – Request for Temporary Parking Variance: The board reviewed the information submitted and the requested variance was not approved. Jennifer Burch will notify the homeowner accordingly.

Glenstone Builder Concerns: The board reviewed the information submitted.

Carrington Request for Letter Concerning YMCA Ball Field: This item was discussed during executive session. A response letter will be sent with the board's decision.

New Business:

Savannah Streets: This item was tabled for further discussion at a later date.

Cathedral Bell Plantings: Jennifer Burch provided an update from the City of Raleigh and will be soliciting a proposal from Wakefield Nursery for plantings.

Villages at Wakefield Meeting Notes: This board reviewed the information submitted.

Speed Limit on Forest Pines: The board reviewed the information submitted and decided to not proceed at this time. Jennifer Burch will notify the homeowner accordingly.

Submitted By:

Jennifer L. Burch, Temporary Secretary
On Behalf of Wakefield Plantation Board of Directors

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
July 10, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Stephen Johnson, Kris Door, Bill Krupp, Jade Litcher, Shelley McPhatter

Call to order: Board President, Jade Litcher, called the meeting to order at 7:30pm.

Agenda: Bill moved that the agenda be approved. Jade 2nd the motion and the motion was passed unanimously.

Financials: Kris moved to accept the financial, Steve 2nd the motion and the motion was passed unanimously.

Minutes: Correction: Liz Scott is still on architectural committee. Kris moved to approve minutes, Shelley 2nd the minutes and the motion was passed unanimously.

Homeowner input session:

No additional homeowner's in attendance.

Hearings:

Lawn Maintenance:

2900 Finsbury., No person attended. Board will request plan for repair by Aug 30. and implement plan by Sept 15. If non-compliance, we will fine them \$50/day.

12520 Honeychurch. Shelley motioned and was 2nd by Jade. The motion was approved unanimously.

Committees:

Architectural Committee:

- Tony asked about rules for Solar panels. Jennifer will send info on regulations. Tony will add language for solar panels in the ACC guidelines.
- Violation letters sent to about 400 Stratford Hall residents that mailboxes need to be painted. We will not allow different mailbox styles to be installed. Kris will add info in the newsletter.

Neighborhood Watch / Security Committee:

- Tony spotted 3 boats visible from the front yard. Jennifer will look into this.
- Parking on the street continues to be an issue. York will focus on repeat overnight parking and not necessarily random parking that occurs by visitors.
- There is a York car parked at Cruisers and Tony witnessed kids sitting on the trunk of the car.
- Tony noticed kids loitering in the middle of the fountain. York confirmed that they review this area.

Communications Committee:

- Website update - 571 registered users.
- Kris asked that Jennifer provide residents with procedures on how issues get resolved.

Landscape Committee:

- Reviewed the lights at the signage. An e-mail vote will occur.
- Kris moved to accept the WL Proposal 23561M dated Jul 3, 2012 for Winter annuals. Bill seconded the motion. the motion was unanimously approved. Needs to add flats for 98 Monument sign.
- 98 Monument planting: Patti will meet with WL to find multiple solutions and try to come to the Aug meeting with plan and pricing for a Fall planting. Irrigation is being discussed. Patti will request pricing from WL. WL will mulch around the signage.

Unfinished Business:

Traffic Study: Striping of Forest Pines is scheduled to occur this summer. Raleigh police are monitoring Forest Pines and Wakefield Pines for speeding.

Monument Sign:

98 Monument - Update on tapping into TCP lighting. This is in Todd Lawrence hands with TPC on tapping power. Jennifer will set up a meeting with Kenny and Todd. Kris and Jade want to attend..

98 Monument - Lighting proposal. Jennifer will send e-mail cut sheets to the Board to vote. All other electrical work and boring will be re-priced and approved once scope is finalized.

NFON Monument: Kris is continuing to push the sign location in the right of way and will take this to the City Council if necessary. If the location in the right of way is not approved, we will look at a new location.

Glenstone Builder Concern: Builder is building home to the specifications approved by AAC and in the size appropriate for the neighborhood. No action by the Board.

Miracle League: No news to report.

New Business:

No new business for the month.

