

# *FAIRWAY GARDENHOMES CONDO ASSOCIATION*

*The Premier Gardenhome Community on the Northshore*

2029 Christie Lane  
Covington, LA 70433

Phone: 985.871.0660  
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## **July 30, 2008 Meeting Minutes**

Developer Staff Present – Lee Laporte, Jr., Christie Laporte & Tiffany Robicheaux

Homeowner's Present – Martin Guttuso, Richard Troxclair, Barbara Boles, Ed Boles, Pauline Troxclair, Robert Marks, Darrell Guidroz, Tanner Guidroz, Bob Martinson, Rhonda Guenot, Brad Leblanc, Thomas Lee, Jeanne Leblanc, Robert O'Hair, Julie Richardson, Rajeeme Gauten, Rob Simon, Marie Hammons, Jeff Morcici, Cindy Puglia, Anna Wong, Florine Gundy, Henry Oppenheim, Sharon Tardo, Wes Levesque, Rod Norvell, Mary Ann Norvell, Mitzi Fernandez, Brian Roy, Dee Oppenheim

Others Present – Robert Phillips (GNO Property Management)

T. Robicheaux – Introduction and purpose of the meeting. The meeting is to inform Homeowner's that the Developer will be turning the Association over to the Homeowner's within the next 60 days. The Developer and his staff will be able to assist Homeowner's with anything that is needed during this transition period.

Topic 1:

T. Robicheaux - Robert Phillips with GNO Property Management is here to speak about his services and prices to manage the Homeowner's Association. He will answer any questions and concerns that the Homeowner's may have.

R. Phillips – Informs the Homeowners about himself, his company and his experience.

A. Wong – What is the price that you would charge us? What is your contract length?

R. Phillips – It would be \$10.00 per home per month. The contract would be for 1 year and it would include a 30 day out for both parties.

A. Wong – Do you have a list of vendors that you use?

R. Phillips – Yes, I have a list of preferred vendors that I use at each property.

A. Wong – Would we have to use those contractors or could we use anyone? What is the length of the contracts with your vendors? Also would you be able to add something into your contract stating that you do not get any kickbacks from using the vendors on your preferred vendor list?

R. Phillips – You can use any vendor that you chose. He negotiates a 1 year contract with a 30 day out for both parties for any vendor that he uses, whether it is his or one of the homeowners choice. Yes, I could add something into my contract about not getting any kickbacks.

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A. Wong – Do you raise your fees, after the 1<sup>st</sup> year of the contract and what type of notice will homeowners receive in regards to the increase? Also would you be able to add something into your contract stating that you would give us as much notice as possible on any increases?

R. Phillips – I have never raised my fees with out prior approval from the Homeowner's Board of Director's. I usually do budgets in September, so you would get 4 months notice if my fees would go up. Yes, I could add something into my contract about giving as much notices as possible in regards to an increase of any kind.

M. Fernandez – Does your fee include postage for any mail outs or is that extra?

R. Phillips – I try to reduce postage by sending out a coupon payment booklet out in January. Both postage and copies are additional charges, whatever it costs me for postage and copies is what I charge you. There is no up charge. I only charge for the copies, not the paper. All off site homeowner's get everything mailed automatically. I would guesstimate that postage should average about \$100.00 per quarter.

F. Gundy – Who would sign the contract with you? Would you offer any type of Direct Pay?

R. Phillips – The Board would sign a contract with me directly. Yes, I just purchased new software for those wishing to use online payments directly to us. This service will be available to all of my homeowner's on September 1, 2008.

A. Wong – Do you require that we use a certain bank?

R. Phillips – No, we use all banks. I have developed a working relationship with almost all the banking establishments on the North Shore.

C. Laporte – What would you recommend be in the Reserve Account?

R. Phillips – I would recommend that you keep a minimum of \$5,000.00 in the Reserve Account to cover all major renovations. The reserve is an easier way to address any type of maintenance; it is much easier and quicker than a special assessment. My first order of business would be to review the amendments and by-laws to see if any changes need to be made.

Topic 2:

C. Laporte – The Homeowner's must take over complete control of the Association within the next 60 days. The Officer's will need to make a final decision about property management – if will self-manage or if will hire someone to manage. The Developer & his staff will assist management with anything that is needed during this transition period.

M. Harmons – what would you recommend the next step to be?

C. Laporte – Check the references of the Property Management companies that you have gotten quotes from.

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A. Wong – We will be checking the references on both companies.

