

Belrose Community Homeowners Association First Election Meeting Minutes
January 14, 2009

Location: Belrose Sample Home, 7:00 p.m.

Present Board Members: Doug Knox

Absent Board Members: Tom Bentley and Andy Capeli.

Others Present: Becky Mueller and Barry Bauman (Mid-Atlantic Management); Vera Evans, Mark Pelletier, Becky Diamond (Belrose Homeowners)

Proceedings:

- Meeting called to order at 7:15 p.m.
- No minutes from prior meetings.
- Subcommittee Reports – Two homeowners have submitted their names to take the two board positions that have been added as required now that a 25% level of ownership has been reached. They are Marc Pelletier and Becky Diamond.
- A motion was made, seconded and passed to verify quorum. Quorum was verified.
- A motion to waive election was made, seconded and passed since there are only two candidates for the two positions.
- A motion was made, seconded and passed to approve Marc Pelletier and Becky Diamond as board members.

Meeting adjourned at 7:30 p.m.

Minutes submitted by Becky Diamond

Belrose Homeowners Association Board Meeting Minutes
January 14, 2009

Location: Belrose Sample Home, 7:30 p.m.

Present Board Members: Doug Knox, Marc Pelletier and Becky Diamond

Absent Board Members: Tom Bentley and Andy Capeli.

Others Present: Becky Mueller and Barry Bauman (Mid-Atlantic Management); Vera Evans, (Belrose Homeowner).

Proceedings:

- Meeting called to order at 7:30 p.m.
- No minutes from prior meetings.
- A motion was made and, seconded and approved to appoint new board member Marc Pelletier to the position of Treasurer and Becky Diamond to the position of Secretary. Tom Bentley will continue as President and Doug Knox will continue as Vice-President.
- Bentley Update
 - Construction is beginning on a new building that consists of first floor bedrooms for the 2 end units. The interior units will be 3 full stories. All will be built on slabs with no basements. The exterior will look the same as existing units.
 - Change of personnel: Liz has replaced Crystal as the person in charge of warranty issues.
 - 20 existing homes have been settled, 10 are either leased or still available
 - Dryer vent problems have been reported. HOA must decide if they want to clean dryer vents as a regular maintenance item. Technically this would be an individual homeowner's responsibility since it is a single duct that services one unit.
 - New office manager at Belrose is Nicole.
- Management Update (Mid-Atlantic Management)
 - Community Manager Becky Mueller and Regional Manager Barry Bauman introduced themselves.
- Community Reminders
 - Pet clean up continues to be a problem. Pet cleanup is required.

- Ice and snow removal in the street is currently handled by Bentley. Ice and snow removal on the sidewalks, driveways and parking areas is handled by Mid-Atlantic. Both chores are performed by the same vendor.

Future Business:

- Board must discuss dryer vent maintenance
- Annual meeting must be scheduled in April
- Becky Mueller will submit a form with an upcoming Homeowners dues to request permission and information for Homeowners' Directory

Meeting adjourned at 8:30 p.m.

Minutes submitted by Becky Diamond

Belrose Homeowners Association Board Meeting Minutes
May 13, 2009, 9:00 a.m.

Location: Belrose Sample Home, 900 a.m.

Present Board Members: Doug Knox, Marc Pelletier and Becky Diamond

Absent Board Members: Tom Bentley and Andy Capeli.

Others Present: Becky Mueller and Valerie Douglas (our new property manager), Mid-Atlantic Management

Meeting was brought to order by Becky Mueller.

Becky Diamond asked for clarification of official name of organization. It seems that two names are used; Belrose Community Association and Belrose Homeowners Association. Doug checked with the Bentley Homes attorney who drew the papers up. Official name is Belrose Homeowners Association. Marc said that Belrose Community Association is on the bank account. He will investigate what name the EIN is registered under. It may be easier to change our name to the Belrose Community Association than to change corporate forms and banking accounts. We will decide at next meeting.

