

**Lake Jeanette Association, Inc.**

**Board of Directors Meeting  
Tuesday, October 13, 2020**

**MINUTES**

**This Board Meeting was conducted remotely to mitigate the spread of the COVID-19 virus during this world-wide pandemic. Directors joined the meeting using Zoom set up by the Board Secretary, Jory Marino.**

**PRESENT:** Dixon Johnston, President – Robin Stiles, Vice President – Tom Weiss, Treasurer – Jory Marino, Secretary – Jim Blakeley, Member at Large – Deborah Roskelly, President, Roskelly Management Associates

**CALL TO ORDER:** Dixon Johnston called the meeting to order at 2:00 pm

**NEW BUSINESS:**

1. **September Financials** were distributed to the Directors via email on October 9, 2020 for review.
  - a. Aprio – Balance Sheet, Income & Expense Statement, Statement of Cash Flows, General Ledger, Pre-Paid Dues Report, A/R Past Due Report, Checking Account Statement, Reconciliation of Account
  - b. RMA Working Budget Spreadsheet with detailed line item tabs relating to high use cost centers
  - c. RMA Marina Rental Summary

Directors discussed the solid financial position of the Association and increased revenue through the marina specific to pontoon boat rentals and Marina memberships. Roskelly Management Associates was directed to create operating and capital budgets for 2021 with no increase in Association dues and no increase in Marina rental rates and present the proposed budgets at the Board's scheduled zoom meeting on November 12, 2020.

The possible need for a second Association owned pontoon boat was discussed. Deborah Roskelly advised that even though rentals have significantly increased this year (probably due to COVID-19), members' rental requests are being honored. Occasionally, a renter may have to change their desired reservation time to accommodate their rental, but no one is being turned away. Based on the Association's ability to accommodate all rentals and the added maintenance and liability expense that an additional pontoon boat would require, plus the unknown relating to rentals and COVID-19 activity next year, Directors agreed that a second pontoon is not needed at this time.

**Motion:** Jory Marino made a motion that the financials be accepted as submitted and RMA create proposed budgets with no annual increase in Association dues and no increase in Marina rental rates.

**Second:** Tom Weiss

**Vote:** Unanimous

**Note:** The September ending Balance Sheet is attached to these minutes.

2. **Buffer Zone Violations:** There have been two tree cutting violations to Lenoir Warehouse Group's property (50 foot Buffer Zone) by Lake View Lot Owners in 2020 resulting in replant charges (calculated in accordance with the Buffer Zone policy) totaling \$200,430.50. Both buffer violations have been paid and the buffer has been replanted for one violation and replanting of the buffer for the second violation will take place prior to the end of the year. The Association takes the following steps to make sure that members are aware of the Buffer Zone Policy and the financial consequences of violating the policy:

- Buffer Zone Policy posted on the Association's website:  
<https://www.ljvillages.com/about>
- Article on Why the Riparian Buffer is Important posted on the Association's website:  
<https://www.ljvillages.com/about>
- Request form for Homeowners to complete if they wish to perform work in the buffer zone in accordance with the Buffer Zone Policy posted on the Association's website:  
<https://www.ljvillages.com/about>
- Welcome Letter to new homeowners includes information re the Buffer Zone and directs new owners to all of the above documents. A copy of this letter is posted on the Association's website:  
<https://www.ljvillages.com/>
- Newsletter to Membership includes articles on the Buffer Zone, directs members to the above documents, and addresses the financial consequences of violations.  
<https://www.ljvillages.com/news>
- Sign posted on tree behind each buffer stating: **ATTENTION No Cutting In Buffer Zone Without Permission from LHOA.**

Directors discussed the above violations and ways the Association informs existing members and new home buyers about the importance of the buffer around Lake Jeanette and the financial consequences of a cutting violation. Directors requested Deborah Roskelly to send an email to the membership emphasizing the financial consequences of Buffer Zone violations and the need for every lake view owner to read the policies and honor the same.

