

AC Attendees:

Brad DeReamer
Jim Miles
Larry Raasch
Lynne Flynn
Terry Reef
Jim Mervilde – via FaceTime
Judy Spears
Mike Moore

AC Absent:

Larry Amick

CMS Present:

John Doehrman
Cathy Paschen
Lee Clouse

- I. Call to Order and Introductory Comments – Jim Miles: Jim called the meeting to order.
- II. Adoption of Agenda: Motion to accept agenda by Lynne Flynn; Motion seconded. 8 Votes yes.
- III. Approval of Minutes of the February 16, 2016 AC Meeting.
Motion to approve minutes by Mike Moore; Seconded. Votes 8 yes.
- IV. Comments
 - A. AC Chair – Jim Miles: Read a report relating to communications with the management company (See Attachment) Supplier and bid processing is noted. Also, hours, etc.
 - B. Management Company Report – John Doehrman and Lee Clouse: John Doehrman forwarded reports in advance (attached)
 - a. Additions - two cameras, video only, monitoring fitness, pool, and back door; monitored at front door by individual at desk. The equipment records and stores the video for a period of time.
 - b. Temperature in men's locker room is now improved by insulation within ceiling; repair of ceiling has also been completed.
 - c. Front entrance wall of chalet will be retucked and pointed for longevity purposes. This work should be completed in April at a cost of approximately \$6,000.
 - d. The fence at the tennis courts is currently being repaired by Capital City fence.
 - e. Burnt out light bulbs are being addressed to eliminate the distractions caused by burnt out bulbs; LED bulbs are scheduled to replace the previous bulbs. Responding to a question by Mike M, John stated that the intensity of lights on street lamps have been adjusted to try to maintain similar intensity within the community.

- f. Fountains in ponds should begin to be installed on April 1. Lynne asked about uniformity of pond fountain sprays; Matt Lohmeyer had previously stated that fountains should have similar appearance, but John stated that the spray of current fountains do not have the same abilities; he's awaiting a resolution.
- g. Jim Miles asked John regarding the system of security and the right of the AC (Building Sub-Committee) to see the bids relating to the new villa. Lee indicated that the HOA is currently within the fact finding stage and will relay information regarding the villa security system as information becomes clearer.
- h. John D reported that four muskrats have been removed to date from the ponds. He also stated that it is an ongoing project.
- i. Jim also asked whether Caliber Web items are closed when the item listed is resolved. Lee Clouse and John noted that they would continue to work to show whether items are closed or still ongoing within Caliber Web system. John would clarify with Brad, maintenance director, as to whether issue is ongoing or closed.
- j. John stated that he is working with a plumber to remove the non-functioning drinking fountain near the bocce ball courts. He will report progress to Larry Amick.
- k. Lee Clouse reported that July 1 is the target date to rebid landscape specifications for common areas and homes.

- C. Lifestyle Director – Cathy Paschen: Pool survey sent out to residents; 306 responses in one day. Lynne F indicated that her sub-committee would like to publish survey results when completed.
 - a. Lee C indicated that the Pulte HOA is working to improve response time for calls and emails from residents.

V. Subcommittee and Ad Hoc Committee Reports

- A. Finance – Larry Raasch: Presented a financial report (attached) Larry had requested that three entries be made to the 2015 books:
 - 1) Plainfield wages be reimbursed by Pulte;
 - 2) Insurance proceeds and carpet expense be included in the same year;
 - 3) The reserve income, net of expenses, should be added to the legal reserve on the balance sheet. Lee C stated that all three of the above entries have been made.
- B. Reserve Study – Jim Miles: Lee C is setting up mid-April reserve study meeting. Final report will be presented to homeowners. AC committee will be invited to Pulte reserve study meeting. Jim Miles asked AC committee to send questions to Lee C in advance of meeting.
- C. Communications – Mike Moore: A March 24 meeting of the Communications Sub-Committee is scheduled; members of the AC were asked to send information from sub-committees which would then be reported in the Wine Press. The Welcome

Committee has been expanded to several members from a single member. Lynne F stated she is working as AC liaison with Welcome Committee.

