

**Willoughby Park
HOA Board Of Directors Meeting
May 8, 2018**

Present

- Kenneth McGowan
- Mary McGowan
- Stanton Blakeslee
- Keith Wainwright
- Johnny Dale
- Randy Cox

Call To Order

Randy called the meeting to order, and quorum was established.

Officers and terms were reviewed, with several possible candidates suggested to fill the board member slot

Review of reports

The final reports from HOA Management were reviewed.

Rocky suggested possible changes to the late fee structure.

Keith Wainwright made a motion to change the late fee structure to a minimum of \$10/month or 18% annum, whichever is greater, effective July 1.

- Randy seconded the motion.
- There was no discussion. The motion passed unanimously.

New Business

Rocky brought up the subject of billing for Limited Common Elements repairs. A discussion followed, with a decision tabled until a future meeting.

Pending window replacements were reviewed.

The leak policy was reviewed and approved.

- A decision was made to use Russell's preferred plumber (Hardy) for leaks until the Board can finalize a Preferred Vendors list.

Stanton raised the issue of deteriorating vent boots. Russell Management to get a quote for replacements (using permaboats) from Dale Taylor and other vendors, and report back to the board.

The Top Quality Maintenance Invoice for unit 109B was reviewed. Randy provided the backstory to the invoice.

The Collections Procedure was reviewed, with the fees charged by Ward & Smith (the board's current provider) and Jordan Price.

- Mary made a motion to move new accounts to Jordan Price, as well as all legal advice moving forward. (Existing accounts will stay with Ward & Smith.) Stanton seconded the motion.
- A discussion was held, followed by a vote, which passed unanimously.

Premier Cleaning Services' prices and services were reviewed. A decision was made to use Premier, as well as MSI, World Class. Get quote from ACC as well.

Swimming Pool 2018

The pool rules were reviewed and the decision was made to extend morning hours to 7 AM.

Russell Management will get a quote to pressure wash the pool deck.

Adjournment

The meeting was adjourned. The next meeting will be scheduled through Russell Property's scheduling software.

Meeting of the Board Of Directors
August 1, 2018, 6 PM
Present

Kenneth McGowan

Randy Cox

Mary McCallum

Stanton Blakeslee

Todd Brown

Johnny Dale

Call To Order

Randy called the meeting to order at 6:05 PM

Establishment of Quorum

With six members present, quorum was established

Meeting With Prospective Board Meeting

The board met with Thad Dove, owner of 123-B, to discuss possibly joining the board.

Todd brought up that he knew someone who might be interested in filling the empty board member seat. He will connect with him and let us know.

Balance Dispute

The board met with Tracey Sawyer of 108 D, who had a balance dispute concerning a repair made in 2017.

The board heard Ms. Sawyer's side of the dispute and resolved to investigate, then contact her with our decision.

Previous Meeting Minutes

Stanton made a motion to approve previous meeting notes; Todd seconded.

The motion passed unanimously.

Review Reports

The board reviewed reports; questions were answered satisfactorily about cable TV and insurance charges.

The board then reviewed delinquent reports, and made decisions concerning how to pursue various balances.

Old Business

Limited Common Elements

The board resumed discussion of the Limited Common Elements issue previously discussed in the last meeting.

Todd shared findings from his research and a further discussion was held.

The board decided that the first step is to receive estimates for the pipe replacements.

Pipe Boot Replacement Bids

Pipe boot replacement bids were reviewed.

Stanton made a motion to accept Taylor Home Improvement's bid. Todd seconded.

The motion passed unanimously.

Deck Damage

Rocky Russell briefed the board on damage that has occurred to decks in 111-F and 114-F where a concrete deck has cracked and is pulling away from its posts.

Stanton also reported the same issues with 116-C.

Russell suggested that the board write a letter advising affected tenants not to use their decks until the issues are resolved. The board agreed and the letters will be sent.

The board suggested that we get an estimate for all repairs with both wood and composite.

New Business

Landscaping

Pine straw: The board agreed to have pine straw laid now, with an additional application later in the year.

Palm tree removal: The board agreed to move forward with Tree Solutions' estimate

Removal of tree behind 135 & 133: The board agreed to move forward with Tree Solutions' estimate

Removal of bush to the right of the pool: The board agreed to get an estimate from Tree Solutions, but added that if the cost was under \$250 to move forward with removal

Dead grass near 125 F: Randy took issue with Little's suggestion that no grass will grow there, and suggested a different grass. Amanda to follow up with Little.

Damage Fee Assessments

The board reviewed damage assessments and made decisions about each on a case-by-case basis.

Rule & Regulation Updates

The board reviewed and approved the changes and updates of the Rule & Regulations Update

113-F Storm Door Install Request

The board granted the request by 113-F to install a white full-glass storm door.

HOA Management - Missing Documents & Funds

Stanton gave an update to the board about the status of missing funds from HOA Management, including the results of a discussion with the board's lawyer.

The board will discuss next steps at the next board meeting.

Upcoming Meetings

Amanda will provide the board with possible dates for the next board meeting, the annual meeting, and the budget meeting.

Adjournment

Stanton made the motion to adjourn. Randy seconded. The motion passed unanimously.

