

## Westhaven South Phase 4 HOA Board of Directors minutes 4/29/2019

The meeting was called to order at 6:09 p.m. by Amanda Blomefield representing Russell Property Management. Those present included Ruth McCorkle, Sabrina Colella, Peggy MacDaid and visitor Stephen Colella.

First order of business was the election of board directors. Serving as president for a 3 year term is Sabrina Colella; vice president serving a 2 year term is Ruth McCorkle; and secretary/treasurer serving a 1 year term is Peggy MacDaid. The board also voted to reimburse Ms. McCorkle \$40 for the fee she paid to attend the Community Associations Institute class held recently in Greenville. She reported the class was very informative concerning legal processes for communities/HOA's.

The board reviewed three landscaping bids received for mowing and trimming the sidewalk area and around the retention pond on Loudon Court: Creative Cuts (current) \$125 per month; Greentech \$280/monthly and Bryan Smith \$450/month. The board voted to continue the current contract with Creative Cuts.

The board then authorized Ms. Blomefield to order two "Private Property/No Trespassing" signs at a cost of \$60 to be placed at strategic locations near the retention pond which is owned, insured and maintained by the Westhaven South Phase 4 HOA. Mr. Colella agreed to install the signs at no cost to the HOA. This is to deter anyone attempting to swim in the retention pond.

Discussion was then held concerning the use of property management companies for handling mailings, legal issues and banking for the HOA. It was determined by the board that a management company be retained to handle these actions, rather than the HOA. A motion was made by Ms. MacDaid to contract with Russell Property Management, effective 6/1/19. The motion was seconded by Ms. McCorkle and unanimously agreed upon. The contract was signed by Ms. Colella. (It was noted Russell Property Management (RPM) already has been performing these duties for the HOA.

The board then went into closed session and Mr. Colella was dismissed to discuss collection policy and legal fees for those property owners 2 or more years in arrears in paying the \$185.00 per year HOA dues. (Fees for 2018 was \$100 per year and increased to \$185 per year for 2019) Ms. Blomefield noted that each month, letters reminding

owners of outstanding dues, noting payments can be made in person, by check or debit/credit card. The board established the following collection procedures:

1. A reminder letter will be issued by RPM to all homeowners 2 or more years in arrears, advising them of the overdue amounts and requesting payment. A 30 day grace period is provided for the debt to be satisfied. Currently, there is one homeowner in arrears. A reminder letter is to be issued on 4/29/2019 to this homeowner with a due date no later than 5/30/2019.
2. If the debt is not satisfied, RPM will issue a debt lien notification letter (demand letter) with no additional cost to the HOA, other than postage.
3. If no response in 30 days to RPM's demand letter, the account will be turned over to an attorney to send a debt lien notification letter (demand letter) at a cost of \$85.

The board then addressed creating rules and regulations as well as violation procedures. Specifically discussed was placement of trash and recycle bins into the streets on Baywood Lane and Loudon Court as well as placement of yard debris into the streets. It was determined that the HOA rules be consistent with those of the City of Greenville which prohibits placement of bins and debris in the streets. The City rules can be accessed via their website at

[www.greenvillenc.gov/government/public-works/sanitation](http://www.greenvillenc.gov/government/public-works/sanitation).

Ms. Blomefield reported that RPM conducts a monthly drive through inspection of the HOA area, at which times violations are noted. (The inspector is not allowed on private property). Two warning letters are then sent to homeowners giving them 90 days to correct the violation, followed by a hearing letter if necessary. This usually includes things like a house needing to be power washed, camping/travel trailers or boats parked in yards, political signs, etc). No current violations are pending. Further rules and regulations will be discussed and addressed in a work session by the board scheduled for 5/4/19.

The next board meeting is scheduled for August 5, 2019 at 6 p.m. at the RPM offices. The meeting was then adjourned at 7 p.m.