**Motion:** Jory Marino made a motion that the Association's legal counsel be asked how many hours would be involved in determining to what extent the Environmental Protection Agency (EPA) has over governing buffer zone cutting violations at Lake Jeanette.

**Second:** Tom Weiss

**Vote:** Unanimous

3. **Proposal for conducting the Association's annual business** (election of directors and ratification of the 2021 budget) during the COVID-19 pandemic in lieu of an annual meeting of the membership. With a membership of 1,165 member homes, an in-person meeting is not allowed under the Governor's Order and a virtual meeting is not conducive; therefore the Association will conduct its annual business by mail-in ballot this year. Documents to be included in the Business packet mailing were reviewed and approved by the Board and include:

- Notice to the Membership (attached to minutes)
- Schedule of Business (attached to minutes)
- Mail in Ballot for Election of Directors & Ratification of Budget (attached to minutes)

**Nominating Committee:** A Board member serves as the Chair of the Nominating Committee and the remaining two members of the committee are appointed by the Board from the membership. The 2020 Nominating Committee will be chaired by Jim Blakeley and two members from the membership are being approached for appointment to serve on the committee.

**Motion:** Tom Weiss made a motion that the business meeting documents be approved as submitted by Roskelly Management Associates, that Jim Blakeley be appointed to serve as Chair of the 2020 Nominating Committee, and that two additional names from the membership for appointment to the Nominating Committee be presented for the Board's vote at their upcoming November 12, 2020 Board meeting.

**Second:** Robin Stiles

**Vote:** Unanimous

4. **North Elm Street Trail:** Two members have asked about the maintenance of the trail that begins behind the Lake Jeanette Dental Practice on North Elm St. and wraps around the lake behind Waterford Apartments off North Elm St. and if the HOA is going to rebuild a bridge that was removed by the DOT re construction of the Urban Loop.

Patty Eason, PE NC DOT Division Construction Engineer has advised that the walking bridge that was in the right of way that was purchased from Cone Denim/International Textile Group/ Lenoir Warehouse Group (LWG) will not be rebuilt. The right of way is a controlled access and will be fenced at the conclusion of the road construction project and will not allow private structures or access by anyone other than the DOT for safety purposes.

The response from the DOT specific to ownership of land in the trail area and the fact that it is mostly the general public who walk the North Elm St. trail, prompted the Association to review ownership specific to the entire trail to determine if it is maintaining a trail that runs through non-HOA and non-LWG owned property. Lake Jeanette Association only owns two tracts of land on the Waterford Apartment side of this trail. Lake Jeanette Association does not own any land on the Dental Practice/Brownstone side of the trail. LWG owns the buffer around the lake. Please refer to the areas outlined in red on the attached map for Association ownership. The path of the trail...

- Starts off of N. Elm St. on City of Greensboro property just behind the Dental Practice,
- Extends through property owned by North Elm Street Investors (UHC 3803 and 3805 N. Elm St.,
- Enters Lenoir Warehouse Group property
- Extends to the property now owned by the DOT as noted above
- Meets property owned by Lake Jeanette Association (Dry Storage Facility),
- May extend through property owned by Pendse Living Trust
- Then meets property owned by Lake Jeanette Association running to N. Elm St.

Through additional research, the Association learned that some of the land on the Brownstone side of the trail was originally hoped to sell for retail to build restaurants and shopping on that land. The plan was that the public would come to eat and then walk the trail that wraps around the lake for the public's enjoyment. Apparently, the City of Greensboro was in favor of this plan. The Association has heard that owners of property on the Brownstone side of the Lake were supposed to pay Lake Jeanette Association, Inc. for maintenance of this trail for public use. It appears that all of these discussions were made by the Developer and other parties prior to the Lake Jeanette Master Development being turned over to the Association by the Developer.