Meeting of the Board Of Directors September 24, 2018, 6 PM

Present

Randy Cox

Mary McCallum

Kenneth McGowan

Todd Brown

Stanton Blakeslee

Johnny Dale

Call To Order

Randy Cox called the meeting to order at 6:29 PM

Establishment of Quorum

With six members present, quorum was established

Review & Approve Previous Meeting Minutes

The minutes from the previous meeting was reviewed, and were approved pending the following changes to the names of the members present:

- Mary McCallum not McGowan
- Todd Brown not Browning

Review Reports

Balance Dispute

The board revisited the balance dispute with [REDACTED] which was presented to the board by the home owners at the previous meeting.

The board decided to write off the amount owed and inform owner they are no longer responsible for any debt. The decision was made based on HOA Management

not following proper procedures and not providing adequate documentation during the transition to Russell Management

- Motion: Blakeslee; Second: Cox
- The vote passed unanimously

Porch Repair Bids

The board reviewed bids for the porch repairs as discussed at a previous meeting. It was decided that Russell Property Management would reach out the bidders for an inclusive price on four decks, as well as estimated time of completion.

Pipe Replacement

The board is still waiting on estimates for this project, and will discuss further at a future meeting.

125 A

The board reviewed the situation around repairs at 125-A. No action could be taken at this time, as the HOA is waiting on insurance adjusters' reports.

Attorney Info - LCE

After a discussion of correspondence the board has received from their legal counsel, a motion was made that as per attorney's suggestions, owners of [REDACTED] and [REDACTED] will be responsible for repairs or replacement of ductwork, and any additional materials (e.g. sheetrock) associated

Motion: Cox; Second: Brown

Aye: Cox, Dale, McCallum, McGowan, Brown

Abstain: Blakeslee

Pipe Boot Replacement Bids

The board agreed to go back to a vendor and ask if they can provide a new estimate that is combined with the porch repair estimate.

New Business

Review Budget

The annual budget for 2019 was reviewed by the board. After a discussion of the budgeted amounts, including a \$7 / unit dues increase and a possible shortfall, a vote was held.

- Motion: Blakeslee; Second: McCallum
- The motion passed unanimously.

Review Packets & Schedule Annual Meeting

A discussion of the annual meeting was held, with a tentative date of November 7th proposed.

The packet sent to owners was reviewed and a few small suggestions were made.

Adjournment

- Motion: Cox; Second: Blakeslee
- The motion passed unanimously.

Willoughby Park HOA
Board Of Directors Meeting
November 7, 2018
7:20 PM

Present

- Leonard Moniz
- Thad Dove
- Keith Wainright
- Kenneth McGowan
- Stanton Blakeslee
- Johnny Dale
- Randy Cox

Dumpster replacement

- Four dumpsters have bottoms that need replacing or repaired
- Keith Wainright made a motion to replace; Kenneth McGowan seconded
- A discussion of replacing vs repairing was held.
- The vote was unanimous and passed

Dumpster repair

- Two dumpsters need door repairs
- Keith Wainright made a motion to have them repaired; Thad Dove seconded
- The motion passed unanimously

Tree Trimming

- Several trees are touching the exterior of the building. Three companies were approached for quotes; two returned quotes.
- Thad Dove made a motion to accept the estimate from Appearance Improvements; Keith Wainright seconded
- The motion passed unanimously

Pressure Washing

- Estimates for pressure washing were solicited. Each company submitted two estimates, one with and one without sidewalks.
- One of the companies solicited the board has worked with before, and we were not happy with their work.

- Stanton Blakeslee made a motion to accept the "with sidewalk" estimate from Clean Team, and to ask RPM to negotiate for industrial enclosures; Thad Dove seconded
- The motion passed unanimously; the board agreed to have the work started immediately, not after winter.

137-C Plumbing Leak

- An estimate was received to install Formica countertops and related work.
- After a discussion, the estimate was not accepted.

Stairwell Repairs

- The stairs are separating in several areas. The board agreed to move forward with getting estimates.

House Numbers

- The board agreed to have Amanda get estimates for contrasting house number (preferably in reflective paint.)

Owner Requests

- The board agreed to send a breakdown of legal fees to an owner who requested it.
- The board declined to comply with a request to post the Board's email addresses on the RMP website.

Sunroom Repairs

- The board discussed estimates for sunroom repairs, and a decision was made to go back for new estimates.

125-A Pipe Repair

- Since 125-A is already under repair, an estimate from Hardee's was solicited.
- Randy Cox made a motion to accept the estimate, Leonard Moniz seconded.
- The motion passed unanimously.

Outstanding Fees

- Multiple homeowners have reached out to the board to say that their payments to previous management company have not been recorded.
- Randy Cox made a motion to remove the fines to homeowners who have proof of payment, Stanton Blakeslee seconded.
- The motion passed unanimously.



- The board agreed to pursue collections against this account.

New Officers

- Thad Dove made a motion to reinstate Randy Cox as President and Leonard Moniz as a board member; Keith Wainright seconded
- The motion passed unanimously.

Adjournment

- The meeting was adjourned after a unanimous vote.

