

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
January 9, 2013 at 6:30pm
The Villages of Wakefield Plantation - 12655 Spruce Tree Way
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. **Kris** 2nd the motion and the motion was passed unanimously.

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

12355 Basketweave Drive: Payment plan request:

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

Homeowner input session:

Hearing:

12524 Honeychurch St. - Parking in the grass. \$50 fine will be issued. Bill motions, Steve 2nd and the motion was passed unanimously.

Committees:

Architectural Committee:

- Nothing to report. Only 1 item was reviewed.

Neighborhood Watch / Security Committee:

- The December 2012 report was reviewed.
- New Officer Peoples will be the primary officer working part time with Officer Hatcher. Officer Kirby has been promoted to Lieutenant.
- Reviewed parking issues in Cedar Grove - York will be increasing review of parking and issuing reminders on cars and send tag numbers to PPM for record.

Communications Committee:

- 610 users currently

Landscape Committee:

- Review recommendations for Phase 2 of Entrance Enhancements: Add Glenstone into Phase 2. WL will provide landscape plan for these monuments. WL will come back with proposals.
- Spring annuals: Committee can
- Damage at circle and other area - 2-3 areas had car damage. WL is working.
- Landscaping at Foxcroft: Have Dan Ryan get in touch with WL.

Unfinished Business:

Monument Signs:

98 Monument - Lighting update: Fixtures are received. Transformers need to be purchased. Jade is working on it.

NFON Monument: Permits are received. Marble signs are received. Work will start soon and should be installed in under 2 weeks.

New Business:

Annual meeting preparation:

Similar letter as last year, Committee openings, Board openings.

Realignment of voting districts: Bill proposed redistricting of the Board representative. We will review with all members at February meeting.

Fountain - Requests to repair fountain - Crepe Myrtles' need to be thinned, Board will revisit cost to repair. WL will provide a proposal to thin out landscaping.

Request for 5K Run Like a Mother Race: Board is OK with the Race.

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.

The Board went into Executive session at 7:39pm and came out of executive session at 7:48pm.

Meeting Adjourned:

Jade closed the meeting at 7:50pm.

Next meeting is Feb 12 , 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 Homeowners Association
Board of Directors Meeting
February 13, 2013
The Villages at Wakefield Plantation Clubhouse
13655 Spruce Tree Way
Raleigh, NC 27614

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

Call to Order: Board President, Jade Litcher, called the meeting to order at 6:30 PM

Public comment was taken.

Agenda: Director Judy Lowe moved to accept the agenda. Director Bill Krupp seconded the motion and the motion was approved unanimously

Financials: was moved in agenda to Executive Session

Minutes: Director Krupp moved to accept the January 2013 minutes. Director Johnson seconded to motion and the motion passed with Director Tarbox abstaining.

Hearings

Committees:

Architectural Committee:

- No Variance required this month
- Was asked by board to look at language on website referencing regulation of Garbage and Recycling containers

Neighborhood Watch / Security Committee:

- Reviewed York Security report
- Trash being left on the side of the road was discussed
- Officer Peebles is leaving York to move out west, the board thanked him and wished him luck in his move

Communications Committee

- It was agreed to put the suggestion of the TPC Clubs golf course email during snow events on our website

Landscape Committee:

- See attached report
- Savannah community is close to the final number for the road topcoat. Director Tarbox to inquire to the city to determine status
- New monument signs to be installed are asked to be finished before the Spring planting

- Director Litcher found an inexpensive bulb for the Monument lights and PPM was directed to place a PO for 40 of them
- The Fountain in the main circle was discussed. Motion by Director Krupp to remove the Crape Myrtle at the road intersections be removed and if able be repurposed. Director Lowe seconded the motion and the motion was approved unanimously.
- Wakefield Nursery to quote pump and parts for the fountain.

Unfinished Business:

Annual meeting notice:

Motion by Director Tarbox to approve and send out the meeting notice and candidate biography as corrected. The motion was seconded by director Litcher and was approved unanimously

Redistricting Proposal

Motion by Director Johnson to approve and the board redistricting proposal as submitted by Director Krupp. The motion was seconded by director Lowe and was approved unanimously

The board moved into executive session at 8:00 PM

Meeting Adjourned

Board President Litcher closed the meeting at 8:20 PM

Next meeting is March 13, 2013 at 6:30 PM at the same location.

Notes for minutes taken by Director Tarbox.

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
March 13, 2013 at 6:30pm
The Villages of Wakefield Plantation - 12655 Spruce Tree Way
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 6:30pm.

