

**WRHOA Webinar
Minutes
February 25, 2021**

- I. Call to Order by Elizabeth at 7pm
- II. Motion to Approve October General, December Executive, and February 3, 2021 Planning Minutes made by Elizabeth and seconded by Melody, Unanimous vote to approve.
- III. Reports
 - A. Motion made to accept the October 2020 and November 2020 financial reports made by Susan with unanimous approval.
 - B. Manager's Report presented by Tonya with review of the January 2021 finance report.

Motion to accept the December 2020 and January 2021 Financials made by Elizabeth and seconded by Stephen with Unanimous approval

Motion to approve follow-up treatment for Ants on Windy Ridge grounds in early spring made by Elizabeth, seconded by Susan, with Unanimous approval
- IV. Proposed Projects for 2021 (contingent upon available funds)
 - A. Motion made by Elizabeth, seconded by Stephen and unanimously approved to have Jon's gutters replace the gutter on Units 59-60 with work to begin as soon as possible
 - B. Motion made by Elizabeth and seconded by Melody with unanimous approval to have tennis court light removed by Ricky Carrawan for electrical part with tree removal using Steve Wingate with work to begin as soon as possible.
 - C. Contingent upon available funds, Elizabeth made a motion to approve the fencing replacement project for Units 36-41 in March 2021, Units 15-20 in May 2021, and Units 1-7 in July 2021 using Shawn McLawhorn. Seconded by Stephen with unanimous approval.
 - D. Elizabeth made the motion to begin regular scheduled Building Maintenance work on Units 89-106 in September 2021 if funds available. Seconded by Stephen with unanimous approval.
- V. New Business

- A. Elizabeth made a motion to maintain 10 years of Windy Ridge financial records while maintaining minutes forever along with important documents. Seconded by Stephen with unanimous approval.
 - B. Due to a conflict in scheduling with our new manager's schedule, Windy Ridge has changed the general meeting dates from the Second Tuesday of every other month to the fourth Tuesday of every other month. One exception will be the August 2021 meeting which will be on August 30th at 7p.
 - C. Motion made by Stephen and seconded by Melissa for Melody to make final submission of City of Greenville Grant request for monies to be used for Doggie stations. Unanimously approved. Dog owner volunteers will be sought for instillation.
- VI. The next meeting will be April 27th at 7pm in the Clubhouse. Masks and social distancing will be required.
- VII. The meeting was adjourned at 7:45pm.

Submitted by Susan Keller

Windy Ridge HOA Meeting

April 27, 2021

7p

Type of Meeting: General

Please note that Tonya could not attend the meeting therefore it was changed to in person at the clubhouse

Present: Elizabeth Higson, Stephen Natale, Melody Kissinger, Susan Keller

- I. Meeting called to order by Elizabeth at 7p
- II. Motion made by Elizabeth and seconded by Melody to approve the February minutes with unanimous approval
- III. Reports
 - a) Motion made by Elizabeth and seconded by Melody to approve the February and March Financial reports with unanimous approval
 - b) Landscaping: Volunteer work continues on the grounds and gratitude is expressed for our donations of time and money.

Motion made by Melody and seconded by Stephen to use the pine straw allowance toward capital improvement maintenance this year to build our funds. Unanimously approved
- IV. Open issues
 - a) The gutters and tennis court light removal which included removal of some trees were completed.
- V. Adjournment: The meeting was adjourned by Elizabeth

Respectfully submitted by Susan Keller

Windy Ridge HOA

Meeting Minutes

June 22,2021

Opening

The regular meeting of the Windy Ridge HOA was called to order at 7:15pm on June 22,2021 by Vice President Stephen Natale.

Present

Stephen Natale, Melissa Banno, Susan Keller

Approval of Minutes

Stephen made a motion with a second by Melissa to approve the April minutes.

Unanimously approved

Reports

Susan made a motion with a second by Stephen to accept the April and May financials.

Unanimously approved

Landscaping: The grounds will be treated for fire ants when a dry period occurs. Elizabeth had called the city regarding tree root effect on street pavement. The city is monitoring this. She also called the city to clarify the city's responsibility for trees around the creek. The city is only responsible for maintaining the clear flow of the creek. Windy Ridge is responsible for trees on our property. The next shrubbery pruning will be discussed at a later date

Open Issues

Building maintenance on Buildings 89-106 was begun earlier than planned since fences had to be delayed due to cost of materials.

