

Sterling Pointe Phase 1 Homeowners Association
Board Meeting Minutes
Wednesday, July 22, 2015

Attendees:

Willie Pollard – President
Gena Braley – Vice President
Melissa Whitmer – Secretary
Chelsey Bennett – HOA Manager, Russell Property Management

Meeting was called to order at 6:10pm.

A Quorum was established.

Owner of [REDACTED] was in attendance to discuss a violation letter regarding missing screens. [REDACTED] asked for an extension as she has been in touch with a company to order replacements. The Board voted to allow an extension until August 22, 2015.

Reports Reviewed – Balance Sheet, Profit and Loss Budget Performance, Delinquents and Prepaids Report, Violations, and Work Orders.

The Board decided against painting the front and back doors at this time.

The Board discussed repairing a pot hole in front of 3810. It was discussed that this has previously been repaired. It was asked that RMP contact whichever company patched it previously and have them come back out and repair it.

The Board decided to have WB Denton put out mulch in October/fall.

Discussion about tree removal was tabled until all bids have been received.

RPM reported pressure washing quote includes cleaning the gutters and should begin around the first week of August.

Meeting was adjourned at 6:30pm.

Sterling Pointe Phase 1 Homeowners Association
Board Meeting Minutes
Wednesday, October 28, 2015

Attendees:

Willie Pollard – President
Gena Braley – Vice President
Melissa Whitmer – Secretary
Chelsey Bennett – HOA Manager, Russell Property Management

Meeting was called to order at 6:05pm.

A Quorum was established.

The Board discussed the violations listed in the meeting packet, primarily screens missing. It was decided to send a letter to fine the owners.

Reports Reviewed – Balance Sheet, Profit and Loss Budget Performance, Delinquents and Prepays Report, Work Orders, and Violations. The Board decided to go with a money judgement for M7 instead of foreclosure. It was also decided to replace the bushes for \$500.

The Board discussed repairing pot holes. RPM contacted Asphalt Solutions, who did the work previously, and asked he come back to repair since his last repair did not last long.

The Annual Meeting was noted as Saturday, November 21st. At that meeting, three directors would be elected for a term of one year.

The Board asked RPM to get quotes on resealing and restriping the parking lot.

Meeting was adjourned at 6:35pm.

Sterling Pointe Phase 1 Homeowners Association
Board Meeting Minutes
Wednesday, March 2, 2016

Attendees:

Willie Pollard – President
Gena Braley – Vice President
Melissa Whitmer – Secretary
Chelsey Bennett – HOA Manager, Russell Property Management

Meeting was called to order at 7:05pm.

A Quorum was established.

The Board elected officers. It was approved for Willie Pollard to remain President, Gena Braley to remain Vice President and Melissa Whitmer to remain Secretary.

The minutes from the October 28, 2015 board meeting were reviewed and approved.

Reports Reviewed – Balance Sheet, Profit and Loss Budget Performance, Delinquents and Prepaids Report, Violations, and Work Orders. Collections was also reviewed. The Board decided to go with a money judgement for

Maintenance – The Board discussed and approved to have Asphalt Solutions reseal and restripe to parking lot. The Board also approved to have the pressure washing done in spots as needed versus all four sides of each building.

The Board reviewed and discussed the updates to the Rules and Regulations. It was agreed that to update the line regarding parking in two spots versus within the lines.

The Board discussed and approved to update all street lights to LED lights.

Meeting was adjourned at 7:30pm.

Sterling Pointe 1 HOA

Board Meeting Minutes

October 26, 2016 – RPM's Office

Meeting was called to order and quorum was established with 3 of 3 directors present.

Hearings were held for the below units with open violations – an initial fine of \$100 was assessed to each account and a monthly \$100 will be assessed on the 15th of every month until the violation is corrected.

- Broken window on rear of unit
- Damaged blinds
- Missing screen on front of unit
- Missing screen on front of unit

Reports were reviewed, including Balance Sheet, Profit and Loss, Delinquents, Violations, and Work Orders.

Board voted to pursue a money judgment lawsuit against the property owner of for the balance owed.

