

## **SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

January 21, 2019

RPM

5:30 PM

I. **CALL TO ORDER** by - Ashley Jesse, President

II. **QUORUM** was established with – 4 minimum (6 attended)

Present:

Ashley Jesse

Brenda Poole

Eric Reifschneider

Donna Clement

Jennifer Eissing

Tonya Jones – HOA Manager

Amy Kragel

Rocky Russell – RPM Owner

III. **REVIEW/ACCEPTANCE OF MINUTES FROM** December 3, 2018

Motioned by: Brenda Seconded by: Jennifer

IV. **MANAGEMENT REPORT**

- Financials – Equity as of 12/31/2018 was \$69,203.48.
- Income – Reviewed list of owners in arrears. Names not noted here to protect privacy.
  - Foreclosure process was to have started on unit 535B (board approved in December 2018).
  - 607H payment plan in place.
  - 525B, suspect error in report.

V. **BOARD/RPM DISCUSSION**

- Brenda moved that Ashley (president) email Lisa Sasser at Keystone with a list of information / questions. This was seconded by Donna. All approved
  - Missing parts for pond fountain
  - December 2018 financials report
  - Notices on water leaks & status of notices to owners and repairs
- Extended discussion about landscaping, removal of dead plantings, and improvements. Rocky and Tonya agreed to send the RPM landscaping contract to the board for review.
- Tonya agreed to follow up with current landscaper about January tasks, including trimming the Crepe Myrtle trees/shrubs.
- 607B leak (upper unit is F). Tonya to contact Lisa for current status, then contact the 607B owner about repairs and repair cost.
- 521D invoice to be assessed to the owner, \$1,265.
- 529A drainage issues with HVAC lines. RPM to issue a work order. Eric mentioned that attorney Lori Jones advised that HOA is responsible for repair. Rocky agreed to reach out to Lori to clarify.

- In general, windows, doors, and dryer vents are limited common elements thus repairs/replacements to be billed to owner benefiting from the repair. Rocky to check with Lori Jones.
- Inspections of work order repairs are automatically done and responsibility of RPM.
- Annual HOA meeting scheduled for March 6, 2019 at 6 PM, Sheppard Memorial Library, Greenville, NC.
- 531 building vs pool phone bills. Suddenlink was cancelled in December; they are supposed to pick up the modem. 531 phone system is now a cell phone setup.
- Pool vendor for 2019 season will be The Pool Guy.
- HOA insurance coverage to be put out for bids due to significant increases in the rates.

#### **VI. UPDATES ON LIST OF ONGOING CONCERNS**

- Initial inspection by Tonya and Rocky to happen before the next meeting in February. Monthly on-site inspections thereafter.
- If the wood rot project proceeds, the HOA will fund RPM to inspect the repairs prior to payment of invoices.
- Exterior washing to be put out for bids. Note that cleaning of brick facing is to be included and payment will be withheld until these are cleaned. Sidewalks are optional.
- Decision to forgo bush-hogging kudzu this year. Ensure landscapers protect current line of demarcation between kudzu and grass.
- Rocky Russell Management to take over management of condo 601H (owned by HAO, mortgage and taxes funded by absent owner).
- Donna to review 2018 minutes to identify units that have had French drains or other solutions to HVAC or drainage problems.
- Tonya to put out request for quotes for adding bird screening to buildings with high traffic of protected swallows in the spring.

#### **VII. ADJOURNMENT at 8:35 PM**

Motioned by: Eric Seconded by: Donna

*Next Board Meeting at Russell Property Management. Wednesday, February 6, 5:30 PM*

**SPRING FOREST HOMEOWNERS ASSOCIATION**

Minutes from Quarterly Board Meeting

February 6, 2019

RPM

5:30 PM

**I. Meeting called to order**      Jennifer Eissing, Vice President

**II. Establishment of quorum of 4 board members**

Tonya Jones, RPM HOA Manager

Guest Stephen West (insurance)

5 of 6 board members were present:

Ashley Jesse, President (excused)

Jennifer Eissing, Vice President

Eric Reifschneider, Treasurer

Donna Clement, Secretary

Brenda Pool, Board Member at Large

Amy Kragel, Board Member at Large

**III. Review and approve previous meeting minutes**

Minutes from January 21, 2019 meeting were reviewed.