- a. Jim Mervilde commented that the final design of the villa will be Pulte's, and not one to which the AC has necessarily agreed. BF should maximize the potential of what \$1 million (available funding) will get us from Pulte and that the AC should distribute this concept to the community.
- D. Buildings – Lynne Flynn: Presented a report of her committee (attached) Nine homeowners attended the initial subcommittee meeting. Lynne felt that the subcommittee is working well. John D pointed out that a chateau inspection sheet exists and asked the sub-committee to use the form in order to eliminate duplication. Lynne indicated that she would introduce it to the Buildings Sub Committee.
- E. Grounds – Larry Amick: No report. Jim Flora reported that a Landscape Subcommittee meeting was held last week. The new garden area is partially identified on the drawing of villa, and that the garden club has concerns about its space. More information will be forthcoming after more specific drawings are made for villa.
- F. Documents – Judy Spears: No report.
- G. Government Relations – Brad DeReamer: Five trees on Del Webb Pkwy have been installed.
- a. No further response from county officials regarding walking path to Cynthianne Park
 - b. County has responded regarding poor condition of 126th St: Asphalt will be repaired when asphalt plants re-open in approximately two weeks. Brad reported he is pleased with timely responses from county officials. Brad is attempting to secure 5 voting machines for primary election on May 3 at BF chateau. Two meet and greets have been set up for county commissioner and county council candidates who represent us in this area.
 - c. Both doors, front and back, of chateau will likely be used for BF residents to enter to vote.
- H. Legal – Jim Miles: Plans to contact attorney for an upcoming meeting.
- I. Transition – Jim Miles: The process of transition will be suspended for the time being until the transition actually approaches. The document on the website from the transition subcommittee exists but the question of how to proceed also exists. Mike Moore suggested that the AC should act upon the document in some fashion. Jim Miles added that AC members should review the transition document in order to act upon it in the future.

VI. Unfinished Business

- A. Villa (New Amenities) Building Status – Terry Reef: We have not received the architects drawing, therefore we have nothing new to update. See attachment for latest information on villa.

- B. HOA Meeting with Matt Lohmeyer of Pulte – Brad DeReamer:
Both A & B are pending Pulte scheduling a villa meeting

VII. New Business

VIII. Discussion of Resident Concerns:

Jill Young, Mondavi resident, sent a letter to the AC expressing concerns regarding street trees, trees along walking path behind homes on Mondavi and Cellar St, and general landscaping along walking path.

- Lee Clouse indicated that trees that are alive within parkway will not be replaced, but if their growth is not indicated after a period of time, Hittle would be contacted about possible replacement.
- Head and tail of walking paths may be the only possible planned areas for landscaping along the paths.

Larry Fosler, resident, expressed concern within an email regarding the storing of Hittle equipment in the parking lot behind the chateau.

Parking along Oakford Trail is a concern after the villa is completed considering that 24 parking spots are currently planned for the villa. Jim Miles indicated that this concern would be forwarded to Pulte. Jim Mervilde stated that there is a concern that due to limited mobility of some residents, that parking as close as possible to the villa is necessary. Lee C suggested a shuttle vehicle may be something to consider in the future, but that liabilities regarding a shuttle vehicle could be a factor in not being able to provide this service.

IX. Adjourn

Brad DeReamer motioned to adjourn. Seconded. 8 Votes yes.

AC Chair, Jim Miles, Report

On February 23, 2016, John Doehrman, Lee Clouse, and Jim Miles discussed the proper way for the Advisory Committee and the homeowners to communicate with Community Management Services to best serve the Britton Falls community. We readily agreed that an open and friendly communication should be maintained. In order to have a good flow of information we agreed to do the following:

- John will keep a record of all HOA related requests that he receives. He will answer any of the requests that he can. The remaining requests will be passed on to Lee. Lee will review all of the requests on a regular basis. The AC will also be allowed to review the requests.
- John and Lee will let the AC know when contracts are being negotiated. They will also include the specifications of the bid. They will explain the reasoning for their selection of a supplier.
- It is not uncommon for John to receive requests to change the rules or hours for certain amenities, especially the pool, exercise equipment and meeting rooms. They will do periodic studies of usage and annual resident surveys to assess the desires of the residents. Annually they will publish the results of their research and adjust hours and rules as deemed appropriate.
- Lee and Jim agreed to meet on a regular basis, weekly or bi-weekly, to review our communication status and other items of interest.

We also discussed the speed to which CMS responds to requests. Lee admitted they were often too slow in responding. To that end, they will work on improving the timeliness of response.

Management Company Report, John Doehrman

1. Tennis Court fence, on 2/2/16 wind took down 5 sections of fence. Work is scheduled to be completed week of March 14-18, including outdoor pool perimeter fence section.
2. Caliber Web Link has generated 31 work orders in the first 11 days of tracking, Logistical details of the program and follow up correspondence is still being considered, including such things as:
 - a) Duplicate requests
 - b) Updating multi item requests
 - c) Email responses
3. Having Vendors review and supply bids/estimates to identify and provide solution to update any deficiencies in the A/V system.
4. Have identified three Vendors to review current Door Access system and provide information to the options available to incorporate both buildings (including Villa) into one

system with functions that would allow programming for special events, Holidays, tracking usage and additional outlets added in the future.