Budget for 2017 was reviewed and approved as presented.

Annual meeting will be held at RPM's office on Saturday, November 19 at 1:00 pm.

Sterling Pointe 1
Board of Directors Meeting Minutes
January 31, 2017

Meeting was called to order and quorum was established with 3 voting members present. Those present included Gena Braley, Marianne Lohr (non-voting), Tommy Whichard, Willie Pollard, and Chelsey Bennett (RPM).

Officers were elected as follows:

President – Willie Pollard

Vice-President: Gena Braley

Treasurer: Tommy Whichard

Secretary (non-voting): Marianne Lohr

Violation hearings were held for unit [REDACTED] in relation to two open violations: missing window screen on rear of unit and water hose in grass. Board of Directors voted to assess a monthly \$100 fine if not corrected before March 1, 2017.

Minutes from the October 26, 2016 Board meeting were reviewed as approved as submitted.

Financial reports as of January 31, 2017 were reviewed, including balance sheet, profit & loss, delinquencies, violations, and work orders.

Estimate for wood rot around window at unit 3812 F6 was reviewed. Board determined these repairs should all be owner responsibility.

Estimate for tree remove between buildings 3812 and 3814 was reviewed. Board approved pending picture emailed Board member to confirm all parties were speaking about the same trees.

Estimate for sidewalk repair between buildings 3812 and 3814 was reviewed. Board requested additional estimates.

Meeting schedule for 2017 is currently scheduled as follows:

May 16, September 26, November 28 (annual meeting).

Meeting adjourned.

Sterling Pointe 1
Board Meeting Minutes
May 23, 2017, RPM

Meeting was called to order with quorum established (3 of 3 Board members in attendance). Those in attendance include: Gena Braley, Marianna Lohr, Willie Pollard, and Chelsey Bennett (RPM).

Minutes from January 31, 2017 meeting were reviewed and approved as submitted.

Board reviewed owner request for removing fines from _____'s account. It was decided to remove a portion of the fines once the violations are corrected. Owner is responsible for all unpaid legal fees, dues assessments, and late fees.

After reviewing multiple bids for sidewalk repairs at various locations, Board decided to have any tripping hazards spray painted. In order for the sidewalks to be repaired, multiple trees will need to be removed.

Board approve to purchase 1 additional mailbox station for replacement (cluster to include 3826 N).

Blue Ridge Pressure Washing was approved to clean areas of selected buildings as needed. Property inspector will create list.

Board decided to reevaluate the need for mulch replacement in the spring of 2018.

Board discussed the possibility of obtaining a Master Insurance Policy for all the buildings. No decision was made at this time. Further discussion and research will take place.

Sterling Pointe Phase 1
Board Meeting Minutes

September 26, 2017

Meeting called to order at 6:50 pm. Quorum was established with all 3 directors present - Gena Braley, Marianna Lohr, and Willie Pollard. Also present was Chelsey Bennett from RPM.

Minutes from May 23, 2017 Board meeting were reviewed and approved as submitted.

Financial reports were reviewed.

Preparation for the 2018 annual meeting of the members included date/time/location confirmation and approval of 2018 budget. This meeting will be held on Monday, December 4, 7:00 at the Sheppard Memorial Library. The Board will propose a dues assessment increase to \$65.00 per month to cover the cost of a Master Insurance Policy. Owners will receive documentation about amending Covenants to allow the purchase of a Master Insurance Policy. If amendment passes, vote will need to be taken for dues assessment increase – if amendment does not pass, dues assessment will remain at \$48 per month. Owners will receive a proposed budget for both scenarios to be ratified at the annual meeting of the members.

Board approved Enhancement Solutions for mulch install in spring 2018.

There are six remaining mailbox stations that need to be replaced. Board will review at next meeting to determine how many will be replaced in 2018 – all remaining may potentially be replaced.

An owner requested the Board to review suggestions about solving conduct problems in the neighborhood. Board reviewed emails that were submitted – no further action taken at this time.

Meeting adjourned at 7:20.