Tonya clarified that personal information would be redacted from the minutes prior to publishing them on the HOA website.

Language in the minutes about RPM inspections of Spring Forest Condominiums property clarified to read "Quarterly walking inspections, and months drive-through inspections thereafter."

Motion to approve with corrections was made by Brenda and seconded by Jennifer.

All were in favor.

**IV. Guest presentation on HOA Insurance Coverage**

Stephen West of Stephen L. West Insurance Services, Inc., was present to review the HOA insurance needs, board's decision to put the service out for quotes, and the reasons for the significant increases in premiums noted over the past 3 years.

General discussion about increasing the deductible as a strategy to lower the annual premium. Decision to hold off on final decision on deductible until new quotes are available.

Discussion about the need for Ordinance or Law coverage, which will cover the cost of rebuilding to current laws and codes. Without the coverage, rebuilding costs will be estimated per the codes in place at the time of original construction. Given that the construction dates to the 1990s, the board indicated that Ordinance or Law coverage should be included in the quote.

Insurance quote to cover property (with Ordinance or Law), liability, and D&O (directors and officers) insurance coverage. Quote to be provided to Tonya via email; Tonya will forward the information to board members.

## **V. Management report**

### **A. Financials ending January 31, 2019**

31-Jan-19
31-Dec-19
Gain / (Loss)

Monthly income and expenses reviewed. Eric asked questions of clarification; there were discussed by the board and answered by Tonya.

### **B. Owner Delinquent and Prepaids Report**

- i. \_\_\_\_\_, in arrears on HOA dues. Owner was behind in 2018, was allowed a payment plan with multiple adjustments on the schedule, and late fees were forgiven. Tonya will send a demand letter to the owner.
- ii. \_\_\_\_\_, in arrears on HOA dues. Property in estate. Demand letter sent 1/28/2019.
- iii. \_\_\_\_\_. On 12/3/2018 JP sent letter of intent to foreclose. \$1495 in arrears.
- iv. \_\_\_\_\_, in arrears on HOA dues. Tonya will send a demand letter to the owner.

## **VI. Violations / work orders**

### **A. Satellite Dishes**

Numerous dishes are present in the flower bed areas of most or all buildings, out of compliance with HOA regulations which state that such dishes must be mounted on porch/deck areas.

Uncertain which dishes are in use.

Options are to: change the regulations to allow dishes vs. identify which dishes are active and grandfather them in and start to enforce the policy vs. enforce the policy retroactively.

Item tabled until the next board meeting, tentatively scheduled for April, 2019.

**B. Window screens**

Screens are torn, taped, and in general disrepair.

Plan to inform owners that screens must be in good repair or removed. There is no requirement to have screens on windows.

Topic to be discussed at annual meeting, March 6, 2019.

**C. Trees**

525 Bradford Pear to be trimmed and strap removed.

537 H Sweetgum tree hitting building – needs trimming.

537 G Pine tree close to building – needs addressing.

603 Crepe Myrtle tree needs to be removed.

Board requested that Tonya obtain quotes for above treework.

**D. Inspection frequency**

Tonya clarified monthly drive through and quarterly walk through of HOA property.

**VII. New business**

**A. Exterior building annual cleaning quotes provided to board by Tonya.**

Board reviewed four quotes (two from Blueridge for February vs Spring timeframe).

Brenda moved to hire Coastal Docs for the job (\$6,800) and Donna seconded the motion.

All approved.

**B. Sprinkler system quote provided to board by Tonya.**

Building 531 (3-story, with sprinkler system)

Annual inspection required; quote is \$672 for 2019.

**Note:** Includes interior inspections of 12 units in 531. Owner/tenants must be present for inspection. Above quote assumes all owners

available on the same day, which is unlikely. Logistics and planning to be determined and discussed in April board meeting.

Also required are a sign on the riser room door.

A box with an accessible key to the riser room.

C. Landscaping bids continue to come in, per RPM standard contract.  
Tonya will email the bids to the board when all are available. Board vote via email.