Lake Jeanette Association should not expend members' funds to maintain or accept liability for a trail that is not located on Association owned or leased common area property and that mostly benefits the general public. Jess Washburn, Lenoir Warehouse Group is investigating options for the future of this trail. Until definitive plans are received specific to future maintenance of the entirety of the trail, it is recommended that the Association continue to only maintain the section of trail that starts on Association owned property off North Elm St. behind Waterford Apartments and runs the extent of Association owned property to the area of the Dry Storage Facility. The linear footage of the Association's trail will be measured and the Association's website updated accordingly. A sign will be placed by the Association indicating where its trail starts and ends. See attached map – LJA owned property outlined in red.

**Motion:** Jim Blakeley made a motion that the Association only maintain the section of the N. Elm St. trail that is on Association owned property and that a sign be placed where the trail starts and stops.  
**Second:** Jory Marino seconded the motion.  
**Vote:** Unanimously passed.

**There being no other discussion, the meeting was adjourned at 3:20 pm.**

Respectfully submitted,  
Deborah Roskelly, Property & Operations Manager  
Lake Jeanette Association, Inc.

Approved by Jory Marino, Board Secretary on October 15, 2020.  
Approved by Board of Directors on October 15, 2020 for posting to Association's website.

**Lake Jeanette Association, Inc.**

**Balance Sheet**

As of September 30, 2020

Accrual Basis

	Sep 30, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
10015 · CAB checking	245,301.29
<b>Total Checking/Savings</b>	245,301.29
Accounts Receivable	
11400 · Outstanding HOA Dues	4,599.77
<b>Total Accounts Receivable</b>	4,599.77
<b>Total Current Assets</b>	249,901.06
<b>Fixed Assets</b>	
12000 · Equipment	1,125.73
12500 · Waikiki Paddle Boards	3,291.88
13000 · Sun Tracker Pontoon	19,863.68
13700 · 150 Skiff	12,027.00
13800 · Kayaks	1,751.00
13900 · Jon Boat	2,973.61
14000 · Village Entrance Signs & Walls	15,546.89
14500 · Village Entrance Landscaping	29,638.15
14600 · Low Voltage Lighting	88,963.34
14700 · Fido Station Replacement Kits	2,522.47
15100 · Marina Plumbing	5,505.00
15500 · Marina Building	9,178.00
15550 · Marina Heating Unit	964.22
15600 · Marina Parking Lot Gravel	3,275.00
15700 · Marina Fence	8,011.00
15750 · Lake Signs	1,972.60
15800 · Marina Docks & Decks	720.56
15850 · Marina Furniture	3,744.04
15900 · Christmas Items	1,298.80
16000 · Security Items	14,885.00
20020 · Accumulated Depreciation	-81,491.83
<b>Total Fixed Assets</b>	145,766.14
<b>TOTAL ASSETS</b>	395,667.20
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
21007 · Sales Tax Payable	214.63
21010 · Prepaid HOA Dues	3,204.00
<b>Total Other Current Liabilities</b>	3,418.63
<b>Total Current Liabilities</b>	3,418.63
<b>Total Liabilities</b>	3,418.63
<b>Equity</b>	
32000 · Operating Fund Balance	202,005.35
Net Income	190,243.22
<b>Total Equity</b>	392,248.57
<b>TOTAL LIABILITIES &amp; EQUITY</b>	395,667.20

## Lake Jeanette Association, Inc. (Master HOA)

**December 21, 2020 – Deadline for Receipt of Mail-In Ballots**

**Association Business (elections & ratification of 2021 budget) will be conducted by written ballot  
No Physical Meeting Due to COVID-19**