Topic 3:

C. Laporte – Lee will appoint a Board of Directors, up to 3 people. Also Lee will appoint the Officer Positions, up to 4 - President, Vice-President, Secretary, and Treasurer. The Homeowners will vote/make decisions on the day-to day activities of the Assn, Board & Officers will oversee all votes/decisions on the major items. The Developer will have to vote on any amendment to Bylaws, Assessments, and Use of the condominium property. Lee will start with appointing people for the Board of Directors.

L. Laporte – I appoint Christie Laporte to be on the Board of Directors.

C. Laporte – I accept. Now Lee will appoint the officers, a list of candidates was submitted to me by the Homeowner's. We will go through the list to make sure all the candidates would like the position.

L. Laporte – For President, it states Anna Wong is the nominee. Anna please tell us if you would be willing to accept the position.

A. Wong – Yes, I will accept the position as long as we hire a property management company to run the community. (No objections from any other homeowner.)

L. Laporte - For Vice President, it states Edward Boles is the nominee. Edward please tell us if you would be willing to accept the position.

E. Boles - Yes, I will accept the position. (No objections from any other homeowner.)

L. Laporte - For Secretary, we have two nominees – Tanner Guidroz and Robert Marks. Are both parties here, if so please tell us if you would be willing to accept the position.

T. Guidroz – I am here and I would prefer if Robert took the position, as I just enrolled in school and I need to focus on that.

Robert Marks was not present.

L. Laporte – Tanner would you be willing to accept the position until they could find someone else who would be able to take your place?

T. Guidroz – Yes, I would take the position temporarily until a replacement could be found. (No objections from any other homeowner.)

L. Laporte - For Treasurer, it states Wesley Levesque is the nominee. Wesley please tell us if you would be willing to accept the position.

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W. Lévesque - Yes, I will accept the position as long as we hire a property management company to run the community. (No objections from any other homeowner.)

F. Gundy – How long will the newly elected board be our officers?

C. Laporte – The board and the officers are both appointed for 1 year. The next board will be chosen and voted by you, Lee would only vote or appoint a new board if not enough people for a quorum. You could do a proxy or ballot vote, if you wish. The board will start tonight.

A. Wong – I recommend that the board and the officers have insurance in place just in case of any lawsuits that could arise in the future.

E. Boles – I agree, I served on a board previously and it only cost us \$30.00 or less per person. It is good to have just in case.

M. Hammons – I have been calling to get information in regards to this for Anna. You have to fill out an application, pay applications fees and go through the process in order to get insured. This is a process and it could take up to 60 days to get the officers insured.

L. Laporte – I hereby appoint the officers that the homeowners nominated and now we can start the transition period. I would like the officers to start making some decisions, so that this association can be turned over to the homeowners.

Topic 4:

C. Laporte - Concerns from last meeting were the financials – what are the state of the financials at this time? How much is in the checkbook as of 07/29/08? Delinquents – how many delinquents are behind on their dues? We currently have \$9000.00 in the checking account and \$3300.00 in the reserve account. The only bill that is pending is Corporate Green in the amount of \$3600.00, \$2400.00 of the receivables are pre-paid. I will discuss any delinquents with the officers, so that the homeowner's privacy may remain.

F. Gundy – Who keeps the money?

C. Laporte – You will decide that, I would think that the property management company that you hire will keep the money to pay all bills, etc.

Topic 5:

C. Laporte - Other concerns from the last meeting were the wood fence. This was completed 07/29/08 and the vinyl fence start date is 07/31/08, it should be completed by the end of the week.

D. Oppenheim – What if we need to get access to get behind the fence?

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L. Laporte – You would be able to drive and then walk to get behind the fence. There is a 10 foot buffer between our property and Clearwater's property.

D. Oppenheim – I am only asking because of the grass, someone needs to be able to get back there to kill the grass.

C. Laporte – You would still have access to get behind the fence, if needed.

L. Laporte - I did plant some bamboo to act as a buffer on both sides of the property. Don't cut the bamboo.

Topic 6:

C. Laporte - Other concerns from the last meeting were the gates. The gates have been repaired; they ordered and installed 3 new boards. This was completed 07/29/08.

Topic 7:

C. Laporte – Also, yall were concerned about the pool fans. 2 of the 3 are broken. We found out today that they do have a lifetime warranty and we are working with the company currently to have them replaced.

Topic 8:

C. Laporte – Yall asked about the pool locks as well. We did find the hardware that was needed, it is a Magnalatch lock and it is being ordered through the company who supplied the original fencing/hardware. Once the installation is complete, homeowners will probably need to purchase a key. This should help the liability with children being able to get in and out of the pool area.

