

Westhaven South Phase 4 Board Meeting Minutes 4/20/20

Following Covid 19 pandemic guidelines, the meeting was held via internet and was called to order by Sabrina Colella at 6:00 p.m. Attending: Sabrina Colella, president; Ruth McCorkle, vice president; Peggy MacDaid, Secretary/Treasurer; Amanda Blomefield, Management Support representative for Russell Property Management.

Elected positions were reviewed and officers agreed to remain in their positions for 2020: Sabrina Colella, president (term expires in 2022); Ruth McCorkle, vice president (term expires in 2021); Peggy MacDaid, secretary/treasurer (term expires in 2021).

The board then discussed continuing issues with the HOA fees owed by a homeowner who is \$370 in arrears. Ms. Blomefield noted a reminder letter was sent on 4/30 19, with 2 demand letters being sent 5/21/19 and 11/5/19 respectively. She noted there has been no contact with the homeowner and that the typical grace period to pay back fees is 2 years. The board decided to have another demand letter issued to the homeowner along with a copy of the HOA regulations. If there has been no resolution by the quarterly board meeting in July, an attorney's demand letter will be issued. Ms. McCorkle asked for clarification of the wording in the demand letter. Ms. Blomefield was instructed to alert the homeowner in the letter of the legal actions that will be taken if he does not settle the debt. All concurred.

Other issues concerning lesser violations were noted and will be addressed in demand letters. Ms. Blomefield noted that letters sent to one homeowner were not deliverable. Ms. McCorkle noted the house is a rental but that the owner's current contact info was listed on the member list. Ms. Blomefield will reissue the notice using that information.

Ms. Blomefield noted per the board's request at the annual meeting, she had contacted Creative Cuts who agreed to reduce the fees for mowing from \$125 to \$70 per month. This should result in a surplus at the end of this year. He currently mows twice a month during the growing season.

Ms. MacDaid noted the information received from Rocky Russell concerning dredging of retention ponds and HOA's having to incur the fees. Ms. Blomefield noted one HOA's pond does need dredging and estimates have ranged from \$80,000-\$100,000. Ms. MacDaid noted that following heavy rains, the retention pond is extremely muddy, filled with silt from the construction site on Baywood and possibly from the road work to extend Baywood which is now underway. It normally takes at least 2 days to clear and the pond appears to be shrinking with new islands being formed. There also appears to

be less aquatic life due to smothering from the silt as it sinks to the bottom of the pond. Ms. McCorkle stated she has also seen this problem and noted large ditches and draining were still under construction. Responsibility for the problem was discussed. Ms. Blomefield will speak with Mr. Russell as soon as possible to address this concern. She noted that eventually Phase 3, now under construction, will be feeding into the pond and the homeowners will be responsible for fees. Mr. Russell will be invited to attend the July meeting to further discuss pond maintenance issues. Ms. Blomefield noted the City of Greenville's inspection last year found no pond violations or issues that needed to be addressed. The inspections are held annually.

Concern about the recent break-in on Loudon Court was discussed. The homeowner is now installing security cameras and alarms, per Ms. Colella. During the Covid 19 crisis, the Greenville Police have reserved their resources to not doing investigations of minor offenses. They have posted contact information to report such issues.

The next board meeting will be in July, 2020. Ms. McCorkle moved and Ms. Colella seconded adjournment at 6:55 p.m.

Westhaven South Phase 4 Board Meeting Minutes 7/27/20

Following continuing Covid 19 pandemic guidelines, the meeting was held via internet and called to order by Sabrina Colella, president, at 6:00 p.m. with Ruth McCorkle, vice president, Peggy MacDaid, secretary/treasurer, and Amanda Blomefield, management support representative for Russell Property Management in attendance. The minutes of the 4/20/20 board meeting were previously reviewed and approved by the board and made part of the record. There were no issues noted with the profit/loss statement provided by Ms. Blomefield.

Ms. Blomefield reported HOA fees owed by a homeowner are still in arrears, although he had agreed, with the board's approval in light of his job loss, to paying in increments of \$50/month. He has so far made one payment but not for July. Discussion was held as to whether to pursue legal action to recoup the fees owed (he is 3 years in arrears). It was decided in light of the continuing difficulties economically with the pandemic and his possibly still being unemployed, Ms. Blomefield will contact him via email for status/reminder of agreement. One other homeowner has not paid this year's fee of \$180. Ms. Blomefield will issue a reminder letter to the homeowner. The board will address these issues again in October during the next quarterly board meeting, at which time further actions will be determined.

