

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

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

Agenda – Lowe moved that the agenda be approved, Johnson seconded, and the motion was approved unanimously

Financials – Miller moved that the December financials be approved, Johnson seconded, and the motion was approved unanimously. Low moved to approve foreclosure board resolutions, Johnson seconded, and the motion was approved unanimously.

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

**Committees**

Architectural – Morano provided report.

Neighborhood Watch/Security – The November summary report was delivered by new neighborhood watch officer, Jeremy Mumford. He reported no significant incidences since the last board meeting.

Communications – Board Member Kris Door was not present, but it was reported that the neighborhood association website now has 659 registered residents

**Unfinished Business**

Woodlands Apartment Monument Sign – The board agreed to allow the new legal name to appear on the monument sign panel. The new owner will be responsible for the cost of the replacement sign and will be required to install green marble as found throughout Wakefield.

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.

Glenstone Monument Lighting and Sign Panel – Low moved to approve the lighting and sign panels replacement, Johnson seconded, approved unanimously

Adjournment– The meeting was adjourned at 7:56 PM.

Submitted By:

Scott T. Miller

**Wakefield Plantation Homeowners Association**  
**Board of Directors meeting**  
**February 11, 2014 at 6:30 PM**  
**The Villages of Wakefield plantation, 12655 Spruce Tree Way, Raleigh, NC**

Board members present – Clay Davidson, Kris Door, Steve Johnson, Judy Lowe, and Scott Miller

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

Financials – Door moved that the January financials be approved, Miller seconded, and the motion was approved unanimously.

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

**Committees**

Architectural – Morano provided report.

Neighborhood Watch/Security – No officer present. Davidson moved to contact York Security and advise them to ensure new hires are being properly trained on the neighborhood, Door seconded, and the motion was approved unanimously.

Communications – Door reported the website now has 663 registered residents

**Unfinished Business**

Phase III Monument Sign Replacement – Door moved that the proposal be approved as presented, Miller seconded, and the motion was approved unanimously.

Forest Pines Monument – Kingston provided verbal approval of location to Burch. The board asked Burch to solicit a proposal from Rodney Signs.

**New Business**

Rex Races – Davidson moved to approve the races presented, Door seconded, and the motion was approved unanimously.

Annual Meeting – Door moved to mail the office notice for the April 15<sup>th</sup> Annual Meeting in March and then send a reminder post card two weeks before meeting date, Lowe seconded, and the motion was approved unanimously.

Adjournment– The meeting was adjourned at 7:56 PM.

Submitted By:

Scott T. Miller

**Wakefield Plantation Homeowners Association  
Board of Directors Meeting  
March 11, 2014 at 6:30 PM  
The Villages of Wakefield Plantation, 12655 Spruce Tree Way, Raleigh, NC**

Board members present – Judy Lowe, Kris Door, Steve Johnson, Clay Davidson, Scott Miller

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

Financials – Door moved to approve the January financials, Johnson seconded, and the motion was approved unanimously.

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

**Committees**

Architectural – Chairman Morano was not present; no report.

Neighborhood Watch/Security – Currently there is no officer assigned to our neighborhood.

Communications – Door reported that the association website now has 666 residents registered and there will be a flyer included in the annual meeting notice to encourage more residents to register.

Landscape Committee – The landscape company representative was not present; no report.

**Unfinished Business**

Annual Meeting – The notice went to print on March 5 and will be mailed March 13. The landscaping report was struck from the agenda. A correction was made to the draft minutes to change the person conducting the Annual Meeting to Lowe instead of Door.

Updates – The Forest Pines Monument proposal from Rodney's Sign was reviewed. Miller moved to approve the proposal, Lowe seconded, and the motion was approved unanimously.

**New Business**

Food Drive – A resident asked to have a food drive announcement to be included on the HOA website. Instead, the board recommended that the food bags/flyers be placed in the newspaper boxes under the mailboxes.

Roads – All roads in the neighborhood have been accepted by the City of Raleigh except for one where the sidewalks have not yet been completed. Jennifer Burch will obtain a quote for finishing the sidewalks on this last road in order to have in accepted, as well.

Proposed Rezoning at Dunn and Falls of Neuse Rd – Jennifer Burch will request that details regarding the rezoning be submitted to the board.

Southern Woodcraft and Design – Door moved to approve the street sign replacement project, Miller seconded, and the motion was approved unanimously.

Wakefield Plantation Bike Lanes – The City of Raleigh will place “No Parking” signs long Wakefield Plantation Drive and install striped bike lanes along the route.

Meeting was adjourned at 8:15.