Leasing of the basement of Account # 171-7884 was discussed. Owner received his letter from MAMC on behalf of the Association. He contacted Marc and Becky M. Someone else called Becky M. stating that he was a friend of Owner's and was acting as his attorney. Becky told him she couldn't give out information about the case over the phone and without Owner's approval. Owner told Doug Knox that he had removed the circuit from the stove and oven making them inoperable. He told Doug that the township had inspected his premises and had given their approval since the stove/oven was disconnected. Valerie will advise Owner that we need a copy of the township letter. Due to the federal Fair Housing Act we cannot remove the tenant if the stove/oven is inoperable. If Owner produces the letter we must drop the matter.

Becky D. proposed an amendment to Resolution #4 to prevent Owners from leasing subdivided units. (see Attachment A). Becky M and Valerie will run it past MAMC lawyer to make sure it is legal. If they approve it, we will vote on it at next board meeting.

Marc brought up "dog problem". Account #170-5061 has received several letters of violation concerning their two (2) dogs running loose. We need to change the Declaration or have a strongly worded Resolution to prevent dogs from running loose or being tied to any element of the Common or Limited Common property. Becky M told us that it is a very difficult process to change the Declaration so the following Resolution #6 was suggested:

No animals of any kind shall be kept or bred in any Lot or Dwelling, other than dogs or cats which are kept as household pets; provided that in no event shall any more than four (4) pets be kept by the Owner or occupant of any Dwelling in or outside of the Dwelling. No pet shall be permitted to run loose and must be leashed at all times when in or on the Common or Limited Common Facilities. No pet may be "staked out" or tied by any means to any exterior part of the Dwelling, or to any trees or shrubbery or in any other manner that allows the pet access to the

Common or Limited Common Facilities. Pet owners shall immediately clean up any waste left by pets anywhere on the Property.

The Resolution was approved. Valerie will write this resolution up in the proper format and, when signed, it will be sent to Owners.

Becky D. reported on poll of Owners to see if the majority want to allow Owner cars to be parked in street and/or in parking pads. 19 owners were polled, 12 responded with the following results: 6 voted for allowing Owners to park in parking pads (once they are completed) and to allow Owner parking on the street only if parking pads were filled, 5 voted for parking in street whenever an Owner wants to and 1 voted for no Owner parking on the street or in the parking pads (parking in Owner's driveway only). Doug reported that the parking pads should be completed by June 30, 2009. The Board agreed that parking in the streets is not a violation. Becky D. will email Owners of the results of the poll and Becky M. will not send out any more notices.

Satellite Dishes: The consensus of the Board is that satellite dishes cannot be banned from the roof of any Unit because Owners own the roof and FCC rules allow their use for dishes. However, other additions to the roof can be controlled by the HOA because that would constitute an exterior modification.

Architectural Review Committee Recommendations (See Attachment B)

The ARC provided two recommendations.

#1 Steps to be allowed from deck to common area behind units. If deck is 30" or more township permit is required. Steps should be constructed of pressure treated lumber, rest on a concrete footer, and have at least one handrail (2 is preferable). Protective coating, if applied, should be a semi-transparent clear or light colored stain.

#2 Storm Door

Storm door must be a full view door similar to Andersen series 4000, 3000, or 2000 or a self storing screen door such as Andersen 2000 or 3000 or an "invisible" screen

The Board voted to approve both recommendations. Becky D. will post on web site

Becky D. and Marc P. will meet with insurance agent in July to go over insurance coverage. Becky D. and Marc P will attend a seminar hosted by Mid-Atlantic Management to better understand MAMC reports, etc.

Next meeting will be Wednesday, July 8 at 10:00 a.m. at the Belrose sample house following meeting with insurance representative.

Meeting adjourned 11:15 a.m.