5. Items In transition:

- a) Tennis courts water run off
- b) Tennis courts drainage, walking path drainage
- c) Reseal parking lot cracks
- d) Two street signs repaired

6. Completed items

- a) New Floor mats purchased and installed for both entrances
- b) Waterfall pump 3 back in service
- c) Waterfall lighting completed

7. Muskrats on Charbono, Mondavi ponds. Continue to work with Critter Control to eliminate.

8. Annual Meeting

- a) Held on 2/23/16 at Hamilton Southeastern High School
- b) 110 Homes were represented and 6 by proxy.
- c) Information can be found on the portal pertaining to the meeting

9. Taking Bids to remove Tennis court drinking fountain and replace with other options that would include but not limited to a manually filled watering station or drinking fountain closer to the Bocce Ball Courts.

10. Landscaping meeting with Hittle Landscape, hosted by Brad Bryant and Tim Affolder from Hittle landscape in the Ballroom on Wednesday 3/16/16 at 2:00pm.

11. Working with Thomas Cabling to convert lighting in Chateau to LED, cost savings on electricity and replacement.

12. Bocce Ball Scoreboards to be installed week of 3/21-3/25.

13. Fountains to be installed After April 1st. weather permitting (able to get boats in water with out damaging pond banks)

14. Bob Scroggins, Jim Bell and Scott Brown creating a positive response to the Knox Box Program, have generated additional interest(and sales) in the program for the community. Will be more promotion of this program on an ongoing basis.

Britton Falls March Financial Update: Larry Raasch
March 13, 2016

Nothing new to report this month. We are still waiting for adjustments to be made to the 2015 year-end statements so we can finalize last year. We have asked CMS to make two adjustments to those statements:

- Wages for a trainee for Pulte's Plainfield Del Webb subdivision were charged to the Britton Falls HOA. We have never been told how much we paid for the Plainfield wages. We are waiting for CMS to make the necessary adjustment to the financials and record a receivable from Pulte for the wages our HOA paid.
- In 2015 the Britton Falls HOA received an insurance payment for damages to the Chateau. The repairs were not paid for until 2016. We have requested that this income be prepaid into 2016 so the income matches up with the expenses.

Another adjustment also needs to be made that to the best of our knowledge has not been made. That would be to adjust the reserve account to reflect the change for 2015. The Reserve account should have \$67,088.34 added to it to record the difference between the reserve income and the reserve expenses for 2015. This would bring the reserve balance to \$365,644.34.

Villa Report: Terry Reef

The building committee met with Pulte representatives Matt Lohmeyer and Ashley Bidell Feb 8th.

Concept designs has been hired as architects

We can expect the first drawing from the architects in 2 to 4 weeks

The Villa will be wood Post and Truss construction.

Dimensions will be 71 feet x 119 feet equaling 8449 square feet.

After considerable discussion the ceiling height is 12 feet.

Matt did say he would consider a special truss with the center at 14 feet.

The preliminary drawing they brought did not contain room dimensions.

The building will contain the following rooms:

Men's restroom 3 stalls & Ladies restroom 5 stalls. There is also an arts and craft room, a Catering Kitchen, 3 small offices, 1 reception room, 1 large storage space, and a large Multi-Purpose Room.

It was stressed that a multi-purpose hard surface floor was very important.

The Villa construction will start in August 2016.

Building Committee Report: Lynne Flynn

There was a Building Committee meeting on March 3rd. There were nine homeowners who have graciously committed to serving on the building committee.

It was decided that in an effort to streamline and follow up on issues that affect the Chateau and the pool areas that we would divide up responsibility for the separate areas. Each person will enter any problems and issues pertaining to their area in Caliber Web and then be responsible for ascertaining that it is corrected in a timely manner. If the building committee is responding to an issue reported by a homeowner, an email or other form of communications will be sent to that homeowner so that they will be kept informed on the progress.

Trial change of pool hours

I have spoken with Cathy Pashen and she had advised me that there would be a trial to determine whether there would be enough interest to open the pool twice a week one half hour earlier for those who would like to water walk. This is still under discussion.

A homeowner on Oakford has expressed concern about overflow parking on their street when the villa is completed. I told him I would forward his concerns to the amenities committee that meets with Pulte.

There are currently temporary signs posted in both the men's and women's locker rooms in reference to securing all personal items in lockers. John Doehrman has said that these are temporary until more permanent signs are ordered.

The wall in the ballroom has since been repainted. There are six open maintenance requests on Caliber Web. Ballroom A needs lights replaced. All three exit doors from ballroom to outside need weather stripping. Damage to the hard wood floor in Ballroom A due to a closet door dragging. There is a missing black molding strip in arts and crafts room. Lights need to be replaced in ladies room just outside the ballroom.

There will be another building committee meeting on April 7th at 1:00 to check on progress.