**WAKEFIELD PLANTATION**  
**May 13, 2014 Meeting Minutes**

**BOARD POSITIONS**

Kris Door made a **motion** to elect the following board positions, Jade Litcher **seconded** the motion, and the motion **passed** unanimously:

President: Judy Lowe

Vice President: Jade Litcher

Secretary: Sheri Lehmann

Treasurer: Steve Johnson

At Large – Clay Davidson, Kris Door, and Scott Miller

**HEARINGS**

12431 Honeychurch Street- Parking

**Motion** to send letter regarding \$50.00 fine made by Jade Litcher and **seconded** by Scott Miller, motion **passed** unanimously.

**FINANCIALS**

2921 Elmfield Street – Board Resolution

11701 Coppergate Drive- Board Resolution

Motion for Board resolution was made by Jade Litcher, seconded by Judy Lowe, motion **passed** unanimously .

**MINUTES**

March 2014

**Motion** made by Jade Litcher, **seconded** by Scott Miller, motion **passed** unanimously

2014 Annual Meeting

Approved with additions and correction – Judy Lowe, **seconded** by Sheri Lehmann, motion **passed** unanimously.

**COMMITTEES**

Architectural Approval Committee- Litcher/Morano

Volunteer Application- Susan Napolitano- **Motion** made by Judy Lowe, **seconded** by Sheri Lehmann, motion **passed** unanimously.

Landscaping - Wakefield Nursery Proposal

-Dead Cedar 98 Bypass

-Dead Limb Middleton

-Dead Pine Old Falls

**Motion** made by Jade Litcher, **seconded** by Judy Lowe, motion **passed** unanimously.

**UNFINISHED BUSINESS**

Rodney Signs Revised Proposal- **motion** to resind by Scott Miller, **seconded** Judy Lowe, motion **passed** unanimously.  
Management will solicit further proposals for review.

Kingston Berms Along Forest Pines – **motion** to take over maintenance of the berms that run along Forest Pines was made by Jade Litcher, **seconded** by Scott Miller, motion **passed** unanimously.

Submitted By:

Sheri Lehmann, Secretary

**WAKEFIELD PLANTATION**  
**June 10, 2014 Meeting Minutes at 6:30pm**  
**Location: Villages at Wakefield Clubhouse - 12655 Spruce Tree Way**

**ATTENDANCE** – Kris Door, Steve Johnson, Sheri Lehman, Jade Litcher, Judy Lowe, and Scott Miller. Tony Morona, chair of the Architectural Committee, was also present.

**FINANCIALS**

3005 Osterley- Board Resolution

**Motion** made by Steve Johnson, **seconded** by Kris Door. Motion **passed** unanimously.

**COMMITTEES**

Landscaping

New planting to replace dead Maple at Rosemont Entrance.

**Motion** made by Scott Miller, **seconded** by Kris Door. Motion **passed** unanimously.

Landscaping Contract renewal with 3% increase.

**Motion** made by Kris Door, **seconded** by Sheri Lehmann. Motion **passed** unanimously.

**NEW BUSINESS**

CAI Legislative Action Committee- Donation Request.

**Motion** to donate \$2500 by Steve Johnson, **seconded** by Scott Miller. Motion **passed** unanimously.

Submitted by:

Sheri Lehmann, Secretary

## Wakefield Plantation- Meeting Minutes

July 8, 2014

The Villages of Wakefield Plantation- 12655 Spruce Tree Way

### In Attendance:

Judy Lowe  
Jade Litcher  
Kris Door  
Steve Johnson  
Clay Davidson  
Sheri Lehmann

### Approval of Agenda

**Motion** made by Kris Door, **seconded** by Steve Johnson- motion **passed** unanimously

### Hearing- \*\*\*\*\* (Withheld) Canolder Street -Parking

**Motion** to fine \$100 if it happens again made by Clay Davidson, **seconded** by Jade Litcher. Motion **passed** unanimously.

### Financials-

June 2014- **Motion** approved by Jade Litcher, **seconded** by Kris Door. **Passed** unanimously

\*\*\*\* Cathedral Bell Rd- Board resolution- **Motion** made by Jade Litcher, **seconded** by Steve Johnson.

Passed unanimously

\*\*\*\*\* Garden Tree In- **Motion** to accept payment plan made by Kris Door, **seconded** by Sheri Lehmann.

Motion **passed** unanimously

### Minutes

June 2014- Include more information. **Motion** made by Jade Litcher, **seconded** by Clay Davidson. Motion **passed** unanimously

### Committees

#### Communications

- 728 Registered on Website
- Look into "Official" Facebook page to allow residents to share resources Buy/Sell/Trade
- Add "share the Road" explanation on website

#### Landscape committee

-Wakefield Nursery Proposal- Winter Annuals- **Motion** made by Kris Door to approve, **seconded** by Steve Johnson. Motion **passed** unanimously

-Wakefield Nursery Proposal to remove specific roundabout plantings. **Motion** made by Jade Litcher, **seconded** by Kris Door. Motion **passed** unanimously.