Next Board meeting date will be determined after election of new Directors at the annual meeting.

Sterling Pointe – Phase 1
Board Meeting Minutes

April 24, 2018

Meeting called to order. Quorum was established with all 3 directors presented – Gena Braley, Blake Harris, and Willie Pollard. Also in attendance was Chelsey Bennett with RPM.

Officers were elected as follows:

President – Willie Pollard

Vice President – Gena Braley

Secretary/Treasurer – Blake Harris

Minutes from September 26, 2017 Board meeting were reviewed and approved as submitted.

Financials reports as of 3.31.18 were reviewed.

Violation hearings were held for the following units.

- re: missing screen. Board voted to not assess a fine at this time as the unit is being foreclosed on and will be sold to new owners soon.
- re: damaged/broken window blinds. Board voted to assess an initial fine of \$100, followed by a monthly fine of \$100 for each month the violation remains open.

Work order regarding raised curbing near unit 3806 D9 was reviewed. Board did not approve estimate submitted by WB Denton to cut and remove tree root, as well as installing rocks and/or dirt to level our area. Board voted to have area sprayed as a precautionary measure.

New 3-gallon youpon holly shrub was replaced in front of 3812 F8 – dead shrub was previously removed at this location. Remain shrubs are much larger. Board voted to allow and not replace with larger shrub.

Mulch installation was previously approved to be completed by Enhancement Solutions. Start date is pending.

Winterville Post Office proposal to purchase new mailbox stations was reviewed. All 4 phases would need to be in agreement as mailboxes would be re-located. HOAs would be responsible for purchase of concrete. No decision was made at this time. Board will continue to review.

Property wide gutter clean out and full pressure washing was approved to be completed by Blueridge Pressure Washing.

Slate Painting was approved to paint all front doors, shutters, and building/unit numbers. Painting will be completed after pressure washing.

Dumpster clean out proposals were reviewed. Board voted to approve Llyod Nuinez cleaning out dumpster areas around the 1st and 15th of each month.

Discussion was held about hiring a security company to help address issues within the neighborhood. No decision was made at this time.

Meeting was adjourned.

Next Board meeting is scheduled for Tuesday, July 24, 7:00 pm at Russell Property Management.

Sterling Pointe – Phase 1
Board Meeting Minutes

July 24, 2018

Meeting called to order. Quorum was established with all 3 directors presented – Gena Braley, Blake Harris, and Willie Pollard. Also in attendance was Chelsey Bennett with RPM.

Minutes from April 24, 2018 Board meeting were reviewed and approved as submitted.

Financials reports as of 6.30.18 were reviewed.

Violation hearings were held for the following units.

- re: damaged blinds (No fine assessed – confirm completion after meeting)
- re: missing screen (No fine assessed – confirm completion after meeting)
- re: damaged blinds (30-day extension provided before \$100 monthly fine assessed)
- re: damaged blinds (No fine assessed – confirm completion after meeting)
- re: damaged blinds (No fine assessed – confirm completion after meeting)
- re: missing blinds (No fine assessed – confirm completion after meeting)
- re: missing screen (No fine assessed – confirm completion after meeting)
- re: satellite dish in common area (30-day extension provided before \$100 monthly fine assessed)
- re: satellite dish in common area (30-day extension provided before \$100 monthly fine assessed)
- re: missing blinds (No fine assessed – confirm completion after meeting)

Minutes from April 24, 2018 Board meeting were reviewed and approved as submitted.

Financials reports as of 06.30.18 were reviewed.

Mulch installation was previously approved to be completed by Enhancement Solutions. Start date was still pending. Board voted to have WB Denton install mulch at \$7,290 once pressure washing is completed.

Winterville Post Office proposal to purchase new mailbox stations was reviewed. All 4 phases would need to be in agreement as mailboxes would be re-located. HOAs would be responsible for purchase of concrete. Board agreed to proceed as needed.

Property wide gutter clean out and full pressure washing was approved to be completed by Blueridge Pressure Washing. If not on the property by August 6, the Board advised RPM to move onto the next vendor (2nd lowest cost). Slate Painting was approved to paint all front doors, shutters, and building/unit numbers. Painting will be completed after pressure washing.