Willoughby Park HOA
Board of Directors Meeting
December 11, 2018, 6 PM

Present

- Leonard Moniz
- Randy Cox
- Keith Wainright
- Thad Dove
- Kenneth McGowan
- Mary McCallum
- Johnny Dale
- Stanton Blakeslee (via phone)

The meeting was called to order and quorum was established.

Previous meeting notes

September 24

- The meeting notes for September 24 were reviewed, with only one change recommended, changing Keith to Kenneth in the “Present” column.
 - Keith Wainright made a motion to accept the notes with this one change, Thad Dove seconded.
 - The motion passed unanimously.

November 7

- The meeting notes for November 7 were reviewed, with two changes recommended: changing Moritz to Moniz, Wainwright to Wainright
 - Thad Dove made a motion to accept the notes with these changes, Randy Cox seconded.
 - The motion passed unanimously.

Sharon Vaughn - 116B

- The board met with the son of Sharon Vaughn concerning a leak in her unit, possibly related to the duct work. She gave her testimony and answered questions from the board.
- After she left, the board discussed the matter further.
- Thad made a motion to have her repair the leak in her ductwork by a professional, and after showing receipt to the board, the Board will repair the sheetrock. Randy Cox seconded.
 - Aye: Moniz, Cox, Dove, McGowan, McCallum, Dale
 - Nay: Keith Wainright
 - Abstain: Stanton Blakeslee

Review Reports

- The board reviewed reports supplied by Russell Property Management.
 - Thad Dove made a motion to foreclose on [REDACTED] Keith Wainright seconded.
 - The motion passed unanimously.

Old Business

125-A Insurance Claim

- Keith Wainright made a motion to accept Tyler's estimate; Randy Cox seconded
 - Aye: Moniz, Cox, Wainright, Dove, McGowan, McCallum, Dale
 - Abstain: Blakeslee
 - The motion passed.
- Keith Wainright made a motion that any amount exceeding that paid by HOA insurance would be paid by the owner, Leonard Moniz seconded.
 - The motion passed unanimously

Cable Contract

- Thad Dove and Stanton Blakeslee gave a report on a meeting with a cable representative to discuss a price increase.
- The representative will come back to the board with their suggestions about how to move forward.

137 C Countertop Replacement from Quest Pipe Leak

- The board reviewed quotes to install a Formica countertop:
 - Tyler Williams: \$2100
 - Keith Wainright's Contact: \$2066
- After reviewing these quotes, a discussion was held about paying Wainright \$1100 for the repair, with him absorbing any overage.
- Johnny Dale made the motion to accept this suggestion; Kenneth McGowan seconded.
 - Aye: Moniz, Cox, Dove, McGowan, McCallum, Dale, Blakeslee
 - Abstain: Wainright
 - The motion passed.

Painting Building Numbers

- The board reviewed estimates for painting the building numbers
- It was decided that the board would get new estimates for replacing the numbers entirely

Pipe Boot Replacements

- Estimates for the pipe boot replacements were reviewed.

- The board decided to purchase a sample boot and ask Dale from Taylor's Home Improvement to install it, so that he can put in a competing bid.

New Business

121 D - Review Damage

- Leonard Moniz addressed the board with his belief that he was not responsible for two charges based on damage caused by a drain attached to the HVAC of a unit of his.
- A discussion followed.
- Keith Wainwright made a motion to remove the charge of \$182.50 from January 2018 as there are extenuating circumstances; Mary McCallum seconded.
 - Aye: Wainwright, Dove, McGowan, McCallum, Dale, Blakeslee
 - Abstain: Moniz, Cox
 - The motion passed
- The decision was made to table discussion of the second charge until next meeting.

Window Replacement List

- Amanda had a question from an owner: if they were on the window replacement waiting list and they pay out of pocket for their own replacements, can they be reimbursed for the repair when their slot on the waiting list comes up and the price doesn't exceed our vendors cost?
- The board agreed that this was acceptable.

119 D Invoice Review

- An owner was not aware that the HOA covered leaks in the walls and had repairs done himself.
- He has submitted invoices from his vendors, and since they were in line with official repairs, the board agreed to reimburse the owner
- Randy Cox made a motion to reimburse the owner; Keith Wainwright seconded
 - The motion passed unanimously

Damage Fee Assessments

- The damage fee assessments were reviewed by the board, with decisions made on a case-by-case basis.

Upstairs Dryer Vent Routing

- On two separate occasions, contractors have noted that dryer vents in one bedroom units were not routed correctly.
- The board agreed to start an investigation.

Mailboxes

- Randy Cox and Leonard Moniz told the board that four new mailboxes were available at \$300 each, a substantial savings.
- Randy Cox made a motion to purchase these boxes; Mary McCallum seconded
 - The motion passed unanimously

General Discussion

- Kenneth McGowan recalled a comment made at the General Meeting concerning dog waste smells, and had an estimate to rake the pine straw, add lime, and add new pine straw.
- The board reviewed the estimate that Kenneth brought, and agreed to get other estimates for comparison.

Adjournment

- Johnny Dale made a motion to adjourn; Randy Cox seconded
- The motion passed unanimously