Attachment A

BELROSE COMMUNITY ASSOCIATION
LEASE ADMINISTRATION RESOLUTION

Amendment to RESOLUTION #4, concerning leasing, which was approved April 1, 2009

BE IT HEREBY RESOLVED that the Board of Directors of Belrose Community Association at a duly held Board of Directors meeting amended Resolution #4 as follows:

Add text in red under the existing #1

1. The following "Leasing Policy" shall be effective as of April 1, 2009, add the following text.

" Every Unit must be leased in its entirety and cannot be subdivided into two or more units which include separate cooking areas, i.e. stove or oven as specified per Township Ordinance Section 202 (Definitions) and Section 953.C, subsections 2 and 7.
Every unit owner who wishes to lease a unit shall submit to the Management Company the following items:"

And delete #6 below:

1. A full and complete copy of the lease agreement;
2. A fully completed emergency contact form; with Homeowner and Tenant information and
3. A non-refundable check in the amount of \$120 to cover the administrative costs of the Association.
4. Landlord must abide by the regulations stipulated in the Township Use and Occupancy Ordinance and must provide proof of compliance.
5. Homeowner must provide proof of insurance for the unit and Tenant must provide proof of Renters Insurance;
6. ~~No unit may be subdivided into separate units, per the Township Ordinances.~~

Attachment B

ARC Recommendation to Board

May 11, 2009

Requesting Owner: Request from HOA Board

Request: Storm door for front door of unit

Recommendation to Board:

Storm Doors:

Residents should be able to choose between 2 storm door models and a retractable “invisible” screen door.

Choice #1:

Andersen Full View 4000, 3000, or 2000 series
BRASS hardware and handles
Color: Almond or White
Glass shall have NO etching or design
No decorative grills.



Choice #2:

Andersen SELF-STORING 2000 or 3000 series.
BRASS hardware and handles
Color: Almond or White
Glass shall have NO etching or design or any decorative grills.
No decorative grills.

Choice #3:

Retractable Screen Door (also called Invisible Screen Door)
Any visible casing shall be almond or white
Any visible hardware shall be brass

Other manufacturers will be considered as long as the door looks the same as the Andersen door models shown below.

		<p>Invisible Screen doors Visible container should be almond or white, any visible hardware should be brass</p>
<p>Choice #1: Full View 4000, 3000, or 2000</p>	<p>Choice #2: Anderson Self Storing 2000 or 3000</p>	<p>Choice #3: Invisible screens</p>

Belrose Homeowners Association Board Meeting Minutes
July 13, 2009, 9:00 a.m.

Location: Belrose Sample Home, 9:00 a.m.

Present Board Members: Doug Knox, Marc Pelletier and Becky Diamond

Absent Board Members: Tom Bentley and Andy Capeli.

Others Present: Barry Bauman, Becky Mueller and Valerie Douglas (Mid-Atlantic Management)

Meeting was brought to order by Valerie at 9:00 a.m. Quorum was established.

Corrections were made to the May 13, 2009 minutes. Becky Diamond will correct and resend to board members for approval.

Old Business:

Dryer Vents: The general consensus is that dryer vents need to be cleaned out regularly to avoid fire. A resolution will be written by Valerie that stipulates that dryer vents must be cleaned out at least one time per year, at the owner's expense. Proof of such cleaning must be submitted to the management company.

Dead Trees and Bushes: Landscaping around each unit is the Homeowner's responsibility once the warranty period is passed. An ARC form must be submitted if the perennial plants being replaced or added are significantly different from what is presently there.

Dry Detention Basin: The dry detention basin is currently in a temporary state. Doug informed us that the topsoil will be scraped off and a new layer of stone will be added. This will be done when all building that surround the basin are completed. After it is completed the HOA will be responsible for its maintenance. This will include cleaning off sediment every 3-5 years and weeding as part of regular weeding by landscaper.

Weeding in Rocks between units: This was called to MAMC's attention. Becky M. and Valerie talked to the landscaper. They walked around the property after the next landscaper visit and the problem seemed to be resolved.

It was suggested that a list of expected Homeowner responsibilities be posted on the web site. These would include: replace furnace filter as specified by manufacturer, empty outside water bib in fall, water plants and grass around unit as needed, keep fire extinguisher by grill. More will be added as suggested.

Management Report: No delinquencies at this time. Landscaper wants permission to eliminate Japanese beetles. He will not use the traps that attract beetles. Board approved request.

Unfinished Business:

Account # 171-7884, Owner who subdivided. The township has received the required proof that the oven and stove in the basement has been disconnected. They will not pursue this matter any further. Belrose HOA received a copy of the township letter from the Owner. We will not pursue this matter any further.