Motion made by Susan to approve the bid from Jon's Gutters for work to be done on buildings 89-94. Seconded by Melissa and unanimously approved

New Business

The use of the tennis courts has evolved to more general usage since the Rules update in 2019.

Motion made by Melissa and seconded by Stephen with unanimous approval of the following guidelines for this area which is now considered a multifunction community space.

Common courtesy is expected between residents. Anyone who uses the area enters at their own risk.

People are allowed to play in the area at their own risk. That may include bikes, skates, skateboards, or ball.

Children need to be supervised by a teenager or adult.

Pets need to be supervised by a teenager or adult.

Pets are allowed to run loose in the area but if people are playing in the space, the owner is expected to control their pet from being overly friendly or aggressive.

All trash debris needs to be put in the dumpsters including pet waste.

Respect the person who is in the area upon your arrival.

Adjournment

Meeting was adjourned at 8pm by Vice President Stephen Natale. The next general meeting will be at 7p on August 30 via GotoMeet

Minutes submitted by: Susan Keller

Windy Ridge HOA

Meeting Minutes

August 30, 2021

Opening

The regular meeting of the Windy Ridge HOA was called to order at time on August 30, 2021 on GotoMeeting by Elizabeth.

Present

Elizabeth Higson, Melody Kissinger, Stephen Natale, Melissa Banno, Susan Keller, Tonya Jones, manager

Approval of Minutes

Motion made by Elizabeth to approve the June Minutes, seconded by Melody with unanimous approval

Reports:

Motion made by Susan, seconded by Melody to approve the June and July financial reports. Unanimously approved

Architectural: The window air conditioner unit has been removed after receiving a reminder that window units are not allowed.

Landscaping: (Chair open) Pruning has been completed except for some follow-up which Elizabeth is handling.

Members, please remember that yard debris must be placed at the drop off at Scott and Barnes for City pickup

Open Issues

- a) Members, please respect the personal time of Board Members. The proper procedure for contacting the Board is a written letter placed in the manager's box, email to WindyRidgeHOA35@gmail.com, or through Tonya
- b) Building maintenance completed Units 89-106
- c) Fence project was begun August 23 with Units 36-41. Temporary numbers were put up for now while numbers are ordered. Discussion for sealant is underway. Awaiting word from the contractor as to next stage. The buildings facing 14th Street are to be completed first.
- d) We are waiting for final approval of the city grant to be used for Doggie stations. Plans for installation are underway should we receive the grant.

New Business

- a) The potholes on Barnes Street had been reported to the city earlier this year. Tonya will resubmit but she says the city decides when the holes are deep enough for repair.
- b) We have had two homeowners purchase and put down wood chips on the common ground around their homes. While we are grateful for the homeowner's care, this has over the years been avoided to deter attracting termites. A discussion regarding the addition of this option to our rules followed with the final decision that PINE STRAW remains the approved mulch for Windy Ridge. Motion was made by Susan, seconded by Melody with unanimous approval.
- c) In response to the email received from a member regarding purchase and installation of a camera on the tennis courts to monitor residents who do not pick up animal waste, Elizabeth did have a camera posted for the area, but it was often too dark to see. No action from the city on our request for a light for that area. No additional purchases can be made that this point.

Adjournment

Meeting was adjourned at 2021 by Elizabeth. The next general meeting will be at time on October 26, 2021

Minutes submitted by: Susan Keller

Windy Ridge HOA minutes Gotomeeting

October 26, 2021

7pm

- I. Meeting called to order by Elizabeth at 7p
- II. Present: Elizabeth, Melody, Stephen, Melissa, Susan, Tonya
- III. Motion to approve August minutes made by Elizabeth, seconded by Melody and unanimously approved
- IV. Reports
 - a) Motion to accept August and September Financials made by Susan, seconded by Stephen with unanimous approval

