

The TARA HOA Board Meeting Minutes
May 1, 2018
6:00 PM

Meeting called to order. Quorum met with all members present. Also in attendance Amanda Blomefield, who represented the management company.

Bryan and Krys Castro came before the board to discuss A-frame repairs on their unit. Following their departure, their concerns were discussed and by unanimous consent it was agreed to move their unit to next in line for repairs and that no billing adjustments would be made to the invoices they had received.

Amanda sought the wishes of the Board to conduct repairs should no wood rot be found on an A-frame roof. Chuck Pascarelli made a motion that if an inspector blesses the design that was replaced under Keystone's management, the A-frame can remain. Scott Partington seconded the motion. Motion carried.

Amanda shared with the Board information regarding a burst pipe at building 1930. Scott requested that it be determined if the failure in the mechanism was such that a similar problem could occur at other buildings.

Property insurance was reviewed. Tom Slocum made a motion that the deductible be raised to \$10,000 which would lower the premium to \$67,901. Mary McGowan seconded the motion. Motion to carry was unanimous. Building Ordinance of Law coverage was discussed and Amanda was requested to follow up with Stephen West for deductible information as to per occurrence or per building.

Termite coverage was reviewed. Amanda is to confirm with Othos on what inspections entail, dates of their quarterly inspections, and as to why owners are responsible for termite damage.

Delinquent accounts were reviewed. Late fees are to be waived for 1922-202; late charges removed for 1946-201; and assessment charge for door numbers be removed for 1930-202.

Leak history since RPM Management and roof replacement costs were provided for Board review. Scott will check with other vendors regarding replacement costs.

The 2018 pool packets were reviewed and approved with the addition to rule 2: "Glass containers of any sort are prohibited and will not be tolerated. NO controlled substances or alcohol are permitted. Violations of this policy may result in revocation of pool privileges or fines."

Old pool trash can holders are to be discarded. New trash containers will be ordered. Amanda will inform Board should new containers exceed the \$500 limit.

Scott presented a list of gutter needs which will be sent out for repair estimates.

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The pothole at the roundabout will be repaired by Asphalt Solutions for \$450.

Amanda will work with two owners who have completed the title transfer for their units to facilitate an informational meeting for other owners requiring title corrections. The Board and affected units will be notified of such meeting.

The Board reviewed removing the dumpster at the front corner of 1925 and replacing with recycling carts. No action will be taken at this time and city will be requested to make pickups weekly as required.

Certificate of Deposit rates with local banks were reviewed. Scott will investigate additional rates. No action will be taken at this time.

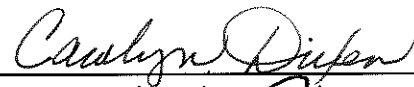
Reserve Study Quotes were reviewed. In light of little changes in the property since previous study was conducted, the Board does not wish to have a further study at this time.

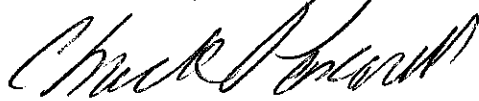
The fountain contract was reviewed with the current vendor and a new bid. Mary made a motion that Lisa Edwards be contracted at the monthly charge of \$225. Tom seconded the motion. Motion to carry was unanimous.

Leak Assessment Billing for unit 1944-202 was discussed. Chuck suggested we request a copy of the invoice from the upstairs unit on the services that were performed on the HVAC unit at the time the leak occurred. If the invoice is not provided, the charges for the service call could be billed to the upstairs unit.

Unit 1941-102 requested a resod of the grass. Board does not agree to resod, since balding will once again occur when new grass is installed. There is no proof that only one dog urinates on the property; therefore, any individual pet owner cannot be assessed.

Meeting was adjourned. Next scheduled meeting is June 19.


Secretary (Carolyn Dixon)


President (Chuck Pascarelli)

The TARA HOA Board Meeting Minutes
June 19, 2018
5:30 PM

Meeting called to order. Quorum met with the following members present: Chuck Pascarelli, Mary McGowan, Tom Slocum and Carolyn Dixon. Also in attendance were Amanda Blomefield and Rocky Russell representing Russell Property Management.