Amendment to Resolution #4 – Leasing

This amendment was approved by MAMC legal consultant and passed by the Board.

Resolution #6 – Pet Restrictions

The resolution was officially written with MAMC legal consultant consultation and presented for signatures. It was suggested we add the following italicized words:

No pet shall be permitted to run loose and must be leashed and accompanied *and under physical control* at all times ...

Valerie will mail these two resolutions are signed out to the homeowners as soon as they are signed. She will also send the resolution to Bentley so they can send them out to all leased units.

Parking Pads – Doug told us that Bentley is currently undergoing a funding freeze because of the depressed housing market. They have the parking pads on their “to do” list and will do it when funding frees up.

Landscaper’s Report: The Landscaper wants permission to spray for Japanese beetles. Board approved.

Mark reported that the official name of our HOA is: Belrose Homeowners Association. MAMC will verify and, if verified, will change the name on our bank account and insurance policy.

Our next meeting is scheduled for October 8, 2009 at 8:00 p.m. All Owners are welcome to attend. Becky D. will send an email meeting notice 10 days before the meeting and will include the agenda. Any Owner who would like to add an item to the agenda must give Becky Diamond 5 days advance notice. A work session for board members will start on the same date at 7:00 p.m.

Meeting adjourned 10:17 a.m.

Belrose Homeowners Association Board Meeting Minutes
Work Session - October 8, 2009, 7:00 p.m.

Location: Belrose Sample Home

Present Board Members: Doug Knox, Marc Pelletier and Becky Diamond
Absent Board Members: Tom Bentley and Andy Capeli.

Others Present: Barry Bauman, and Valerie Douglas (Mid-Atlantic Management)

Meeting was brought to order by Valerie at 7:00 p.m. Quorum was established.

July 13, 2009 minutes were approved.

Management Report: Valerie reported there were no delinquencies.

The proposal by Moore Outdoor Rejuvenation was reviewed. The Board discussed the following work, but Doug will get a second proposal from Earth Pro for the things we approved:

1. Removal of dead tree in front of unit 223. It will not be replaced. Approved
2. The Viburnums beside unit 108 will be removed. (Becky D. will look for a place to transplant them to). Approved
3. The Gold Mop Shrubs and the Barberries beside unit 108 will be transplanted to the area vacated by the Viburnums. Gold mops closest to the house, barberries in front of the gold mops. Approved
4. Pull mulch from tree trunks. Becky D. will ask MOR if they can do this as part of fall clean up. We would also want the area around each tree widened by adding 1-2 feet to the circumference of the circle as appropriate. Earth Pro will not be asked. Approved if price reduced.
5. Removal of trees and shrubs behind units 228-236. Doug says this is part of Bentley's responsibility and will be done before Belrose is complete, but cannot specify time frame.

Doug also agreed to scrape down the steep banks of the outlet next to unit 108. This will eventually be a bioswale area.

Becky D. proposed the addition of a Property Committee. They would work for the board in setting up criteria for landscape RFP's and also could handle the snow removal contract. In the future, they can handle maintenance of bioswales and ponds. Becky will send out an email request for volunteers. Barry will send Becky a list of duties of the committee. Board approved creation.

Doug agreed to listen to suggestions for planting around future buildings so we don't have tall plants in front of windows and other plantings that might cause the HOA money for future removal or transplanting.

Marc requested lease information from Bentley rentals be given to Valerie as per our rules and regs. Doug will send leases for rentals, but lease purchase documents have more personal information. He will send contact info for those. Bentley currently has 3 units leased and 6 under lease purchase agreements. Barry advised us that we don't have approval rights for leases, but we can require one year rentals (which we do) and we can insist that an addendum be added that requires renters to follow HOA rules and regs.