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

Financials: Reviewed in executive session. Judy moved that the financials be approved. Steve 2nd the motion and the motion was passed unanimously.

Minutes: February 2013: Shelley moved to approve minutes as amended, Steve 2nd the minutes and the motion was passed unanimously.

Homeowner input session:

No homeowners present.

Hearing:

No hearings.

Committees:

Architectural Committee:

- Tony reported on current items. No items needed Board approval.

Neighborhood Watch / Security Committee:

- Dave Swintick is part time - and Sergeant York is also on the beat.
- Discussed various parking issues at Cheshire and Honeychurch/Basketweave.

Communications Committee:

- 600 users currently
- Kris attended Law Day

Landscape Committee:

- Reviewed plantings for phase 2 entrances.
- Need proposal itemized. Itemization has been requested on multiple occasions with Wakefield Nursery.

Unfinished Business:

Monument Signs:

98 Monument - Lighting update: Fixtures are received. Fixtures will be installed next week.

NFON Monument: Sign is installed. Back of concrete needs to be stained/painted. Jennifer will take care of with laborers. Plantings are being reviewed.

New Business:

Annual meeting preparation:

Reviewed agenda.

Realignment of voting districts: Bill proposed redistricting of the Board representative. We will review with all members at February meeting.

Fountain pump:

The issue is the fountain does not have enough water to keep the pump from overheating. Jennifer will investigate more with Foster on pump and fill float.

Savannah Monument Meter:

Wakefield Plantation Drive and Falls of Neuse Ownership:

Review if prescriptive easement is a way to secure the corner. Jennifer will talk to Henry about it.

11731 - 109 Mezzanine Drive - Jade moved that the we proceed with foreclosure, **Steve** 2nd the motion and the motion was passed unanimously.

2901 Witterton Place - Jade moved that the we proceed with foreclosure, **Steve** 2nd the motion and the motion was passed unanimously.

12500 Garden Tree - Holding on this on.

2905 Finsbury Park Way - Jade moved that the we proceed with foreclosure, **Steve** 2nd the motion and the motion was passed unanimously.

The Board went into Executive session at 8:30pm and came out of executive session at 9:11 pm.

Meeting Adjourned:

Jade closed the meeting at 9:12pm.

The Annual Meeting will take place April 16 , 2013 at 6:30 at Wakefield High School.

Submitted By:



Shelley McPhatter, Secretary
Wakefield Plantation Board of Directors

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
June 12, 2013 at 6:30pm
The Villages of Wakefield Plantation - 12655 Spruce Tree Way
Raleigh, NC

Board Members Present: Kris Door, Jade Litcher, Judy Lowe, Nate Tarbox, and Clay Davidson

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

Agenda: Director Door **moved** that the agenda be approved. Director Tarbox **seconded** the motion and the motion was **approved** unanimously.

Financials: Director Lowe **moved** that the May financials be approved. Director Door **seconded** the motion. The motion was **approved** unanimously.

Homeowner input session:

No homeowners present.

Hearing:

12704 Topiary Court – No further issue as homeowner has corrected the parking problem.

Committees:

Architectural Committee:

- Tony reported on current items. No items needed board approval.

Neighborhood Watch / Security Committee:

- Report was reviewed by the board. No items needed board approval.

Communications Committee:

- Director Door provided update on website and users.

Landscape Committee:

- Director Door **moved** to approve the Yardnique proposal for the landscaping enhancement to the New Falls of Neuse monuments. Director Litcher **seconded** the motion. The motion was **approved** unanimously.

New Business:

Board Member Update. Shelley McPhatter has resigned from the board. Management will reach out to other candidate from 2013 Annual Meeting to see if they have a desire is still serving on the board.

The meeting adjourned at 8:15pm. The next meeting will be held on July 9th at 6:30pm at the Villages at Wakefield Plantation clubhouse.

Submitted By:

Jennifer Burch, Community Manager
Wakefield Plantation Board of Directors

WAKEFIELD PLANTATION

July 9, 2013 at **6:30 PM**

The Villages of Wakefield Plantation – 12655 Spruce Tree Way

AGENDA

APPROVAL OF AGENDA

FINANCIALS -- Johnson

- June 2013 Financials
- Collection Report

Enclosed

MINUTES

- June 2013

Enclosed

COMMITTEES

- Architectural Approval Committee – Litcher/Morano
- Neighborhood Watch/Security Committee
 - Charles Mitchell – York Security Officer
- Communications Committee – Door
 - Website
- County/State - Tarbox
- Landscaping Committee – McPhatter
 - Evaluate Landscape Lighting on New Signs – Door
 - Prune Shrubs on Wall Areas – Door
 - John Ducatte (Previous Committee Member) Feedback
- Legal – Davidson
- Sub Associations - Lowe