Respectfully submitted by Peggy MacDaid

## **Westhaven South Phase 4 HOA Board of Directors Minutes 8/5/2019**

The meeting was called to order at 6:06 p.m. by Sabrina Colella, board president and a quorum established. Attending were board members Ruth McCorkle and Peggy MacDaid, and Amanda Blomefield, Management Support representative for Russell Property Management.

**Old Business:** Ms. McCorkle noted that she as well as Lucy Weaver, an HOA member have requested several times that Victor Long, an employee of the City of Greenville who oversees retention ponds, provide the board and membership with a copy of the drainage map. This map will delineate the water flow pattern into the retention pond on Loudon Court. Ms. Blomefield noted she had also been in contact with Mr. Long to obtain this information and had been advised via email that the file containing the map had been misplaced. He was searching for it and would forward it as soon as it is located.

Mowing and trimming around the pond and adjacent area was again discussed. Dissatisfaction with the current landscaping company, Creative Cuts, was pointed out by Ms. MacDaid, noting the poor quality of the work and that it was not being done on a weekly basis as outlined in the contract. Ms. Blomefield noted she and Ms. MacDaid had met with the owner of the company who was shown the area to be mowed, given a map of the property and another copy of the contract to which he had agreed. He assured the work would be done in a timely and better manner. This has not occurred. Ms. Blomefield, at the board's [previous request, obtained bids from 5 landscaping companies: Creative Cuts (current): \$125/monthly; Greentech: \$280/monthly; Bryan Smith: \$450/monthly; Greg Colson: \$120/monthly; and C.L. Moore: \$400/monthly. Mr. Colson's bid was discussed. He runs his landscaping business separate from his employment by Russell Property Management. He advised he is in the process of obtaining the necessary insurance and bonding needed to operate his landscaping business and should have it in place in approximately 2 weeks. The yearly contract with Creative Cuts has ended effective 8/1/2019 with the option of continuing on a month to month basis per Ms. Blomefield. The board voted to continue the contract with Creative Cuts for one

month. After Mr. Colson has notified Ms. Blomefield of his insured status, she will share this info with the board for reconsideration of accepting his bid. Per the contract with Creative Cuts, the board must provide a 30 day notice ending the contract.

Ms. Colella noted only one homeowner still remains in arrears on the annual dues for this year. The homeowner has been notified twice. However, as he is only in arrears for the current year, no further action can be taken by the board through legal means to collect the past due amount. If however the fees are not paid in 2020, additional steps to collect the dues may be necessary.

**New Business:** The no trespassing signs have been installed at the pond, one facing Loudon Court, the other facing Westhaven Park. Notification and posting on the Westhaven Bulletin Board will be made as soon as possible. Ms. Blomefield will provide the wording with the board's approval. Ms. MacDaid will contact the person responsible for posting notices on the board. Ms. McCorkle also requested that information concerning and reasoning for the no trespassing signs be included in the quarterly community newsletter posted to all residents in Westhaven proper. Ms. MacDaid will ask that this be done.

Ms. McCorkle asked about the liability insurance covering the HOA and the board members. Ms. Blomefield noted we are insured through Nationwide with the local agent being Stephen West in the Greenville office. She did not have the exact figures of the extent of the coverage at hand but will forward that information to the board on 8/6/2019 via email.

In response to a homeowner's request, it was noted by Ms. Blomefield that legal services provided to the HOA is handled by Jordan Price Law Firm in Raleigh. She noted this firm had been involved in writing part of the NC Planned Community Act. This information will be shared with the homeowner by Ms. MacDaid.

Carl and Joyce Bennett of 120 Loudon Court have submitted a request to have a storage building placed in the rear of their property. Their request provided

detailed description of and outlined the exact location of the building, and meets all the required specifications of the HOA. The board voted unanimously to accept their request. Ms. Blomefield will notify them by telephone and letter.

The next board meeting is scheduled for 11/4/2019 at 6 p.m. at the Russell Management Group office. At that time, the budget will be discussed. The next HOA annual meeting will be on 1/27/2020. Ms. Blomefield will arrange for a suitable meeting place.

The meeting was adjourned at 7:05 p.m.