### SCHEDULE OF BUSINESS

- 11/12/20** The Board of Directors will meet via Zoom to discuss and approve the 2020 financials (actual and projections to end year), 2021 operating budget, appoint the 2020 nominating committee, and approve the packet of business to be conducted by the membership for mailing.
- 11/20/20** Packet should be received in the mail at Members' addresses on file by this date.
- 11/30/20** Deadline for members to return nominations for election of Directors to the Nominating Committee Chair by email [REDACTED].
- 12/1/20** The Nominating Committee will meet via Zoom and review the CV of the nominees presented for election to the Board of Directors and advise RMA of the names to be placed on the mail-in ballot.
- 12/8/20** The mail-in ballot should be received in the mail at Members' addresses on file by this date.
- 12/21/20** All mail-in ballots must be returned by 5:00 pm on this date. Ballots received after this date will not be counted. The Nominating Committee will count votes received via mail-in ballots at 6:00 pm on this date.
- On this date, the 2021 Budget will be ratified by the membership unless a majority of all the lot owners in the Association (583 = a majority) rejects the budget by mail-in ballot prior to this date.
- The 2020 business of the Membership conducted by mail-in ballot adjourns once votes are counted by the Nominating Committee and presented to the Board of Directors – approx. 7:00 pm on this date.
- Early Jan. 2021** Date to be determined by the 2021 Board of Directors: First Scheduled Meeting of the 2021 Board of Directors to appoint the Officers of the Board and set the 2021 Board Meeting Calendar.
- After the first meeting of the 2021 Board, Officers and Directors contact info will be posted on the Association's website and emailed to members who have signed up for electronic correspondence.



Lake Jeanette Association, Inc. 5040 Bass Chapel Rd. Greensboro, NC 27455  
HOA: 336-382-3663 [www.LJvillages.com](http://www.LJvillages.com) Marina: 336-337-0057

**November 13, 2020**  
**NOTICE TO ALL MEMBERS**

The business of the Membership of Lake Jeanette Association, Inc. (Master HOA) will be conducted this year by US Postal mail due to the world-wide pandemic (COVID-19) restrictions and safety guidelines relating to mass gatherings and how easily this virus spreads. There will be no physical meeting. **A schedule of important dates is included in this packet.**

The business (election of Directors) will be conducted via a mail-in ballot. We need at least 93 non lake view homeowners and 23 lake view homeowners to return their mail-in ballots for the purposes of establishing a quorum. If a quorum is not established, another mailing will be needed which is costly to our Association.

**Election of Directors:** There are three seats up for election this year. If you are interested in running for election, please e-mail your resume to (name and email address), Chair of the Nominating Committee by **November 30, 2020**. The nominating committee for 2020 is noted below. The write-in ballot will be mailed separately to each member’s address on file once the Nominating Committee reviews nominations and presents a write-in ballot to the membership for election.

\_\_\_\_\_, Chair

\_\_\_\_\_, Member

\_\_\_\_\_, Member

In accordance with the Planned Community Act, the names and addresses of all Officers and Directors of the Association will be published (posted on the Association’s website [www.LJvillages.com](http://www.LJvillages.com)) within 30 days of their election to the Board. This information will also be emailed to members who have signed up to receive electronic correspondence. If you have not signed up to receive electronic correspondence and wish to do so please complete the form attached to this letter and return via email to [Deborah@RoskellyManagement.com](mailto:Deborah@RoskellyManagement.com).

**2021 Association Dues: There will be no increase in Association dues for 2021.**

Lake View Lots: \$726.00 annually with \$363.00 due on January 1<sup>st</sup> and July 1<sup>st</sup> 2021  
Non-Lake View Lots: \$363.00 annually with \$181.50 due on January 1<sup>st</sup> and July 1<sup>st</sup> 2021

**Ratification of the 2021 Budget:** The following documents are included in this mailing for your review.

- RMA’s 2020 Operating Budget worksheet showing actual to date October 31, 2020 and projections to end the year. This spreadsheet includes the 2021 operating budget approved by the Board of Directors on 11/12/20.
- Balance Sheet period ending October 31, 2020 prepared by Aprio PLLC

In accordance with the Planned Community Act, the enclosed proposed 2021 budget will be ratified unless a majority of all the lot owners in the Association rejects the budget on the write-in ballot. There is no requirement that a quorum of write-in ballots be received in order for ratification of the budget.

**Property & Operations Report:** This report provides detail specific to 2020 maintenance and operational needs relating to Master Association owned & leased common area property – prepared by Roskelly Management (RMA).