Meeting was adjourned.

Next Board meeting is scheduled for Tuesday, October 16, 7:00 pm at Russell Property Management.

Sterling Pointe Phase 1
Board Meeting Minutes

October 16, 2018

Location: Russell Property Management

Meeting called to order and quorum was established with all three Directors present. Those present included Gena Braley, Blake Harris, and Willie Pollard, along with Chelsey Bennett (from RPM).

Violation hearing held for _____ regarding damaged blinds. Board voted to allow a 30-day grace period before assess a fine of \$100.00 per month.

Minutes from last Board meeting – July 24, 2018 – were reviewed and approved as submitted.

Financial reports as of September 30, 2018 were reviewed.

Foreclosure proceedings approved for delinquent account _____ .

Mailbox replacements are underway with the installation of concrete pads. Winterville PO will install mailboxes once pads are cured, and will deliver keys to RPM for distribution.

Annual meeting preparations included the following:

- scheduled for Tuesday, December 4, 2018 6:30 at RPM's office
- 2019 budget review; dues increase to \$49 even effective January 1, 2019
- all member terms expiring and all current Directors will be represented on the ballot for re-election.

Next Board meeting will be scheduled after the start of the new year and will be emailed to all Directors.

Meeting adjourned.

Sterling Pointe Phase 1 HOA

Board Meeting Minutes

March 25, 2019

Location: Russell Property Management

Meeting called to order by Vice-President, Gena Braley. Quorum was established with two of the three Directors present (Gena Braley and Blake Harris). Willie Pollard submitted his resignation via email prior to the meeting. James Braley was appointed to fill the remainder of W. Pollard's term.

Officers were elected as follows:

President – James Braley

Vice President – Gena Braley

Secretary & Treasurer – Blake Harris

Violation hearing was held for the owner of _____ regarding missing screens. Board voted to assess a monthly fine of \$100.00 starting April 1, 2019, until the violation is corrected.

Minutes from previous Board meeting (October 16, 2018) were reviewed and approved as submitted.

Financial reports as of 2.28.19 were reviewed.

A total of \$2,968.13 was spent from this Phase towards the new mailbox locations and key distribution. Old mailboxes will be removed and may be sold for scrap metal. This phase had 3 newer model mailboxes previously installed, which will be sold to another Association.

Board reviewed and approved an estimate from WB Denton to trim all shrubs below windowsills.

A suggestion was reviewed regarding installing dog poop bags at new mailbox locations. Board reviewed estimate for stations and bags, and voted to not proceed at this time.

Updates for Rules and Regulations were reviewed. Board voted to keep current regulation outlawing window AC units. Regulations for visitor parking were amended to the following:

Visitor spaces are to be used on a first come, first serve basis. As visitor spaces are limited, residents are requested to not routinely park in visitor spaces. Reports of frequent visitor space usage can be sent to the Management Company for follow up – in order for action to be taken, resident MUST supply the make/model of the vehicle and license plate, as well as vehicle owner's unit/address (if known).

Pressure washing bids were reviewed. No vendor approved at this time. Board will review at a later date and may only proceed with spot cleaning as needed towards the end of the summer.

All dumpsters were approved to be painted. No dumpsters were noted to need additional repairs at this time.

Meeting adjourned.

Next Board meeting is currently scheduled for Monday, July 22, 2019 at 6:30 pm.

Sterling Pointe 1
Board Meeting Minutes

July 22, 2019

Location: Russell Property Management

Meeting called to order with all 3 Directors present. Those present included Gena Braley, James Braley, and Blake Harris, as well as Chelsey Bennett (Manager).