## **Westhaven South Phase 4 HOA Board of Directors Minutes 11/4/19**

The meeting was called to order at 6:00 p.m. by Ruth McCorkle, board vice president, and a quorum established. Attending were board members Ms. McCorkle and Peggy MacDaid; Sabrina Colella, board chair via conference call, and Amanda Blomefield, Management Support representative for Russell Property Management. Also attending were Joyce and Carl Bennett, HOA members.

**Old Business:** Ms. MacDaid noted that Creative Cuts, the HOA's lawn service company, had sprayed some type of weed killer to remove the invasive grass surrounding the pond. She noted the weed killer had also killed some of her lawn grass but that the fescue seemed to be returning. She noted that no one from the service had been back in several weeks to mow around the pond as the weeds and grass have not regrown. She suggested the company be contacted by Ms. Blomefield about being contracted on a month to month basis as needed. Ms. Blomefield will contact the owner to see if he is willing to accept a month to month rather than a yearly contract.

**New Business:** The 2019 budget was reviewed and the proposed 2020 budget was then presented by Ms. Blomefield. As of October 31st, the most recent figures showed the HOA's cash balance total liabilities and equity to be \$822.09. Net 2019 income as of the end of October was \$277.76. The projected operating budget for 2020 will be \$4,625.00, with a carryover from line items expenses from 2019 being \$587.85. The 2020 budget will be published in January 2020. No rate increase in HOA fees are anticipated will be necessary, with the dues remaining at \$185.00 per household for the upcoming year. Ms. Colella moved and Ms. McCorkle seconded that the projected budget be approved.

Ms. Blomefield then presented a request by the Bennett's to build a 15'6" X 15' heated sunroom addition to the rear of their existing home at 120 Loudon Court. A complete and detailed description of the proposed addition was submitted by Mattox Design and Build, LLC. As there were no objections and as the addition met all specifications, Ms. MacDaid moved and Ms. Colella seconded the motion to permit the extension.

Ms. Blomefield noted the city of Greenville has completed their annual inspection of the retention pond, but that of this date, the final report as to the compliance of the pond to city requirements has not been received. No further action was taken. She then presented an enlargement of the drainage map provided by the city which shows the area directly behind the houses on the left side of Loudon Court and facing E. Baywood Lane, currently scheduled for development, will drain into the retention pond on

Loudon Court. This area is designated as parcel 74008 in Westhaven Phase 3 and encompasses the area between E. Baywood Lane and Regency Blvd. An area contingent to this parcel, #74328, is owned by the same group but it's inclusion in Phase 3 is unknown. Ms. MacDaid moved and Ms. Colella seconded the motion that Ms. Blomefield ask Rocky Russell contact the owner of these parcels to consider incorporating them into the Westhaven South Phase 4 HOA as they are physically linked to those parcels on E. Baywood already designated as being Phase 4.

The annual meeting for all HOA members is scheduled for January 27, 2020. Several locations were suggested with the favored one being University Church of Christ which is located near the Westhaven Development and would be very convenient to the members. Ms. Blomefield will check on this site. Ms. Colella made the motion and Ms. McCorkle seconded that a copy of the 2020 budget be issued to HOA members in January prior to the annual meeting. Notice to all members as to the date, time and the importance of attending will be noted in the letter. One board position will be becoming vacant as of 2020.

The Bennetts were then asked to depart as the board went into closed session. One dues delinquency was identified and the board agreed to have Ms Blomefield issue a third delinquency notice sent to the homeowner.

During the October drive-thru inspection, several other homeowners continued to be in non-compliance with the regulation/rule concerning storage of their trash and/or recycling bins in areas visible from the road. The board did authorize Ms. Blomefield to issue second reminder letters to the other homeowners. Ms. McCorkle noted that one of the properties is a rental, with the owners living out of state. Ms. Blomefield noted the letter will be sent to the homeowner of record, not the renter.

There being no further business, Ms. Colella adjourned the meeting at 7:00 p.m.