Executive Session:

2905 Finsbury Park - Jade , Bill.

Reviewed foreclosure proceedings 2900 Finsbury - Continue hearing proceedings.

Meeting Adjourned:

Jade closed the meeting at 7:36pm.

Next meeting is Aug 14, 2012 at 6:30.

Submitted By:



Shelley McPhatter, Secretary
Wakefield Plantation Board of Directors

Wakefield Plantation Community Association
Board of Director's Meeting
August 14, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Kris Door, Steve Johnson, Bill Krupp, Jade Litcher, Judy Lowe, and Nate Tarbox

Call to order: Board President, Jade Litcher, called the meeting to order at 6:30pm.

Agenda: Director Lowe moved that the agenda be approved. Director Tarbox 2nd the motion and the motion passed unanimously.

Financials: Director Tarbox moved to accept the July 2012 financials, Director Door 2nd the motion and the motion passed unanimously.

Minutes: July 2012 minutes will be reviewed at the September 2012 meeting.

Hearings:

2740 Peachleaf – Basketball Goal– Director Johnson moved to remove the damaged basketball goal and charge the homeowner the expense to do so. Director Krupp 2nd and the motion passed unanimously.

2904 Finsbury Parkway – Rust Stains on Side of Home – The homeowners were present and advised they are working with the builder to have the stains removed. There was an issue with the HVAC condensation line that caused the stains. No further action at this time.

Committees:

Architectural Committee:

- 2920 Elmfield – Wooden Fence – Director Krupp moved to approve the fence variance to allow wood. Director Lowe 2nd and the motion passed unanimously

Neighborhood Watch / Security Committee:

- The July 2012 report from York Security was reviewed. Management will consult with York Security again to ensure they post “Friendly Reminder” on vehicles parked on streets.
- The board reviewed Wakefield Estates/HOA’s request for combined contract with York Security. The board didn’t feel there was enough time for one officer to patrol all three neighborhoods.

Communications Committee:

- Director Door provided an update on the website and community updates sent via email monthly.

Landscape Committee:

- Chairperson Pilarinos provided a proposal with two options for review by the board for landscaping the new monument on 98 Bypass and Wakefield Plantation Drive. Director Krupp moved to accept Option #1 at a cost of \$55,000. Director Tarbox 2nd and the motion passed unanimously.

Unfinished Business:

Traffic Study: Nothing further to report at this time.

Monument Sign:

98 Monument – Director Litcher advised that TPC may not be the best option for a power source. He will be working with Wakefield Nursery to determine if a low voltage fixture can be found. If so, Wakefield Nursery should be able to install accordingly. Director Litcher will provide an update at the September meeting.

NFON Monument: Director Door is continuing to work on sign location ideas with Rodney Signs for board review. Further plans will be provided at September meeting.

New Business:

No new business at this time.

Meeting Adjourned at 8:53pm

Submitted By:

Jennifer L. Burch, AMS PCAM
PPM, Inc.

Wakefield Plantation Community Association
Board of Director's Meeting
August 14, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Kris Door, Steve Johnson, Bill Krupp, Jade Litcher, Judy Lowe, and Nate Tarbox

Call to order: Board President, Jade Litcher, called the meeting to order at 6:30pm.

Agenda: Director Lowe moved that the agenda be approved. Director Tarbox 2nd the motion and the motion passed unanimously.

Financials: Director Tarbox moved to accept the July 2012 financials, Director Door 2nd the motion and the motion passed unanimously.

Minutes: July 2012 minutes will be reviewed at the September 2012 meeting.

Hearings:

2740 Peachleaf – Basketball Goal– Director Johnson moved to remove the damaged basketball goal and charge the homeowner the expense to do so. Director Krupp 2nd and the motion passed unanimously.

2904 Finsbury Parkway – Rust Stains on Side of Home – The homeowners were present and advised they are working with the builder to have the stains removed. There was an issue with the HVAC condensation line that caused the stains. No further action at this time.

Committees:

Architectural Committee:

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Neighborhood Watch / Security Committee:

- The July 2012 report from York Security was reviewed. Management will consult with York Security again to ensure they post “Friendly Reminder” on vehicles parked on streets.
- The board reviewed Wakefield Estates/HOA’s request for combined contract with York Security. The board didn’t feel there was enough time for one officer to patrol all three neighborhoods.