Violation hearings were held for the following units:

- re: vine growing on building from inside patio. Board voted to grant an extension to remove dead vine on building. If not corrected by September 1, 2019, a fine of \$100 per month will be assessed.
- re: missing screen. Board voted to assess a monthly fine of \$100 starting August 1, 2019 until the violation is corrected.
- re: overgrown vegetation within patio. Board voted to assess a monthly fine of \$100 starting August 1, 2019 until the violation is corrected.
- re: missing screens. Board voted to assess a monthly fine of \$100 starting August 1, 2019 until the violation is corrected.
- re: damaged screens. Board voted to assess a monthly fine of \$100 starting August 1, 2019 until the violation is corrected.

Minutes from March 25, 2019 Board meeting were reviewed and approved as submitted.

Financial reports as of June 30, 2019 were reviewed.

Estimates for pressure washing and gutter cleaning were reviewed. Board approved to proceed with Coastal Docs in March 2020 for both items at all buildings.

Landscaping contract updates were reviewed with detailed pond and ditch maintenance included. WB Denton to submit estimates – Board not interested in obtaining outside bids at this time.

Discussion about storm doors included grandfathering in units with ½ view (instead of full-view) storm doors (once need repairs, will need to be full-view but not forcing to replace if not broken) and allowing screen inserts (so long as screen mesh is maintained).

Meeting adjourned.

Next meeting is currently scheduled for Monday, October 21, 2019 at RPM.

Sterling Pointe Phase 1 HOA
Board Meeting Minutes

October 22, 2019

Location: Russell Property Management

Meeting was called to order at 5:05 pm Quorum was established with two of three Directors present. Those present included Gena Braley, and Blake Harris, as well as Chelsey Bennett (manager).

Violation hearing was held for the owner of _____ regarding flagpole holder installed on front column. Board voted to assess a fine of \$100.00 per month starting November 1, 2019 until the violation is corrected.

Minutes from July 22, 2019 meeting were reviewed and approved as submitted.

Financial reports as of September 30, 2019 were reviewed.

Annual meeting preparations includes the following:

- meeting will be held at Russell Property Management on December 3, 2019 at 5:30 pm
- 2020 draft budget was reviewed. Board voted to not increase dues assessment, will remain at \$49.00 per door per month.
- All current members are at the end of their term and are willing to be on the ballot for re-election.

Sidewalk repair suggestions were presented from Precision Safe Sidewalks. Board voted to repair all noted areas and curbs – this will be included in 2020 budget and as such will be scheduled for after January 1, 2020. There is one location by the 3806 building that was noted to require demolition and replacement, which is not handled through this vendor. Board will review estimates for this area at first meeting in 2020.

Board members requested information to review on replacing front door entrance light fixtures property wide with motion sensor one.

Meeting was adjourned at 5:30.

Sterling Pointe Townhomes Homeowners Association, Inc.
Board of Directors Meeting Minutes

March 24, 2020

Location: online via GoToMeeting

Meeting called to order at 5:00 pm. Quorum was established with all 3 Directors present – Gena Braley, James Braley, and Blake Harris, as well as Chelsey Bennett (manager).

Officers were elected as follows:

President – Gena Braley

Vice President – James Braley

Secretary/Treasurer – Blake Harris

Violation hearings were originally scheduled to occur at 5:30 pm, however due to COVID-19 gathering restrictions no hearings were held.

Minutes from previous Board meeting, October 22, 2019, were reviewed and approved as submitted.

Financial reports as of February 29, 2020 were reviewed.

Board reviewed foreclosure options for unit _____ – want to question attorney if draft can be stopped until legal fees are paid. Board does not wish to proceed with foreclosure at this time.

Motion sensor lights were approved to be replaced on the front of all units – Black Alexandria Wall Lantern Sconce with Curved Beveled Glass. Once installed, owner will be responsible for maintenance/repairs/replacement as needed.

Parking lot was approved to be seal-coated (2 coats), stripping, and areas repairs by Asphalt Solutions.

Sidewalk repairs were previously completed by Precision Safe Sidewalks. Areas by 3806 D9 and 3812 F1 were noted to need demolishing and replacement in order to fix. Additional estimate will be gathered, if low will proceed with second vendor, otherwise approved to have Asphalt Solutions proceed.

LDCC, Inc approved to clean up retention pond area (by 3820). Ditches will be reviewed for 2021 budget.