Enclosed

Enclosed

UNFINISHED BUSINESS

- Miracle League Park Update
- Updates
 - Savannah Roads – Tarbox
 - Fountain
 - Falls of Neuse Monument Easement

Enclosed

Enclosed

NEW BUSINESS

- Scott Miller – Board Candidate

Enclosed

EXECUTIVE SESSION

- 11720-108 Coppergate Drive – Board Resolution

Enclosed

ADJOURNMENT – NEXT MEETING AUGUST 13TH

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
August 13, 2013 at 6:30pm
The Villages of Wakefield Plantation - 12655 Spruce Tree Way
Raleigh, NC

Board Members Present: Kris Door, Jade Litcher, Judy Lowe, Steve Johnson, Scott Miller

Call to order: Board president, Jade Litcher, called the meeting to order at 6:30 PM.

Agenda: Director Door **moved** that the agenda be approved. Director Johnson **seconded** the motion and the motion was **approved** unanimously.

Financials: In order to keep costs down, it was agreed that Jennifer Burch will research having backflow testing done by hiring plumbers directly, rather than subcontracting them through the landscaping company. Director Door then **moved** that the July financials be approved. Director Johnson **seconded** the motion and it was **approved** unanimously.

Homeowner input session:

No homeowners present.

Committees:

Architectural Committee:

- Chairman Morano reviewed the request for a variance to allow a wooden screen at 12305 Beestone. After discussion, Director Door **moved** to approve the variance. Dir. Johnson **seconded** the motion and it was **approved** unanimously.
- There was a request from a homeowner regarding a neighbor's matching mailbox numbers and the board agreed that Jennifer Burch would send a letter requiring the homeowner to conform to the stated neighborhood standards.

Neighborhood Watch / Security Committee:

- Officer Charles Mitchell reported no major security issues. He asked the board to clarify the rules regarding fishing on the country club's lake number 2 and it was explained that the property along the golf course was the club's responsibility and that "no fishing" signs have been posted along the shoreline of Courtyard Villas.

Communications Committee:

- Director Door reported that the website registrars have increased in number to 656.

Landscape Committee:

- Issues discussed included line of sight problems at the Fairview Manor entrance due to overgrown junipers in the median, landscape lighting outages throughout the neighborhood, and various dead trees and stumps throughout the neighborhood. Director Door provided pictures and locations of the dead trees and stumps with a recommendation that the areas be sodded or new shrubs planted. Jennifer Burch

will get a quote for landscaping those areas. Also, it was agreed that Jennifer Burch will contact York Security and ask that they monitor and report the lighting outages.

Unfinished Business:

Cedar Grove Common Area Landscaping. Homeowners attended and provided written requests to evaluate the loss of screening trees in the common area between Sugar House Street and Honeychurch Street. The board asked Wakefield Nursery to submit a couple different proposal options for review at the September meeting.

Savannah Roads Update. Savannah Roads - Forever Homes will be topcoating by the end of August.

Phase II Landscape Lighting Conversion. Phase 2 entrance enhancement lighting – In order to reduce the cost, Director Door recommended getting bids from separate landscape lighting contractors for this project, rather than using landscaping company subcontractors. Jennifer Burch will research.

New Falls of Neuse Landscaping Maintenance. Villages of Wakefield request to enhance New Falls of Neuse berms – It was agreed that Jennifer Burch will contact Wakefield Nursery to determine if they are properly maintaining the area.

New Business:

Scott Miller – Board Candidate. Director Door **moved** to elect Mr. Miller to retain the vacant seat in District 3. Director Lowe **seconded** the motion. The motion was **approved** unanimously.

The meeting adjourned at 8:15pm. The next meeting will be held on September 12 at 6:30pm at the Villages at Wakefield Plantation clubhouse.

Submitted By:

Scott Miller, Board Secretary
Wakefield Plantation Board of Directors

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
September 12, 2013 at 6:30pm
The Villages of Wakefield Plantation - 12655 Spruce Tree Way
Raleigh, NC

Board Members Present: Clay Davidson, Kris Door, Jade Litcher, Judy Lowe, and Steve Johnson

Call to order: Board president, Jade Litcher, called the meeting to order at 6:30 PM.

Agenda: Director Door **moved** that the agenda be approved. Director Johnson **seconded** the motion and the motion was **approved** unanimously.

Financials: Director Lowe **moved** that the August financials be approved. Director Door **seconded** the motion and it was **approved** unanimously.