Communications Committee:

- Director Door provided an update on the website and community updates sent via email monthly.

Landscape Committee:

- Chairperson Pilarinos provided a proposal with two options for review by the board for landscaping the new monument on 98 Bypass and Wakefield Plantation Drive. Director Krupp moved to accept Option #1 at a cost of \$55,000. Director Tarbox 2nd and the motion passed unanimously.

Unfinished Business:

Traffic Study: Nothing further to report at this time.

Monument Sign:

98 Monument – Director Litcher advised that TPC may not be the best option for a power source. He will be working with Wakefield Nursery to determine if a low voltage fixture can be found. If so, Wakefield Nursery should be able to install accordingly. Director Litcher will provide an update at the September meeting.

NFON Monument: Director Door is continuing to work on sign location ideas with Rodney Signs for board review. Further plans will be provided at September meeting.

New Business:

No new business at this time.

Meeting Adjourned at 8:53pm

Submitted By:

Jennifer L. Burch, AMS PCAM
PPM, Inc.

Wakefield Plantation Community Association
Board of Director's Meeting
August 14, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Kris Door, Steve Johnson, Bill Krupp, Jade Litcher, Judy Lowe, and Nate Tarbox

Call to order: Board President, Jade Litcher, called the meeting to order at 6:30pm.

Agenda: Director Lowe moved that the agenda be approved. Director Tarbox 2nd the motion and the motion passed unanimously.

Financials: Director Tarbox moved to accept the July 2012 financials, Director Door 2nd the motion and the motion passed unanimously.

Minutes: July 2012 minutes will be reviewed at the September 2012 meeting.

Hearings:

2740 Peachleaf – Basketball Goal– Director Johnson moved to remove the damaged basketball goal and charge the homeowner the expense to do so. Director Krupp 2nd and the motion passed unanimously.

2904 Finsbury Parkway – Rust Stains on Side of Home – The homeowners were present and advised they are working with the builder to have the stains removed. There was an issue with the HVAC condensation line that caused the stains. No further action at this time.

Committees:

Architectural Committee:

- 2920 Elmfield – Wooden Fence – Director Krupp moved to approve the fence variance to allow wood. Director Lowe 2nd and the motion passed unanimously

Neighborhood Watch / Security Committee:

- The July 2012 report from York Security was reviewed. Management will consult with York Security again to ensure they post “Friendly Reminder” on vehicles parked on streets.
- The board reviewed Wakefield Estates/HOA’s request for combined contract with York Security. The board didn’t feel there was enough time for one officer to patrol all three neighborhoods.

Communications Committee:

- Director Door provided an update on the website and community updates sent via email monthly.

Landscape Committee:

- Chairperson Pilarinos provided a proposal with two options for review by the board for landscaping the new monument on 98 Bypass and Wakefield Plantation Drive. Director Krupp moved to accept Option #1 at a cost of \$55,000. Director Tarbox 2nd and the motion passed unanimously.

Unfinished Business:

Traffic Study: Nothing further to report at this time.

Monument Sign:

98 Monument – Director Litcher advised that TPC may not be the best option for a power source. He will be working with Wakefield Nursery to determine if a low voltage fixture can be found. If so, Wakefield Nursery should be able to install accordingly. Director Litcher will provide an update at the September meeting.

NFON Monument: Director Door is continuing to work on sign location ideas with Rodney Signs for board review. Further plans will be provided at September meeting.

New Business:

No new business at this time.

Meeting Adjourned at 8:53pm

Submitted By:

Jennifer L. Burch, AMS PCAM
PPM, Inc.

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
September 12, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Stephen Johnson, Kris Door, Bill Krupp, Jade Litcher, Shelley McPhatter, Judy Lowe

Call to order: Board President, Jade Litcher, called the meeting to order at 6:30pm.

Agenda: Bill moved that the agenda be approved. Kris 2nd the motion and the motion was passed unanimously.

Financials: Discuss reserve study in October meeting. Bill moved to accept the financial report, Kris 2nd the motion and the motion was passed unanimously.

Minutes: July 2012: Kris moved to approve minutes, Steve 2nd the minutes and the motion was passed unanimously.