Vinyl fence approved to be installed (replacing wooden fence) at 3824 M building by Seegars Fence Company. Additional electrician quotes to be received.

Meeting adjourned 5:25 pm.

Next Board meeting is currently scheduled for June 30, 2020 5:00 pm at Russell Property Management

Sterling Pointe Townhomes Homeowner's Association, Inc
Board Meeting Minutes
Via GoToMeeting

June 30,2020

Meeting called to order at 5:15 pm.

Quorum established with three of three Board members present. Those present included Gena Braley, James Braley, and Blake Harris, as well as Chelsey Bennett (Community Association Manager).

First part of meeting included all 4 phases to discuss neighborhood wide items.

- All Boards want to proceed with front door entry light replacement. Concerns with motion sensor lights include many being discontinued (because of service issues with the sensor), limited quantities available (no space to store extras until can receive all), and limited (or no) warranty. James Braley to investigate further with Home Depot contact.
- Parking lot repairs were previously approved. All patching / pothole repairs have been completed. Additional approved services (seal coat and/or space painting and labels) to be schedule for the fall.
- Suggestion from RPM to have Rules and Regulations reviewed by an attorney after recent education. Boards decided to not have reviewed and no changes made, but will know internally what violations can and cannot be assessed fines. Agrees to continue to send violation letters as normal, but will only send Notice of Hearing for those violations that manager feels Board has authority to fine for.

*All other phases Board members exited meeting before items for this phase only were discussed.

Minutes from March 24, 2020 Board meeting were reviewed and approved as submitted.

Financial reports as of June 30, 2020 were reviewed.

Board review history of . Dues are on draft now, balance is legal fees from previous delinquency. Board would like letter sent to order about stopping draft if account is not paid in full with 30-days.

Seegars Fence Company approved to replace 3824 M wooden fence with vinyl. Estimates from Lupo's Electric and Sawyer Electrical Repairs for meter base work. Gena Braley to talk with Sawyer about adjusting price as seems high. Board wants to proceed with Sawyer, depending on price, because they will build a temporary structure instead of allowing meter bases to swing freely.

Meeting adjourned.

Next meeting is scheduled for September 29, 2020.

Sterling Pointe Townhomes Homeowners Association, Inc
Board Meeting Minutes

September 28, 2020

Location: virtually via GoToMeeting

Meeting called to order at 6:28 pm. Quorum established with all 3 Directors present (Gena Braley, James Braley, Blake Harris). Also present was Chelsey Bennett, Community Association Manager.

Minutes from June 30, 2020 Board meeting were reviewed and approved as submitted.

Financial reports reviewed as of September 30, 2020.

Motion made to proceed with foreclosure for delinquent dues at _____, all in favor.

Boards for all 4 phases want to proceed with front door entry light replacements. Concerns with motion sensor lights include many being discontinued (because of service issues with the sensor), limited quantities available (no space to store extras until can receive all), and limited (or no) warranty. Board members to continue investigating options.

Reviewed current Rules and Regulations regarding authority to fine. Motion made to continue to just send standard violation letter and no hearings letters during the COVID-19 pandemic, all in favor. Board will review process and authority for fines at March 2021 Board meeting.

Annual meeting was previously (tentatively) scheduled to take place on Wednesday, December 2. Board reviewed options of having in-person vs virtually; decision was made to have in-person following COVID protocols with a option for remote attendance as well. Available dates at Christ's Church will be determined through email and packets mailed to all owners accordingly.

Budget for 2021 fiscal year was approved with no increase in dues assessment; will be included with annual meeting packet for ratification by the owners.

Three current Directors (Gena Braley, James Braley, Blake Harris) will be represented on the ballot for re-election.

Motion made to have all dumpsters in this phase repainted at \$35 each, plus cost of paint, all in favor. List of any dumpsters noted to need welding repairs prior to painting will be reviewed via email.

Estimates for vinyl fence replacement at 3800 A, 3804 C, and 3808 E will be collected and reviewed through email.

Meeting adjourned at 6:32 pm.