Committees:

Architectural Committee:

- Director Door **moved** to approve the proposal submitted by Fuller Land Development to extend a wall along New Falls of Neuse at the entrance to Glenstone. Director Johnson **seconded** the motion. The motion was **approved** unanimously.

Neighborhood Watch / Security Committee:

- Officer Charles Mitchell reported no major security issues and provided a report for the month of August.

Communications Committee:

- Director Door reported that the website has 648 registrants.

Landscape Committee:

- Forest Pines Accident – Tree Replacement. Director Door **moved** to approve the proposal as submitted. Director Johnson **seconded** the motion. The motion was **approved** unanimously.
- Fairview Manor/Wakefield Plantation Drive – Juniper Removal Proposal. Director Door **moved** to approve the proposal. Director Johnson **seconded** the motion. The motion was **approved** unanimously.
- Cedar Grove Common Area Plantings. Homeowners were present to discuss options for the Leylands that have died and been removed. The board asked Wakefield Nursery to remove the stumps and to clean the area. As more trees die the stumps will be removed and the area will remain natural.
- Tree Rings Proposal. Director Door **moved** to approve the proposal to remove various empty tree rings along Wakefield Plantation Drive and replace with sod. In addition, shrubs will be added in hedges where they have been removed previously. Director Low **seconded** the motion. The motion was **approved** unanimously.

Unfinished Business:

Villages – Request to Enhance New Falls of Neuse Berms. Wakefield Nursery will work to clean the berms up and report back at the October meeting.

Fence Painting Proposals. The board reviewed the fence in question and asked that the proposals be modified to powerwash only. Revised proposals will be submitted at the October meeting.

Savannah Roads. The roads are to be top coated with asphalt this month.

Falls of Neuse Monument Easement. Management advised that the agreement will be signed by the builder once the CO has been obtained from City of Raleigh. Management will follow up before October meeting and provide update.

Phase II Lighting Proposal. Management advised that the proposals have not yet been received and plan to have on the October agenda. Contractors asked for further information for a scope of work and the board asks that they submit their ideas for board review.

New Business:

Parking on Blessing House Street. The board advised that since parking on the street is not permitted within the community that parking areas on Blessing House Street will not be permitted and if complaints are received violation letters will be sent.

Nate Tarbox Resignation. The board accepted Nate Tarbox's resignation from the board effective immediately

The meeting adjourned at 8:15pm. The next meeting will be held on October 10 at 6:30pm at the Villages at Wakefield Plantation clubhouse.

Submitted By:

Jennifer Burch, Community Manager
Wakefield Plantation Board of Directors

Wakefield Plantation Homeowner's Assoc.
Board of Director's Meeting
September 12, 2013 at 6:30pm
The Villages of Wakefield Plantation - 12655 Spruce Tree Way
Raleigh, NC

Board Members Present: Clay Davidson, Kris Door, Jade Litcher, Judy Lowe, and Steve Johnson

Call to order: Board president, Jade Litcher, called the meeting to order at 6:30 PM.

Agenda: Director Door **moved** that the agenda be approved. Director Johnson **seconded** the motion and the motion was **approved** unanimously.

Financials: Director Lowe **moved** that the August financials be approved. Director Door **seconded** the motion and it was **approved** unanimously.

Committees:

Architectural Committee:

- Director Door **moved** to approve the proposal submitted by Fuller Land Development to extend a wall along New Falls of Neuse at the entrance to Glenstone. Director Johnson **seconded** the motion. The motion was **approved** unanimously.

Neighborhood Watch / Security Committee:

- Officer Charles Mitchell reported no major security issues and provided a report for the month of August.

Communications Committee:

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Landscape Committee:

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- Tree Rings Proposal. Director Door **moved** to approve the proposal to remove various empty tree rings along Wakefield Plantation Drive and replace with sod. In addition, shrubs will be added in hedges where they have been removed previously. Director Low **seconded** the motion. The motion was **approved** unanimously.

Unfinished Business:

Villages – Request to Enhance New Falls of Neuse Berms. Wakefield Nursery will work to clean the berms up and report back at the October meeting.

Fence Painting Proposals. The board reviewed the fence in question and asked that the proposals be modified to powerwash only. Revised proposals will be submitted at the October meeting.

Savannah Roads. The roads are to be top coated with asphalt this month.

Falls of Neuse Monument Easement. Management advised that the agreement will be signed by the builder once the CO has been obtained from City of Raleigh. Management will follow up before October meeting and provide update.