#### Forest Pines Monument

-**Motion** by Jade Litcher to use Woodgraphics, **seconded** by Steve Johnson. Motion **opposed** by Kris Door and Judy Lowe. Motion passed 4-2.

Submitted By:

Sheri Picciolo Lehmann

**Wakefield Plantation- Meeting Minutes**  
August 12, 2014  
The Villages of Wakefield Plantation- 12655 Spruce Tree Way

**In Attendance:**

Judy Lowe  
Jade Litcher  
Kris Door  
Steve Johnson  
Clay Davidson  
Sheri Lehmann

**Approval of Agenda**

**Motion** made by Clay Davidson, **seconded** by Jade Litcher- motion **passed** unanimously

**Hearing-** \*\*\*\*\* (Withheld) Sharon View Lane

**Motion** to fine \$50 per day. **Motion** made by Clay Davidson, **seconded** by Sheri Lehmann. Motion **passed** unanimously.

\*\*\*\*\*Honeychurch- Motion to fine \$100 per day made by Jade Litcher, **seconded** by Clay Davidson. Motion **passed** unanimously.

**Financials-**

July 2014- **Motion** approved by Jade Litcher, **seconded** by Steve Johnson. **Passed** unanimously

\*\*\*\* Tee Time Way- Board resolution- **Motion** made by Jade Litcher, **seconded** by Kris Door. Passed unanimously

Draft 2013 Audit- **Motion** to approve by Jade Litcher, **seconded** by Kris Door. Motion **passed** unanimously.

**Minutes**

July 2014- Change wording on Motion regarding Woodgraphics motion . **Motion** made by Jade Litcher, **seconded** by Clay Davidson. Motion **passed** unanimously

**Committees**

**Architectural Approval Committee**

\*\*\*\*\* Village Manor Way Appeal

**Motion** to approve retaining wall as amended, approve fire pit as amended. Approval of pool equipment with landscaping screening to buffer noise. Deny Pavilion, additional information needed. **Motion** made by Jade Litcher, **seconded** by Clay Davidson. Motion **passed** unanimously.

Submitted By:

Sheri Picciolo Lehmann

**Wakefield Plantation- Meeting Minutes**  
September 9, 2014  
The Villages of Wakefield Plantation- 12655 Spruce Tree Way

**In Attendance:**

Judy Lowe  
Jade Litcher  
Kris Door  
Steve Johnson  
Clay Davidson  
Scott Miller

**Approval of Agenda**

**Motion** made by Litcher, **seconded** by Johnson - motion **passed** unanimously

**Hearing**

\*\*\*\*\* (Withheld) Narrawood Street - **Motion** to fine \$100 per day if property not maintained. **Motion** made by Davidson, **seconded** by Door. Motion **passed** unanimously.

\*\*\*\*\*Pawleys Mill Circle (Parking) – Corrected, no further issues.

**Financials-**

August 2014- **Motion** to approve by Litcher, **seconded** by Johnson. **Passed** unanimously

**Minutes**

August 2014- **Motion** to approve minutes by Door, **seconded** by Litcher. Motion **passed** unanimously.

**Committees**

**Architectural Approval Committee**

\*\*\*\*\* Village Manor Way Appeal

**Motion** to approve pavilion made by Door, **seconded** by Johnson. Motion **passed** unanimously.

**Landscaping Committee**

**Motion** to approve Wakefield Nursery Proposal for Phase III Monument Lighting made by Door, **seconded** by Davidson. Motion **passed** unanimously.

Submitted By:

Jennifer L. Burch, PCAM  
Community Manager

**Wakefield Plantation- Meeting Minutes**  
October 14, 2014  
The Villages of Wakefield Plantation- 12655 Spruce Tree Way

**In Attendance:**

Judy Lowe  
Jade Litcher  
Kris Door  
Scott Miller  
Sheri Lehmann

**Approval of Agenda**

**Motion** made by Litcher, **seconded** by Lowe - motion **passed** unanimously

**Financials-**

September 2014- **Motion** to approve by Litcher, **seconded** by Miller. **Passed** unanimously  
2015 Draft Budget- **Motion** to approve 2015 with a reduction to \$295 by Door, **seconded** by Litcher.  
Motion **passed** unanimously

**Minutes**

September 2014- **Motion** to approve minutes by Litcher, **seconded** by Miller. Motion **passed** unanimously.

**Board Resolutions**

Collections- **Motion** to approve the Board Resolutions for Collections by Door, **seconded** by Lowe, **Passed** unanimously.

**Foreclosure Balances**

**Motion** to Proceed by Door, **seconded** by Lehmann. **Passed** unanimously

Submitted By:

Sheri Lehmann  
Secretary