

Brandon Ridge  
February Meeting Minutes  
February 26, 2009

**Type:** February Board Meeting  
**Attendees**  
**Board:** Tamara Gaspar, Eugene Brown  
**Management:** Joy  
**Law Firm:** Moretz & Skufca represented by Zach Moretz

**Location:** Henderson Properties

The meeting was called to order at 4:30pm February 26, 2009

**4:32pm** – Zach Moretz opened the meeting by giving an overview of the law firm and what they practice. Moretz & Skufca are a real estate firm that represents over 30 HOA's in the Concord/Charlotte area. He also discussed the fees that are charged by the law firm. For collection matters there is a flat fee of \$285.00 plus filing fee. This fee includes filing the liens, sending at least 3 letters and homeowner communication. If foreclosure is necessary there is a flat fee of \$750.00 plus court costs and filing fees. Zach also explained the option of Small Claims Court for which there is a fee of \$250.00 plus court and filing fees. All collections matters are charged a flat fee with no hourly rates being billed for communication, work, etc. with regard to those files. Any other work not related to collections would be billed at the standard hourly rates as disclosed in the contract, depending on which attorney did the work.

**4:55pm** Tamara Gaspar motioned to replace Sellers Law Firm with Moretz & Skufca; motion was seconded by Eugene Brown.

**5:05pm** The monthly report was reviewed. And the delinquencies were discussed.

**5:38pm** The meeting minutes for January were approved. Motion to approve the minutes by Tamara Gaspar; seconded by Eugene Brown.

Meeting adjourned **5:42pm**

President Signature: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_