Unleashed pets – Marc reported on the SPCA decision regarding the incident with the dogs from account 00170-5061 on Oct. 2, 2009. The dogs knocked over a small child and his face was scratched. They will receive a fine from the SPCA for allowing the dogs to run loose. The SPCA officer suggested we make our pet violation letters stronger and notify the SPCA any time an owner is cited for pet violations. We also need to send a violation letter for this incident. The board decided this fine should be \$200 per dog since this was the 5th incident and the second fine. Barry will assist Valerie in writing and sending a strong violation letter and she will send it asap. They will have 10 days to request a hearing. The fine will be imposed on the tenth day.

Doug recommended that homeowners seal their driveways to prolong life. He also recommended disconnecting hoses, turning off water to the outside bibs and draining lines. An additional cover can be purchased from a hardware store if desired.

Marc requested that he be included in the 2010 budget preparation. Valerie will keep him included.

The following business was tabled until the next meeting:

1. Snow removal from sidewalks
2. Gutter cleaning
3. Power washing exterior

Next meeting: Tentatively scheduled for November 19, 2009 at 7:00 pm.

Meeting adjourned, 8:00 p.m.

Belrose Homeowners Association Board Meeting Minutes
Board Meeting - October 8, 2009, 8:00 p.m.

Location: Belrose Sample Home

Present Board Members: Doug Knox, Marc Pelletier and Becky Diamond

Absent Board Members: Tom Bentley and Andy Capeli.

Others Present: Barry Bauman, and Valerie Douglas (Mid-Atlantic Management) Shauna Yeldell, Lana Edmondson, Karen Helm, David Lee, and Meredith Spears.

Meeting was brought to order by Valerie at 8:00 p.m. Quorum was established.

Valerie (Mid-Atlantic Management) gave the management report. No delinquencies at this time. A site inspection was made by Marc P, Becky D, Doug K and Valerie D. with Dennis Reiter, representing our landscaping vendor Moore Outdoor Rejuvenation, Inc. There are some areas that were not being cut which will be cut from now on. He will be more careful of letting the mulch get too high around the trees and other areas. The board has approved the creation of a property committee. This committee will be comprised of owner volunteers and they will help with landscape RFP's and snow removal RFP's and will keep an eye on how well the jobs are done. Becky D. will send out an e-mail request for volunteers.

Doug gave an update on Bentley's financial status and resumption of construction. He advised us that Bentley, as well as many builders in this area, is having funding issues. Bentley hopes to resolve their funding issues and continue building and selling houses in Belrose, hopefully beginning this spring. Bentley is attempting to resolve warranty issues as best as they can, but funding is limited at this time. The new building will not be finished until some units are sold, but any Tyvek breaches will be fixed. Bentley will continue to cut grass in undeveloped areas 2 or 3 times per year and they will plow our streets this winter. Doug was asked if Bentley is actively seeking a builder to buy the out at Belrose. Doug said that is not their first choice, but he couldn't rule it out. Doug was asked about workers in the unfinished building at night. He said there should be no work being performed at night and if anyone sees lights it is more than likely not an authorized vendor. Doug also asked that if anyone sees bulbs out in the entrance lights to let Valerie know and he will have them replaced. He isn't usually here at night and would not notice.

The unleashed pet situation was discussed by Marc P. Two dogs owned by Belrose owners were off their leashes on October 2, 2009. They knocked down a small child and scratched his face. Marc has been in touch with the SPCA which handles all pet matters for East Marlborough Township. The police were also called on Oct. 2. The owners have already been cited 4 times for letting the dogs run loose. The fourth incident resulted in a fine from Belrose HOA which was paid. Marc told us that the owners will receive a fine from the SPCA for allowing the dogs to run loose. The SPCA officer suggested that the board make our pet violation letters stronger and that we notify the SPCA any time an owner is cited for pet violations. The HOA will also send another violation letter for this incident. The board decided this fine should be \$200 per dog since this was the 5th incident and the second fine. Barry will assist Valerie in writing and sending a strong violation letter and she will send it asap.

Valerie went over the procedure for reporting violations. If the violation needs immediate response the owner should call Valerie immediately at her office. A follow up letter or email

must be made so the complaint is documented in writing. Include details such as date, time, other witnesses and pictures if possible.

Homeowners present had no other concerns or questions.

Meeting adjourned at 9:00 p.m.

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – November 17, 2009, 2:00 p.m.