August 2012: Kris moved to approve minutes, Steve 2nd the minutes and the motion was passed unanimously.

Motion to approve 2012 draft audit: Judy Motioned, Steve 2nd the motion and the motion was passed unanimously.

Homeowner input session:

No homeowner's in attendance.

Hearings:

Bad Debt:

12518 Canolder: Write off as bad debt.

Committees:

Architectural Committee:

- Tony received a volunteer application and will discuss with the committee and then contact the applicant. Tony is still looking for a 5th applicant.
- Board motioned to approve the applicant (Asif Rauf) pending committee final approval.
- 2909 Chatelaine Place: Fence Variance Request: Board did not approve wood fence variance.
- Tony will provide address of home in Middleton with a new wooden fence that is against HOA policy. Jennifer will review and notification will issued.

Neighborhood Watch / Security Committee:

- The August 2012 report was reviewed.
- Parking letters have helped. York will continue to distribute especially at entrances, intersections, stop signs and fire hydrants.
- The Villages set up an overflow parking area and have notified homeowners.

Communications Committee:

- Website update - 573 registered users.

Landscape Committee:

- Round a Bout: WL Proposal 23506 . Tabled until next meeting.
- Relocation of Liriope - Dunleith: WL# 23606M: Bill motioned to approve the proposal, Kris 2nd the minutes and the motion was passed unanimously.
- Calloway on the Green Slope: WL #23608: Tabled until next meeting. Jennifer will ask Landscape committee to determine alternate solution.

- Low Voltage Lighting - Bulb Replacements: Old Falls entrance: WL# 23620M: Tabled until next meeting. WL already replaced some them the entrance was not so it was not dark.
- Low Voltage Lighting - Wiring repairs and Replacements: Old Falls Entrance: WL#23621M: Tabled until next meeting.
- Low Voltage Lighting - Fixture Repairs and Replacements: Old Falls Entrance: WL #23622M: Tabled until next meeting
- Savannah Village Irrigation installation for Annual beds: WL# 23622M: Bill motioned to approve the proposal, Kris 2nd the minutes and the motion was passed unanimously.

Unfinished Business:

Traffic Study: No update to report.

Monument Sign:

98 Monument - Jade working on conduit and lighting.

NFON Monument: The Board approved the location of the New Falls of the Neuse entrance monument at the southeastern berm of the intersection of Waterflow Park Lane and New falls of the Neuse. The full design of the monument is yet to be determined but will be stylized with other main entrance signs to Wakefield Plantation. The Board agreed to investigate and price a large monument on inbound lane. A smaller outbound sign will be investigated but was not agreed to at this time.

The final location and design will be reviewed with the Villages Board out of courtesy.

New Business:

Wakefield Crossing Drive Paving: The Board directed the management company to write a letter to the City supporting the Villages in opposition to the individual property owners being assessed for the upgrading and resurfacing of Wakefield Crossing Drive when the original developer should have been held responsible for the punch items to the road acceptable to the City. The Board appoints Bill Krupp on their behalf to speak at the Public Hearing objecting to the road assessment.

12213 Pawley's Mill Circle - Request for Commercial Vehicle Parking: Send letter about no logos or ladders and it needs to be parked in his driveway.

Deer: No action can be taken. Encourage residents to not feed them.

Executive Session:

2740 Peachleaf St: Vehicle parking: Continues to not respond. Fine will be assessed and lien process will be started. Bill motioned, Judy 2nd and the motion was passed unanimously.

Meeting Adjourned:

Jade closed the meeting at 8:32pm.

Next meeting is Oct. 10, 2012 at 6:30.

Submitted By:



Shelley McPhatter, Secretary
Wakefield Plantation Board of Directors

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
October 10, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

Board Members Present: Stephen Johnson, Kris Door, Bill Krupp, Jade Litcher, Shelley McPhatter, Judy Lowe

Call to order: Board President, Jade Litcher, called the meeting to order at 6:30pm.

Agenda: Shelley moved that the agenda be approved. Judy 2nd the motion and the motion was passed unanimously.

Financials: York proposal for 2013 was reviewed.