The owners of Building 1926 Units 103 and 203 (Durwood Harris and Roy Hopkins, Jr., respectively) came before the Board to discuss the wood rot repairs on their units and the charges for said work. Rocky Russell explained the process whereby the work had been done and the subsequent charges.

Todd Bond, a current tenant on the property, who desires to purchase a unit, came before the Board to request that Tara Condominiums obtain FHA and VA approval. He was informed that the Board would be addressing this matter later in the meeting.

Motion to approve the Minutes of the May 1, 2018, meeting, as corrected, made by Chuck. Seconded by Mary. Motion carried..

Amanda updated the Board as to question regarding adding Ordinance of Law coverage to current property insurance policy and its effect on the deductible. Adding such coverage will facilitate no change in the deductible.

Amanda reminded Board that the gutters on Buildings 1936 and 1938 needed cleaning and could be done for \$200. Discussion was held regarding the need to clean gutters on all buildings. Carolyn made a motion that gutters on Buildings 1936 and 1938 be cleaned now and that pricing be obtained for the cleaning of the gutters on the remainder of the property. Tom seconded. Motion carried.

Amanda informed us that upon consultation with Otho Pest Management, contract does not cover termite damage but only termite prevention treatment. Otho informed Amanda that there have been three termite damages reported in 2017 and year to date. Board instructed Amanda to determine the cost of each of these repairs and to table any action on reimbursement until each of these can be considered.

Owner of unit 1944-202 has been contacted regarding leak that occurred doing damage to ceiling of downstairs unit. Owner admits that both air conditioner unit and water heater have been replaced in his unit—one of which may have caused the leaks. Owner has agreed to pay the \$413.90 charge for repairs to lower unit. Owner requests that should leak reoccur and prove other cause of leak, he be reimbursed.

Greenville Utilities has informed us that gas lines owned by the city on the outside of the buildings will be painted in the near future. A quote for the painting of the lines owned by the Association will be obtained.

Owner of 1924-101 has requested that standing water in his allotted parking area be addressed. Quote has been received from a vendor, but Board requests two other quotes be secured before action is taken.

Owner of 1932-102 has been notified of pet leash violation and a possible fine imposition. Chuck made a motion that the fine be waived. Tom seconded. Motion carried.

Motion made by Mary to wait until all work has been completed on a given unit before billing is imposed. Tom seconded. Motion carried.


Motion made by Chuck to request application for Tara Condominiums FHA and VA approval at a cost of \$1350. Tom seconded. Motion carried.

Motion made by Mary that mulch installation be scheduled as soon as possible. Tom seconded. Motion carried.

Extensive discussion was held regarding clubhouse rentals; and specifically rentals being conducted on back-to-back days. Board suggests that specific guidelines be drawn as to cleaning and setup required following a rental event. On two recent occasions the first renter in a back-to-back situation has failed to adequately clean the facility in a timely manner. The latest occurrence required the second renter to conduct additional cleaning before their event could take place. Chuck made a motion that the deposit of the first renter be forfeited and that the second renter be compensated \$100 for the additional cleaning that was required. Mary seconded. Motion carried.

Motion to adjourn by Carolyn. Tom seconded. Meeting adjourned.

Next meeting scheduled for July 31, 2018.

 7-31-18
Secretary (Carolyn Dixon)

 7-31-18
President (Chuck Pascarelli)

The TARA HOA Board Meeting Minutes
July 31, 2018
5:30 PM

Meeting called to order. Quorum met with the following members present: Chuck Pascarelli, Mary McGowan, Tom Slocum, Scott Partington and Carolyn Dixon. Also in attendance were Amanda Blomefield and Rocky Russell representing Russell Property Management.

Bryan and Krys Castro, owners of Building 1945 Unit 103, met with the Board to express concern over what appeared to them to be excessive charges, most specifically labor charges, for the work done on their A-Roof repair. After considerable discussion, it was agreed that the Castros would submit observed labor hours and that representatives from the Board would meet with the contractor to seek to reconcile the labor discrepancies.