November 9th planning meeting to finalize 2022 budget agreed on
 - b) Nominating chair announced that we are accepting nominations for Board members
- V. Open Issues
 - a) Final 2021 series of fences have begun
 - b) Doggy stations decision still in City's hands.
- VI. New Business
 - a) Some members are choosing to use their properties as short term rentals
 - b) Discussion whether to maintain rule prohibiting caulk uses on common grounds.
Vote was to keep the rule with only one objection.
 - c) The time period for Roof replacement rotation has not begun
 - d) Stephen made the motion to accept the estimate by Neil to finish caulking the remaining sidewalk cracks with a second by Susan, unanimous approval.
 - e) Members, remember that temporary overflow parking is allowed in the clubhouse parking lot on the row facing the tennis courts. All cars are to have UpToDate license if parked on WR grounds
- VII. Adjournment at 1950

Submitted by Susan Keller

Windy Ridge HOA
Special Planning Minutes

November 9, 2021

7p

- I. The meeting was called to order by Elizabeth at 7:10pm.
- II. Attendees: Elizabeth, Melody, Stephen, Susan, Melissa
- III. Discussions
 - a) 2022 Buildings due for maintenance are 69-74, 49-68 will be added if money available
 - b) 2022 fences planned for replacement are 9-14, 21-26, 42-48 Sealing of new fences will be done when materials are available.

Motion made by Elizabeth, seconded by Melissa to replace fences 27-34 during 2021. Unanimously approved. The use of stone instead of wood at the base of these fences will be researched.
 - c) The 2022 budget for trees remains open at present. Susan will make an inquiry with the county extension agent into who could assess the health of our trees
 - d) Steven has yet to begin discussion with Suddenlink regarding our contract
 - e) Available board members will meet this Sunday (November 14) at 1p to mark the final number of sidewalks to be repaired by the end of this year
 - f) Hanging of the Greens planned for November 27, 2021
 - g) January 25, 2022 is the date of our annual meeting.
 - h) Cleaning out gutters and blowing off pine straw was discussed. The addition of screen mesh over gutters will be investigated
 - i) *Motion made by Elizabeth, seconded by Susan for Stephen to open a money market account after determining the minimal amount needed. Unanimously approved.*
- IV. The meeting was adjourned at 8:45p

Respectively submitted by Susan Keller

Windy Ridge HOA

Meeting Minutes

December 28, 2021

7p

- I. Elizabeth called the meeting to order at 1906
- II. Attendees: Elizabeth Higson, Stephen Natale, Melody Kissinger, Melissa Banno, Susan Keller, Tonya Jones by phone
- III. Motion made by Elizabeth with second by Melody to approve October, November Planning minutes, and minutes of sidewalk work follow up. Unanimously approved.
- IV. Motion made by Elizabeth with second by Stephen to approve October and November financials. Unanimously approved. Motion made by Elizabeth with second by Melody to accept details of payment plan for homeowner who recently found a job. Unanimously approved.
- V. Open issues
 - a) Upon consultation with the Pitt County Extension Agent regarding tree health assessment, hiring an arborist was suggested. Unfortunately, this is not within our budget.
 - b) Four Doggie Stations were installed by Elizabeth as noted in the email sent out to members.
 - c) Motion was accepted in the November planning meeting to replace the fences for units 27-34 at the beginning of 2022 when scheduling possible.

Motion made by Elizabeth with second by Stephen to next proceed with fence replacement for units 9-14,21-26,42-48 as scheduling and funds allow.
Unanimously approved.
 - d) Sidewalk repair has concluded. A clubhouse handicapped ramp was suggested by member but is beyond the budget at this time due to the cost.
 - e) Stephen reports that a savings account would not yield as much interest as our CD and would require a large minimal. Therefore, waiting for the CD renewal and adding a sum at that time would be more advantageous. Everyone agreed to proceed with that plan.

VI. New business

- a) *Motion made by Elizabeth with second by Susan to plan building maintenance to 69-74, followed by 49-68 in summer and fall 2022 as funds allow. Unanimously approved.*
- b) *Motion made by Elizabeth with second by Melody to approve application of sealant to new fences already done when desired product available. Unanimously approved.*
- c) It was reported today that there is a section of fences are falling over but large bushes holding them in place.

Motion was made by Elizabeth with second by Stephen to have the partial Tucker Estates border resurveyed prior any other action to clearly know our property lines. Unanimously approved

- d) 2022 meeting schedule was set February 28, April 25, June 27th, August 22, October 24, December 19. The Annual meeting will be January 25.

VII. Adjournment at 2016.