The September 2012 financials were reviewed. Kris moved to accept the financial report, Steve 2nd the motion and the motion was passed unanimously.

The 2013 budget was reviewed and adjusted at the meeting. Bill moved to accept the budget as amended, Judy 2nd the motion and the motion was passed unanimously.

Minutes: September 2012: Kris moved to approve minutes as amended, Shelley 2nd the minutes and the motion was passed unanimously.

Motion to approve 2012 draft audit: Judy motioned to accept the draft audit, Steve 2nd the motion and the motion was passed unanimously.

Homeowner input session:

No homeowner's in attendance.

Hearings:

12500 Canolder Street – Boat has been removed, no action at this time.

12100 Jasmine Cove Way -- \$100 per day fines will be levied when vehicles are parked on the street regularly or overnight.

Committees:

Architectural Committee:

- AC approved new Volunteer
- New volunteer Application for Gerald deMatas. Tony will review with his committee.
- A new wooden fence was denied by Architectural Committee. Tony will send addresses of all new wooden fences in Wakefield to Jennifer.
- The Board suggested we send reminders via website and mail to problem neighborhoods where wooden fences are being installed without approval.
- Variance for 12401 for motorized Alum Slatted roof with conditions . Bill moved to approve variance for an Alum. Motorized shade , Kris 2nd the minutes and the motion was passed unanimously.

Neighborhood Watch / Security Committee:

- The September 2012 report was reviewed.
- York will continue to place notices on cars.

Communications Committee:

- Website update - 585 registered users.
- Kris will put our top 3 hit list on the website: Wooden fences, unlocked cars,

Landscape Committee:

- Board requested the Wakefield Landscaping proposals are itemized for Labor, Material, Equipment and fee.
- Round a Bout Day Lily's: WL Proposal 23506MA . Bill moved to approve minutes, Shelley 2nd the minutes and the motion was passed unanimously.
- Low Voltage Lighting - Bulb Replacement at Old Falls Entrance Sign: 23620M. Table to next meeting.
- Low Voltage Lighting - Wiring Repairs and Replacements - Old Falls Entrance: 2361M. Table to next meeting.
- Low Voltage Lighting - Fixture Repairs and replacements - Old Falls Entrance : 23622M. Table to next meeting. Need quantity.
- Calloway on the Green Slope: WL #23608: Tabled until next meeting. This is property owned by Calloway on the Green and should be addressed by Calloway on the Green and maintained by their sub association.
- 98 Signage plantings. Irrigation is roughed in. Wiring for the lighting is pulled. Spray herbicide and start primary planting in the next 2 weeks.

Unfinished Business:

Monument Signs:

98 Monument - Jade providing options on lanterns via e-mail in the next week. See landscape committee comments for plantings.

NFON Monument: The Board reviewed 3 proposals for the construction of the large monument sign at NFON.

New Business:

Townes Sign: The Villages asked the Master HOA to replace the sign. It is a sign internal to the Villages and they have to provide maintenance/replacement.

Executive Session at 8:31pm: Kris moved to come out of Executive Session and Steve 2nd it.

12500 Canolder St. The Boat was removed.

12100 Jasmine Cove Way: Automobiles - Board will be fining. Steve motioned to accept this ruling and Judy 2nd the motion was passed unanimously.

2900 Finsbury Parkway: Bad Debt - Bank took over property.

2905 Finsbury Parkway: Pay in full by Dec 31 and late fees will be waiver or Full closure proceedings will commence. Bill motioned to accept this ruling and Judy 2nd the motion was passed unanimously.

Meeting Adjourned:

Jade closed the meeting at 8:41pm.

Next meeting is Nov 14 , 2012 at 6:30 at The Villages at Wakefield Plantation clubhouse.12655 Spruce Tree Way.

Submitted By:



Shelley McPhatter, Secretary
Wakefield Plantation Board of Directors

**Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
November 14, 2012
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614**

Board Members Present: Stephen Johnson, Kris Door, Jade Litcher, and Judy Lowe

Call to order: Board President, Jade Litcher, called the meeting to order at 6:30pm.

Agenda: Director Door moved to accept the agenda. Director Lowe seconded the motion and the motion was **approved** unanimously.