Aundria Batts, owner of Building 1924 Unit 103, met with the Board to seek explanation of charges to owner for A-Roof repair.

Rhonda Ring, owner of Building 1937, Unit 203, met with the Board to express concern for the color difference of the replacement vinyl on her unit following the A-Roof repairs. Board agreed that vinyl color was very different from that already on the building. Board expressed agreement with her concerns and will make every effort to rectify the problem.

Motion was made by Tom and seconded by May to approve the Minutes of the June 19, 2018, meeting. Motion carried.

Motion was made by Chuck and seconded by Scott to secure the services of Asphalt Solutions to make parking space repairs at Building 1924 Unit 101 for the quoted price of \$950. Motion carried.

Board was informed that to acquire approval from the VA an additional signed Minutes was needed, which will be supplied following this meeting. To acquire approval by the FHA, a fidelity/employee dishonesty bond for at least \$650,000 must be secured and the HOA budget must contain an annual 20% reserve contribution. Amanda was instructed to research where the required bond may be secured. Motion was made by Scott and seconded by Tom to move sufficient allocation from landscaping to reserve contribution in order to meet 20% requirement for FHA approval. Motion carried.

Motion made by Carolyn and seconded by Scott to pay for termite damage work conducted at Building 1922 Unit 101. Motion carried.

US Lawns recommends that a post emergent treatment for weeds be conducted for the price of \$655.87. Motion was made by Mary and seconded by Scott to secure a price from US Lawns and other providers for annual weed remediation. Motion carried.

Greenville Utilities has informed us that gas lines owned by the city on the outside of the buildings will be painted in the near future. A quote for the painting of the lines owned by the Association will be obtained.

Owner of 1924-101 has requested that standing water in his allotted parking area be addressed. Quote has been received from a vendor, but Board requests two other quotes be secured before action is taken.

Owner of 1932-102 has been notified of pet leash violation and a possible fine imposition. Chuck made a motion that the fine be waived. Tom seconded. Motion carried.

Motion made by Mary to wait until all work has been completed on a given unit before billing is imposed. Tom seconded. Motion carried.

Motion made by Chuck to request application for Tara Condominiums FHA and VA approval at a cost of \$1350. Tom seconded. Motion carried.

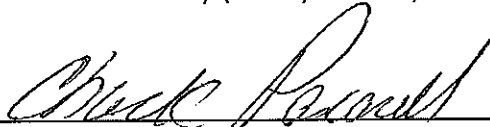
Motion made by Mary that mulch installation be scheduled as soon as possible. Tom seconded. Motion carried.

Extensive discussion was held regarding clubhouse rentals; and specifically rentals being conducted on back-to-back days. Board suggests that specific guidelines be drawn as to cleaning and setup required following a rental event. On two recent occasions the first renter in a back-to-back situation has failed to adequately clean the facility in a timely manner. The latest occurrence required the second renter to conduct additional cleaning before their event could take place. Chuck made a motion that the deposit of the first renter be forfeited and that the second renter be compensated \$100 for the additional cleaning that was required. Mary seconded. Motion carried.

Motion to adjourn by Carolyn. Tom seconded. Meeting adjourned.

Next meeting scheduled for July 31, 2018.


Secretary (Carolyn Dixon)


President (Chuck Pascarelli)

The TARA HOA Board Meeting Minutes
September 11, 2018
5:30 PM

Meeting called to order. Quorum met with the following members present: Chuck Pascarelli, Mary McGowan, Tom Slocum, and Carolyn Dixon. Also in attendance was Amanda Blomefield representing Russell Property Management.

Motion made by Mary and seconded by Chuck to approve Minutes of July 31 meeting. Motion carried.

Amanda updated Board on A-Frame repairs. Tyler Williams will meet with Castro's following completion of all units. Since completion is anticipated to be before the October 23 meeting, Board will designate said meeting to be for the purpose of meeting with Tyler and Castro's to resolve concerns and issues.