Topic 9:

C. Laporte – I have also spoken to Clearwater, they will cut down trees – I verified this with them on 07/25/08. They were given approval to cut them down.

Topic 10:

C. Laporte – Yall asked about Homeowners vs. Tenants on the property. There are about 20% of Tenants on the property. Anna has this information broken down if you would like to see it.

Topic 11:

C. Laporte – Yall had asked about delinquents. For the most part, most people pay on time or in advance. Like I said previously, I will discuss the few delinquents with the officers, so that the homeowner's privacy may remain. There is 1 lien on the property, we filed this – our policy is that we file a lien if your HOA dues get 3 months behind.

M. Fernandez – There is also a foreclosure, the sheriff sale is in August – the home should sale for 2/3 of the appraised value. Will the new people who the discounted home be aware of the dues & be able to pay/afford them?

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C. Laporte – Any time there is a sale, they should do a title search and the condo regime will attach and then they will be informed that there is a condo fee.

W. Lévesque – Also all homeowners should be aware that the Board and the Officer's should be aware that there is a sale in the community.

C. Laporte – This has been a real problem. Homeowner's do not always provide us with the information required for new buyers or on any leases like they should.

Topic 12:

C. Laporte – Another issue that you all asked about at the last meeting was the pond. It is a retention pond with fertilization and plant growth. It needs to be budgeted to be kept up regularly. I recently was able to get someone to service it because Corporate Green gave us a credit & the guy gave us a discount. Right now it looks good. Another thing that you could do to keep it clear is to get lilies, plant and water hycins to clear up the pond. Lee has done this before as well. You just have to be sure not to leave the water hycins in the pond or they will take over.

Topic 13:

C. Laporte – Lastly, the back yard drainage. The fences hold water in and there is no where for the water to drain, so there is really no irrigation in the back yards. Some don't have grass growth due to limited sun. Dogs are also a factor. We have had Southern Star re-grade with sand, limestone and sod numerous times. Nothing seems to work, those that have gotten gutters have seen improvements. At this point, gutters are probably the best way and the cheapest way to go to solve any yard issues. If you don't want to do that, you could do rocks or pavers in your back yards. As far as the Developer or Southern Star, we are not doing any more landscape changes.

M. Fernandez – I have a rock back yard. Does this decrease the amount of the landscaping bill?

C. Laporte – Yes, it does. But people are not following protocol on how to make changes to their back yards, so we are unaware of the some of this. You are supposed to get approval from us to make changes to your back yard. If you say you will be doing a rock garden, we can call to have your back yard removed from the service list. It will also remove the charge.

L. Laporte – Yall may want to do some research to see how many people have grass and have many people have rock gardens and pavers. This would reduce the monthly cost.

Topic 14:

L. Laporte – He is working with attorney to donate the common areas - office, club house party room & HOA Office to the HOA.

M. Fernandez – Do you know what the property taxes will be assessed at for this building?

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A. Wong – I have the numbers, it was assessed at \$209,000 and it will be reassessed this year. If we are unhappy with the assessment, there is a form online where you can apply to have it reassessed.

Topic 15:

C. Laporte – Anna, I know you have been working with the HOA docs. I wanted to let you know that the amendment changes for the HOA docs were filed yesterday.

Topic 16;

C. Laporte – Once again, we do advise you all to begin to seeking legal counsel, if you think it is needed.

Topic 17:

C. Laporte – That is all that we have to review, does anyone have any questions or concerns?

H. Oppenheim – When will fines for parking start?

C. Laporte – The fines are in place and ready to be charged. It is a matter of someone enforcing the fines and charging Homeowners for them. I am sure that the property management company will enforce the fines.

Topic 18:

A Wong – How do we finalize the property management search and decide? Do we decide tonight or do we do a ballot?

E. Boles – I suggest that each homeowner get a ballot to vote, that way each person will have an option to vote. Put a deadline on it and if they don't vote, just go with the majority. There is also a lot of room in the budget to make adjustments, so it is not like the dues should have to go up in order to hire a management company. However, if fuel and other things keep going up....we may have to make adjustments due to rising costs.

Topic 19:

T. Robicheaux - Please note that all the minutes from today's meeting will be typed up & posted online at [www.LFPLLC.com](http://www.LFPLLC.com) for you to review. (Go to Residential Developments, Fairway Garden Homes, Homeowners Association.)