Financials: Director Door moved to accept the October financials. Director Lowe seconded the motion and the motion was **approved** unanimously.

Minutes: Director Lowe moved to accept the October minutes. Director Door seconded the motion and the motion was **approved** unanimously.

Hearings:

3412 Great Bear Lane – Mowing and Weeding. Nothing further needed at this time. Issue resolved.

Committees:

Architectural Committee:

- 12433 Browder Street – Request for Fence Variance. Director Lowe moved to approve the variance request. Director Johnson seconded the motion and the motion was **approved** with one vote opposed.
- 2909 Chatelaine Place – Request for Appeal for Fence Denial. Director Lowe moved to approve the variance request. Director Johnson seconded the motion and the motion was **approved** with one vote opposed.
- 12309 Canolder Street – Request for Addition Variance. Director Lowe moved to approve the variance request. Director Johnson seconded the motion and the motion was **approved** unanimously.

Neighborhood Watch / Security Committee:

- The October 2012 report was reviewed.
- York will continue to place notices on cars with only instate tag numbers.

Communications Committee:

- Website update provided by Director Door.

Landscape Committee:

- Board reviewed proposals submitted however no approvals were given.

Unfinished Business:

Monument Signs:

98 Monument - Jade providing options on lanterns via e-mail in the next week. See landscape committee comments for plantings.

NFON Monument: Director Door made a motion to approve the revised proposal from Brick and Stone of NC . Director Lowe seconded the motion and the motion was **approved** unanimously. The Villages of Wakefield agreed to and signed the land use agreement. Director Lowe made a motion to accept the Woodgraphics proposal for the sign inserts. Director Johnson seconded the motion and the motion was **approved** unanimously.

Meeting Adjourned:

Jade closed the meeting at 8:41pm.

Next meeting is December 12, 2012 at 6:30 at Winston's Grill, 6401 Falls of Neuse Road.

Submitted By:

Jennifer Burch, Community Manager
On Behalf of the Wakefield Plantation Board of Directors

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
December 12, 2012
Winston's Grill
Raleigh, NC

Board Members Present: Stephen Johnson, Kris Door, Bill Krupp, Jade Litcher, Shelley McPhatter, Judy Lowe

Call to order: Board President, Jade Litcher, called the meeting to order at 7pm.

Agenda: Shelley moved that the agenda be approved. Judy 2nd the motion and the motion was passed unanimously.

Financials: The November 2012 financials were reviewed. Jade moved to accept the financial report, Kris 2nd the motion and the motion was passed unanimously.

Minutes: November 2012: Kris moved to approve minutes as amended, Shelley 2nd the minutes and the motion was passed unanimously.

Homeowner input session:

No homeowner's in attendance.

Committees:

Architectural Committee:

- 12324 Canolder Street - The fence variance request was denied due to materials requested (vinyl not permitted)
- 12412 Schoolhouse Street - The fence variance was approved with the condition that they remove the side that runs parallel with the neighbors. When it is time to replace the fence, they must install a fence that meets HOA regulations.

Neighborhood Watch / Security Committee:

- The November 2012 report was reviewed.

Landscape Committee:

- Patti stated that the Board needs to decide how many phases the entrance replacement will take. We are working on oldest / worst condition to newest. The Board will review and advise.
- Wakefield Nursery #23687M - Tabled until the proposal to enhance the monument at Savannah is provided.

Unfinished Business:

Monument Signs:

98 Monument - No update - Table until January meeting

NFON Monument: No update - Table until January meeting.

New Business:

Redistricting: Bill proposed redistricting of the Board representative. He will propose a plan at the next meeting.

Issues at Cedar Grove: Jennifer and Shelley shared concerns over parking issues and general yard maintenance issues at the Cedar Grove subdivision. Jennifer and Shelley will work with York on increased presence for street/yard parking.

Meeting Adjourned:

Jade closed the meeting at 7:35pm.

Next meeting is Jan 9 , 2012 at 6:30 at The Villages at Wakefield Plantation clubhouse.12655 Spruce Tree Way.

Submitted By:

A handwritten signature in black ink, appearing to read 'Shelley McPhatter', written in a cursive style.

Shelley McPhatter, Secretary
Wakefield Plantation Board of Directors