D. Rafter bids are in progress (bird screening).

E. Owner approval for wood rot project continuation.  
To be presented at annual meeting.

Per rules, a capital assessment up to \$25,000 per year may be assessed without a vote of owners. Assessments above this amount require 51% approval, which would be 64 of 124 owners.

The annual assessment would cover the wood rot project for one building.

An assessed amount to finish the project would be at least \$1,000 per owner, totaling \$124,000.

An assessment of \$200 per unit would raise \$24,800 for capital improvement projects.

Decision tabled to the annual meeting, March 6, 2019.

F. Landscaping / trimming of Crepe Myrtles

Tonya to contact current landscaper, Elite Landscaping and Lawn Maintenance, about trimming all of the Crepe Myrtle trees, as they had promised to do in January.

Additional discussion about removing all Crepe Myrtles that are growing too close to buildings. Tabled until the new landscaper is selected.

## **VIII. Adjournment**

7:00 PM.

*Next Board Meeting is the Annual Meeting, March 6, 2019 at 6:00 PM  
Sheppard Memorial Library, Room A*

# **SPRING FOREST HOMEOWNERS ASSOCIATION**

## Minutes from Quarterly Board Meeting

March 27, 2019

RPM

5:30 PM

- I. **Meeting called to order at 5:40 PM**, by Brenda Poole, member at large
- II. **Establishment of quorum of minimum 4 board members**

Tonya Jones, RPM HOA Manager

6 of 6 board members were present:

Ashley Jesse, President

Jennifer Eissing, Vice President

Eric Reifschneider, Treasurer

Donna Clement, Secretary

Brenda Pool, Board Member at Large

Peter Kragel, Board Member at Large

### III. Election of Officers

No changes; see above for offices.

#### IV. Review and approve previous meeting minutes (2/6/2019)

Motion to accept minutes by Eric, seconded by Peter. All present approved.

## V. Management report

A. Financials:                      in HOA Checking Account;                      in HOA

Escrow account. As of 2/28/2019.

B. Reviewed February 2019 expenses, income, and budget statement.

### C. Reviewed Delinquents and Prepaids Report.

#### D. Reviewed violations.

### E. Reviewed work orders.

## VI. Old business

A. Satellite dish project. Eric moved to proceed; Peter seconded; all present approved. Donna and Jennifer will continue with the project.

- B. Rafter / bird screening bids. Buildings 519, 521, 523. Board member to meet with vendor to clarify the requirements. \$750/building. Email vote prior to proceeding with the project.
- C. Water metering project. Tonya to follow up with GUC for more information. Information to be shared via email to board.
- D. Wood rot project. Tabled pending approval of HOA owners letter from lawyer. Assessment amount is \$1,000 due in total 10 months after letter is received. RPM will set up a \$100/month draft for owners who request it. USPS letter to owners, separate from any other business.

Action for Donna to check board meeting minutes and materials to clarify which buildings have been completed.

- E. Landscaping contract. Denton will pick up the contract May 1<sup>st</sup> per email vote of the board. Elite to be given 30 days notice that April will be their final month.
- F. Pressure washing scheduled for the week of May 6. Units will receive notification of the impending cleaning via on-door notification. Vendor selected via earlier board vote.

## **VII. New business**

- A. Pool annual contracts reviewed. Jennifer moved to hire The Pool Guy for pool set up and maintenance in 2019; Eric seconded; all present approved.
- B. Pool bands. Red bands for gate access, one per unit. Green bands for family & guests. Plan for board members to spot check swimmers' bands this summer.
- C. 531 water leak bill was reviewed. Ashley moved to pay the vendor; Eric seconded the motion; all present approved.
- D. Annual newsletter to be written by Tonya and reviewed by the board. Plan for USPS mail to owners.
- E. Taft property nuisance claim for kudzu overgrowth on land between HOA land and the railroad tracks. Tonya to follow up.

## **VIII. Adjournment at 6:45 PM**

Motion by Ashley; seconded by Brenda; all approved.

*Next Board Meeting at RPM office, July 17, 2019, 6:00 PM*



# Spring Forest Condominiums

## HOA Board Meeting

Tuesday, June 18, 2019

Meeting commenced at 6:00 PM.

Location was the conference room in RPM's office.