Location: Belrose Sample Home

Present Board Members: Doug Knox, Marc Pelletier and Becky Diamond

Absent Board Members: Tom Bentley and Andy Capeli.

Others Present: Barry Bauman, and Valerie Douglas (Mid-Atlantic Management)

The meeting was brought to order by Valerie at 2:00 p.m. Quorum was established. Previous meeting minutes were approved.

Valerie (Mid-Atlantic Management) gave the management report. One delinquency reported. Valerie will send reminder letter and explain automatic payment as an option.

Doug told the board members that Bentley's financial situation looked promising. The bank negotiations are going well.

Hearing requested by the account #00170-5061 concerning the fine for their unleashed dogs is scheduled for December 3rd. It has been difficult setting an agreeable meeting date because owner travels for business. We have offered many dates and this was the soonest she can attend.

Marc P. offered a resolution #7 that covers dangerous dogs as defined by the Center for Disease Control. Marc will add "as defined by the Center for Disease Control" into the resolution and "or any mix thereof" when specifying breeds. Marc asked Valerie to remove the word friendly in describing the attack. She agreed. Barry asked Valerie to send an email to all MAMC's managers to ask if any of their communities have resolutions concerning dog and/or dangerous dogs.

Valerie also received a report of other dogs without leashes. Both dog owners are renting houses from Bentley Homes. We agreed that she will send the letter to Bentley Homes with a copy to the renters.

We discussed the matter of the male owner (account #00170-5061) walking around the complex wearing a hand gun in a holster. An owner called the Avondale State Police and was told that this action was not illegal as long as the gun is licensed and the owner does not take it out of the holster or threaten anyone. We do not know if the gun is licensed. Becky D. sent Doug K. an email about this situation, as did several other owners. He spoke to Bentley's attorney and was told that the owner is protected by the Second Amendment and we cannot stop him unless he takes the gun out of the holster or threatens someone.

Landscape Proposal: The Board agreed, by email, to let Earth Care transplant the bushes outside Cillo's unit. They will move the viburnums farther down the hill and transplant some of the smaller plants to the viburnums old spot. They will transplant some of the other plants to spots in front of the bay windows of 225 and 229 Deepdale. Doug will ask the original landscape company to look at the trees to see if they are planted properly. Becky thinks the mound of dirt around each tree is not standard planting procedure and will cause problems in coming years.

Becky D. announced that two owners have agreed to be on the Property Committee; Michael Liebman and Lana Edmonson. Becky will serve as Board liaison. The Committee should get an RFP back to Valerie by the end of November so she can send them out by Dec. The committee can also recommend local landscapers.

We need to address whether Moore Landscaping was remiss in not keeping the area behind 228-236 cut. The land behind these houses was cut and cleared to behind the evergreen trees and Moore was expected to keep it cut. They have not done so. If Doug has Earth Care clean this area out again we must make sure landscaper keeps it cut.

Doug feels that the intent of the declarant was that the HOA would eventually be responsible for all bushes and trees. We need to go over this area at a future meeting and get who is responsible for what straightened out. We may need to have Bentley change wording in some documents. A letter from the lawyer stating the desired intention would help.

A letter was sent to Eileen Law stating that Belrose owns the driveway and we can use it for walking entry and exit from our property. We offered to have a meeting with her, but she has not responded.

Barry presented the first draft of the 2010 budget. After discussion it was decided that Barry would rework some numbers and send the budget out to the board for further review.

Valerie as already called 2 contractors to come out and look at our gutters. She will get back to us with their prices.

The Board decided not to act on an owners request for power washing the siding. Power washing or any other cleaning of siding is a homeowner responsibility, not the responsibility of the HOA.

It was agreed that the official name in the Articles of Incorporation is Belrose Homeowners Association. Valerie will see that it gets corrected on all bank accounts and the insurance policy.

We will schedule meeting for the second Tuesday of each month at 2 p.m. beginning in January 2010. Valerie has a conflict with the first scheduled meeting so we will move that meeting to a date to be announced.

Meeting adjourned at 4:30 p.m. Minutes submitted by Becky Diamond, Secretary