**Q & A:** Since there will not be a physical meeting that allows for Q&A, please email [Deborah@RoskellyManagement.com](mailto:Deborah@RoskellyManagement.com) any questions that you may have pertaining to Lake Jeanette Association, Inc. by December 21, 2020. Answers to questions presented by the membership will be posted on the Association’s website within 30 days of the deadline for the write-in ballots.

**We hope your upcoming holidays are filled with good health and good times!**

Dixon Johnston, President – Robin Stiles, Vice President – Tom Weiss, Treasurer – Jory Marino, Secretary - Jim Blakeley, Member at Large

## Lake Jeanette Association, Inc. (Master HOA)

### 2020 MAIL-IN BALLOT FOR ELECTION TO THE 2021 BOARD OF DIRECTORS

Lake Jeanette Association, Inc. (Master HOA) will conduct the Election of Directors to the Board this year by mail-in ballot due to the world-wide pandemic (COVID-19) restrictions and safety guidelines relating to mass gatherings and how easily this virus spreads. The date to return the mail-in ballot for the Association's business was noticed for December 21, 2020 in the packet mailed to each member's address on file on November 13, 2020.

The 2020 Nominating Committee was appointed by the Board of Directors on November 12, 2020 and announced to the membership in the earlier notice: Chair, \_\_\_\_\_, Member, \_\_\_\_\_, and Member \_\_\_\_\_. The Nominating Committee met on December 1<sup>st</sup> and presents the Nominees (all members of the Association) named on this ballot for election to the 2021 Board of Directors.

#### INSTRUCTIONS TO COMPLETE THE MAIL-IN BALLOT

**NOTE – YOUR MAIL-IN BALLOT MUST BE RECEIVED BY THE ASSOCIATION BY 5:00 PM ON DECEMBER 21, 2020 TO BE COUNTED.**

1. Check if you are a Lake View or Non Lake View Lot Owner.
2. Place an "X" beside three (3) members' names that you would like to elect to the Board of Directors. Any more than three (3) votes will render this ballot invalid. Cumulative voting is not allowed.
3. Place the ballot in the addressed return envelope included in this mailing and mail so your ballot is received by December 21, 2020.
4. Please **do not** write your name or address on the ballot or the return envelope in order to keep your vote anonymous (i.e. secret ballot). A return envelope is provided that is addressed to Lake Jeanette Association, Inc. at 5040 Bass Chapel Rd., Greensboro, NC. This address also shows on the envelope as the return address.
5. Only original ballots received by 5:00 pm on December 21, 2020 will be accepted. Ballots have been printed on non-copy paper and are rendered Void if copied.

\_\_\_\_\_ I am a LAKE VIEW LOT OWNER

\_\_\_\_\_ I am a NON-LAKE VIEW LOT OWNER

Place "X" to mark your vote	Term	NOMINEES PRESENTED FOR ELECTION TO THE BOARD OF DIRECTORS BY THE NOMINATING COMMITTEE
	2 yrs.	Nominee's Name
	2 yrs.	Nominee's Name
	2 yrs.	Nominee's Name
	2 yrs.	Nominee's Name
	2 yrs.	Nominee's Name

**The Association's Bylaws, Article VI: Nomination and Election of Directors, Section 2, (a) and (b) outlines that...**

- Nominations for election to the Board of Directors shall be made by a Nominating Committee.
- Nomination may also be taken from the floor during the annual meeting. Since there is no physical annual meeting this year, all nominees must be emailed to the Nominating Committee as noted above.
- Election to the Board of Directors shall be by secret written ballot.
- The Association's Declarations (Article II, Sect. 2) outline that Non-Lake View lots are entitled to one vote and Lake View Lots are entitled to two votes.
- The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

#### Please vote on ratification of the 2021 budget:

\_\_\_\_\_ In favor of ratification of the budget

\_\_\_\_\_ Opposed to ratification of the budget



### Guilford County, NC



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Map Scale  
 1 inch = 333 feet  
 10/11/2020