Motion made by Chuck and seconded by Mary to have gutters cleaned twice yearly for an annual charge of \$1800. Motion carried.

Amanda informed the Board that to receive approval for FHA/VA loans on property Fidelity Coverage insurance policy must include the property management company as additionally insured. Such addition to policy will be an added expense of \$600. Being concerned that there may be other requirements necessitating further expense, Board requested Amanda to determine such requirements before expending any additional funds.

Motion made by Carolyn and seconded by Chuck to have U.S. Lawns conduct annual weed treatments on the property at a cost of \$2,466. Motion carried.

While recognizing that there are discrepancies in the color of vinyl on some buildings where A-frame repairs have been made, the Board will delay action until all such repairs have been completed. Amanda will notify owners that remediation is intended at that time.

Motion made by Chuck and seconded by Tom to write off outstanding balance of \$305.27 on Unit : 1 since lender has foreclosed on condo.

Motion made by Chuck and seconded by Mary to have U.S. Lawns remove three dead trees and stumps for the charge of \$389. Motion carried.


Board was informed that there has been some confusion as to what the Master Insurance Policy of the Association covers. Amanda will be sending out information to owners in a clarification effort.

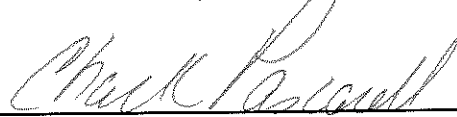
Board was informed that several women on the property were interested in having a Fall Wine and Cheese gathering and a Christmas Social to be held at the Clubhouse to encourage

community fellowship. The Board whole heartedly embraces such events and desires to see more utilization of the Clubhouse by our owners.

Meeting was adjourned.

Next meeting scheduled for October 23, 2018.


Secretary (Carolyn Dixon)


President (Chuck Pascarelli)

The TARA HOA Board Meeting Minutes
December 5, 2018
6:15 PM

Meeting called to order. Quorum met with the following members present: Chuck Pascarelli, Mary McGowan, Tom Slocum, Scott Partington and Carolyn Dixon. Also in attendance was Amanda Blomefield representing Russell Property Management.

Several homeowners appeared before the board presenting their concerns regarding what they perceived as excessive charges for the repairs that have been made on the A-frame roofs and screened porches. After much discussion, motion was made by Chuck and seconded by Tom to have an open forum set up with homeowners, Rocky Russell, the Tara Board, and Tyler to discuss these repairs and costs. Each homeowner shall be given a five minute time limit to speak. Motion carried.

Motion made by Chuck and seconded by Scott to approve Minutes of September 11 meeting. Motion carried.

Motion made by Chuck and seconded by Scott to move forward with certification of FHA loan certification for the property. Motion carried.

Motion made by Scott and seconded by Chuck to pay a maximum of \$2,000 to have a contractor pull siding from areas on various buildings that may be suspect for moisture damage. Motion carried.

Motion made by Chuck and seconded by Tom to have Suddenlink install internet in the clubhouse along with TV and phone service. Motion carried.

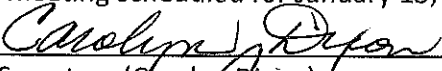
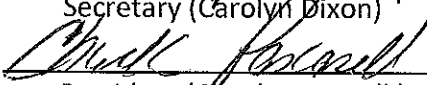
Motion made by Carolyn and seconded by Chuck to transfer \$50,000 from Select Bank reserve funds to a 2.75% 14-month Certificate of Deposit at Capital Bank. Motion carried.

Motion made by Chuck and seconded by Tom that owner of Unit 1931-201 be allowed no later than March 1 to pay charges that have accrued. Failure to pay by that date will result in a lien being placed on the unit. Motion carried.

Motion made by Chuck and seconded by Mary that charges owed by Unit 1937-203 be waived since such charges were incurred by a previous owner. Motion carried.

Meeting was adjourned.

Next meeting scheduled for January 15, 2019.


Secretary (Carolyn Dixon)

President (Chuck Pascarelli)