Purpose: Scheduled periodic meeting

The following people were present.

HOA Board: Brenda Poole, Eric Reifschneider, Jennifer C. Eissing, Donna Clement, Peter Kragel

Russell Property Management: Tonya Jones

Ashley Jesse was out of town at time of this meeting.

Agenda items I & II

A quorum of 5 was established and the meeting was called to order. (Agenda items I and II)

Agenda item III

March 27, 2019 minutes were not available for review. Item tabled for the next meeting.

Owner-requested agenda item

HOA Violation Hearing for unit . Owner was present.

- Screen violation reported by RPM; had been reported by Keystone in 2018. Owner states that he cannot remove the screen. Agreed that Eric would meet owner at to inspect and work out a solution.
- Exterior closet is awaiting termite inspection. Owner reports water damage as well. Action pending larger decision on termite control for the community.
- Vinyl siding popping off around 525 D unit.

Agenda item IV

Management Report

Provided by Tonya in meeting packet. Reviewed and discussed. May 31, 2019 financials.

Account 1000 Spring Forest checking

Account 1010 Spring Forest escrow

Total current assets

**Motion to accept the financials report was made by Jennifer; seconded by Eric; all approved.**

Agenda item V

Old business

- a) Pressure washing reports many patios and balconies were occupied and thus not washed. Generally satisfied with the work.

- b) Gutters at valleys for water management on the ground floor units. Rocky recommends continued use of French Drain systems.
- c) Termite inspections. Mandatory for ground floor units. *Action for Tonya to determine the cost per unit for Othos inspection.*
- d) Ordinance of Law coverage in insurance. To cover improvements needed for complete reconstruction to current code. Cost of insurance rider would be about \$5k. Would also need to consider mortgage banking requirements. Tabled.
- e) Water metering project was tabled. Uncertain installation cost due to older plumbing system. Would have to begin the project to obtain an accurate quotation.
- f) Kudzu violation, city property. *Action for Donna to email the details to Eric; Eric will follow up with the city.*
- g) Satellite dishes project reports little progress. *Action for Donna to report at the next meeting.* New dish at 519 and 531 buildings.

#### Agenda item VI

##### New business

- a) Pine straw. **Motion by Eric to hire Southern Pine Needles at \$5.50/bale including labor. Seconded by Jennifer. All approved.** Note installation is to include the trees along Spring Forest Road. Possibly the embankment depending on the cost.
- b) Owner/Tenant occupancy ratio discussed. No actions taken at this time.
- c) Review of Rules & Regulations. Tonya suggested an update to SFC R&R. Hard copy included in June meeting materials, pages 13 through 20. *Action for board members to review the material and email comments/updates or bring them to the next meeting.*
- d) Dumpster at 531. Current pad is small and angled. Per city the pad would have to be changed to allow a dumpster to be safely emptied. *Action for Eric and Tonya to explore solutions.*
- e) Selling pool memberships briefly discussed. Tabled for this season.
- f) Wood rot on porch of 535 B unit. Led to discussion on resuming the wood rot project. **Motion to resume wood rot project with building 535 using Swain was made by Eric; seconded by Jennifer; all approved.**
- g) Recycle bins at pool. Not in use. Action for Donna to discard one of the two bins.

##### New business not on agenda

- Sign repair for the sign near the RR tracks. Eric provides samples of letter styles at four price points ranging from \$773 to \$1722 for finished job. **Motion to select acrylic letters with an aluminum metal facing at a cost of \$1264 was made by Donna; seconded by Peter; all approved.**
- Eric reported that Forest Lock and Key is engaged in fixing the lock on the pool gate. Options reviewed. Timing to be postponed due to vacation of vendor. *Eric will manage and make decisions, starting with lowest-cost solution.*
- Eric reported on the float switch mechanism for pond water level. *Eric will manage and make decisions.*

- Eric reported a quote for pool resurfacing of \$40,000 which is higher than he had anticipated. Cost of replastering the surface is likely to exceed \$22,000. Tabled for this season.

**Jennifer moved to adjourn the meeting; Donna seconded; all approved.**

Meeting adjourned at 8:00 PM.

## Spring Forest Road HOA Board

Monday, August 19, 2019

Meeting commenced at 6:00 PM.