Ms. Blomefield stated the retention pond had been inspected by the city engineer and found to be in compliance. The engineer did note the build-up of silt from runoff at the nearby road construction. He was assured the board has addressed our concerns and he did not flag the HOA for the problem. Ms. Blomefield advised him that she and two members of the board had met with a representative of the city engineer who stated he would contact the adjacent property developer, Will Kuhn, concerning and correction of the problem. He did notify Ms. Blomefield he had spoken to Mr. Kuhn, however, no formal letter addressing this issue had been issued, as requested by RPM. She has attempted to contact him several times since but has not received a copy of any letters issued to Mr. Kuhn nor heard back from him. Ms. MacDaid noted silt continues to build up and there is now algae growing in this area of the pond. Ms. Blomefield is scheduled to complete the monthly inspection of the pond this week at which time she will take photos of the algae growth. She will continue to pursue ongoing issues with the city and Mr. Kuhn for resolution. The issue of ponding of water at the rear of 124 Loudon Ct has been addressed with the property owner and the city, however, no other information is available presently. Removal of the drainage grading near the pond was addressed. The owner of Creative Cuts advises that to remove the fencing and gravel surrounding the area would require possible marring of the adjacent property at 124 Loudon Court due to the equipment needed to remove the fencing which is encased in concrete. The board decided to leave the grading as is, with the understanding that the grading not be blocking drainage due to debris.

Although the contract with Creative Cuts for mowing and maintenance of the area around the pond requires mowing twice a month, Ms. MacDaid noted this only occurs once a month. When it is mowed, the grass is cut too low, nearly scalping the area, with multiple bare dirt now showing. Ms. Blomefield noted Creative Cuts bid was the lowest

received last year. Ms. McCorkle suggested and it was agreed to get one of the RPM staff, now insured to do mowing, to submit a bid for the board's consideration. Ms. Blomefield will remind the owner of Creative Cuts of his contract obligations and address the issue of mowing too closely.

During the monthly inspections conducted by RPM, there is chronic disregard of placing trash and recycling containers from view. Ms. Blomefield contacted the out of state property owner of one house being rented who advises the property is being managed by Remco East. Ms. Blomefield has contacted the agency for resolution of this ongoing issue. Ms. MacDaid noted she had received a complaint from the owner of 125 Loudon Ct re: getting a violation notice concerning a trash container being stored in front of her home. She noted they had just moved in on 6/1/20 and the letter was received within days of her move, when her garage was still full of boxes. It was noted by Ms. Blomefield that when someone first moves into the area, they are given a month's reprieve before violation notices are mailed. However, in this circumstance, the property has been owned by this couple since 2016 and used by their daughter, an ECU student. Ms. MacDaid agreed to contact the owner and explain what occurred, as Ms. Blomefield was not aware of their moving there recently.

Ms. MacDaid also noted problems with dog waste not being picked up by their owners and observed folks from outside the HOA walking their pets around the pond, in violation of the no trespassing signage. It was decided by the board that Ms. Blomefield issue an email blast to HOA members reminding of the need to pick up after their pets. Ms. MacDaid will contact the Westhaven OWNA newsletter editor to include a reminder the retention pond area is private property and pet owners have the responsibility to observe the no trespassing requirement.

Ms. Colella requested and Ms. Blomefield agreed to provide an updated list of HOA members' addresses and contact information from RPM.

The meeting was adjourned at 6:36 p.m.

Westhaven South Phase 4 Board Meeting Minutes 10/13/20

Following continuing Covid 19 pandemic guidelines, the meeting was held via internet and called to order by Sabrina Colella, president, at 6:08 p.m. with Ruth McCorkle, vice president, Peggy MacDaid, secretary/treasurer, and Amanda Blomefield, management support representative for Russell Property Management in attendance.

Old Business: Ms. Blomefield noted one homeowner continues to be in arrears but has made one payment of \$50.00 as agreed upon by the board previously. This was received following being sent a reminder letter. Ms. Blomefield will send him another letter reminding him of his agreement. This issue will be again addressed if he continues to be in arrears and not paying as agreed. There are no other outstanding dues owed.

New Business: There were no issues noted with the profit/loss statement provided by Ms. Blomefield. The annual City of Greenville pond maintenance inspection was completed recently. It was noted the pond slopes needed mowing. Ms. Blomefield obtained two estimates for the board for this to be done. The estimates were as follows: Clay Tyre of LDCC: \$650 and L.R. Griffin & Associates: \$3,500. Ms. MacDaid moved and Ms. Collela seconded the motion to accept the \$650.00 bid; the motion passed. The water in the pond continues to be muddy. Sediment continues to be coming from the construction of the Baywood Rd extension. Will Kuhn has acknowledged responsibility for the run-off and has notified Rocky Russell of our property management company that once the road work and construction of houses is completed, he will be responsible for cleaning the access points in the pond. Ms. Blomefield noted that phase 3 of Westhaven South will drain into our retention pond but that construction will not be completed of those homes until possibly another 1 ½ years.

The proposed 2021 budget was presented by Ms. Blomefield. She noted the annual homeowners dues for the 25 homes in our HOA would remain at \$185 for 2021 for a total of \$4,625.00 operating budget. She noted there would be an access of \$425.00, barring unexpected costs. Ms. McCorkle moved and Ms. MacDaid seconded the motion that the \$425.00 be retained as noted in the proposed budget. The budget was approved unanimously.

The annual board meeting open to all homeowners was tentatively scheduled for January 19, 2021. Ms. Blomefield will arrange for a suitable meeting place, again following the prevailing pandemic guidelines, with masks being required, as well as social distancing. The meeting was adjourned by Ms. Collela at 6:40 p.m.