Phase II Lighting Proposal. Management advised that the proposals have not yet been received and plan to have on the October agenda. Contractors asked for further information for a scope of work and the board asks that they submit their ideas for board review.

New Business:

Parking on Blessing House Street. The board advised that since parking on the street is not permitted within the community that parking areas on Blessing House Street will not be permitted and if complaints are received violation letters will be sent.

Nate Tarbox Resignation. The board accepted Nate Tarbox's resignation from the board effective immediately

The meeting adjourned at 8:15pm. The next meeting will be held on October 10 at 6:30pm at the Villages at Wakefield Plantation clubhouse.

Submitted By:

Jennifer Burch, Community Manager
Wakefield Plantation Board of Directors

Wakefield Plantation Homeowners Association
Board of Directors meeting
October 10, 2013 at 6:30 PM
The Villages of Wakefield plantation, 12655 Spruce Tree Way, Raleigh, NC

Board members present – Jade Litcher, Judy Lowe, Kris Door, Steve Johnson, Scott Miller

Agenda – Litcher moved that the agenda be approved, Door seconded, and the motion was approved unanimously

Financials – Lowe moved that the September financials be approved, Johnson seconded, and the motion was approved unanimously

Financials – Door moved to adopt the 2012 draft audit, Lowe seconded, and the motion was approved unanimously

Financials – Door moved to adopt the 2014 draft budget, Johnson seconded, and the motion was approved unanimously

Committees

Architectural committee – Lowe moved to approve the variance on George Crane's driveway expansion, Door seconded, and the motion was approved unanimously

Neighborhood watch/security committee – Ofc. Charles Mitchell reported no major security issues and provided a report for the month of September

Communications committee – Door reported that the website now has over 650 subscribers

Landscape committee – Door moved that Southern Outdoor Restoration be hired for the fence power washing project, Johnson seconded, and the motion was approved unanimously

Landscape committee – Miller moved that Wakefield Nursery be hired for the Phase II lighting project, Lowe seconded, and the motion was approved unanimously

Minutes – Door moved to approve the September minutes, Miller seconded, and the motion was approved unanimously

New business – The board approved the holiday wreaths costing \$42 per unit installed

New business – The board decided to table the issue of the current vacant board position

New business – Litcher signed the Woodlands declaration estoppel certificate

New business – The board decided not to approve the Woodlands monument proposals and street sign designs; it was agreed that these must conform to current Wakefield standards

Adjournment– The meeting was adjourned at 8:30 PM.

Wakefield Plantation Homeowners Association
Board of Directors meeting
November 14, 2013 at 6:30 PM
The Villages of Wakefield plantation, 12655 Spruce Tree Way, Raleigh, NC

Board members present – Jade Litcher, Judy Lowe, Kris Door, Steve Johnson, Scott Miller

Agenda – Litcher moved that the agenda be approved, Door seconded, and the motion was approved unanimously

Hearing – Lowe moved to approved a \$50 per occurrence per vehicle fine if the cars continue to park on the street regularly or overnight. Director Door seconded the motion. The motion was approved unanimously.

Financials – Door moved that the October financials be approved, Lowe seconded, and the motion was approved unanimously

Minutes – Door moved to approve the October minutes as presented, Johnson seconded, and the motion was approved unanimously.

Committees

Architectural – No issues at this time.

Neighborhood Watch/Security – Officer Charles Mitchell reported no major security issues and provided a report for the month of October.

Communications – Door reported that the website now has over 660 subscribers

Landscape – Kenny with Wakefield Nursery provided an update for ongoing projects.

Unfinished Business

Woodlands Apartment Monument Sign – The board agreed to insist the Woodlands use their legal name of Woodlands on the monument sign.

Vacant Board Position – Board agreed to continue to look for a replacement member. This will remain on the agenda until the position is filled or the annual meeting, whichever comes first.

Savannah Roads – The paving has been completed. No further action is needed at this time.

Falls of Neuse Monument Easement – Closed on lot so the easement can now be signed. Easements has been provided to builder and attorney.

Falls of Neuse Fence – Powerwashing has been completed. No further action needed at this time.

New Business

Southern Woodcraft Proposal for Non-Street Sign Conversion – Board agreed to table until December meeting so they may have an opportunity to review the existing signs.

Forest Pines Monument – Litcher will provide construction drawings so management may solicit competitive bids.

City of Raleigh Easement Request – Door moved to approve the easement request, Lowe seconded, and the motion was approved unanimously.

Wakefield Glen Estoppel Agreement – Lowe moved to approve the agreement, Door seconded, and the motion was approved unanimously.

Adjournment– The meeting was adjourned at 8:16 PM.