Location was the conference room in Stephen West's office at 2755-A S Charles Blvd.

Purpose: Special meeting to discuss the recovery process from the August 9, 2019 fire in building 535. Units affected were 535 A-H and 537 A, B, E, F. In addition, siding was melted on building 529 facing the fire. Meeting was requested by Stephen West.

The following people were present.

HOA Board: Brenda Poole, Eric Reifschneider, Jennifer C. Eissing, Donna Clement, Peter Kragel

Russell Property Management: Tonya Jones, Rocky Russell

CareMaster: George Saad, Al Joyner (join the discussion at 6:50 PM)

Stephen West Agencies: Stephen West

The following information represents questions and topics covered in a 2-hour discussion. See the end of this document for board votes taken during this meeting.

1. Nationwide process.
  - a. National adjuster is on the job.
  - b. Estimated range is \$800k to \$1400k.
  - c. Per policy, reconstruction to original specifications. Some landscaping included.
  - d. Estimate will take Mike 2-4 weeks. Reviews by Nationwide executives will follow; 2 approvals are necessary.
  - e. Nationwide pays to put it back to the way it was when it was built. Not up to today's code.
  - f. HOA deductible on the Nationwide policy is \$5000.
2. HOA board will have to make decisions during the building process, and that these will need to be made quickly. Examples include the following:
  - a. Windows, doors, bathtubs, etc (standard items)
  - b. Plumbing system; PVC chase lines for HVAC
  - c. Board decisions by email will be done through Tonya Jones, the HOA manager.
3. Ordinance of law improvements will not be covered by Nationwide.
  - a. These will eventually be assessed to the unit owners that will benefit from the improvements. Owners can then obtain reimbursement from their HO6 insurance policies.
  - b. Codes have changed since the units were built. New codes may have to be worked into the new units.
  - c. Decisions made by the city of Greenville. Negotiation process though the city may insist on certain installations.

4. HOA will receive a bill from Nationwide for increased coverage to \$1.4M due to buildings 535 and 537 sharing a roofline. This differs from the characterization of the buildings on OPIS.
5. HOA monthly fee for displaced owners?
  - a. No provision in by-laws. Item tabled for the August 28 board meeting.
6. Questions about handling owner upgrades
  - a. Unit upgrades, insurance coverage for, and seeing to their installation in the units will be the responsibility of unit owners and CareMaster.
  - b. Original appliances were refrigerator, oven/stove, dishwasher. Washer/dryer hook ups but not included in the appliance package of original units.
  - c. Owner HO6 policies may cover upgrades; it is on the owner to recover this money. If no insurance, owner pays CareMaster directly. It is the responsibility of CareMaster to collect the money for the upgrades; and of the owner to ensure these upgrades are provided.
7. Questions about the flow of monies
  - a. Nationwide will cut a check to the HOA in care of Russell Property Management for 80% of the estimated cost of rebuilding.
  - b. CareMaster will complete the work. Stages to be set ahead of time with invoicing to the HOA board at milestones.
  - c. Nationwide approved invoices prior to presentation to the board.
  - d. QI / assurance of the work being completed is the responsibility of the HOA board.
  - e. When the project has completed to the point of 80% of monies being spent, Nationwide will provide the final 20% of money.
  - f. RPM will set up a separate account to hold the fire recovery money
8. Questions about the restoration process
  - a. Mitigation phase: minimize the damage, dry out water, prevent further entry of water, assess damage
  - b. Demolition phase: selectively demolish interiors of damaged units, clear away debris, assess damage.
    - i. Plan to repair the siding on the 529 building.
    - ii. Architect draws up plans.
    - iii. Plans submitted to city inspection department for review (see Law of Ordinance).
    - iv. Negotiation with city on law of ordinance requirements.
    - v. Adjust plans.
    - vi. Board members stated intention to minimize these over-insurance-coverage costs for affected owners.
  - c. Building phase. Too early for details. Framing, roofing, exterior, interior. Landscaping. Upgrades. Occupancy permits.
  - d. Usual inspections include framing, insulation, mechanical, plumbing, electrical, and others.
9. CareMaster is working through people getting their stuff out.

- a. Rocky forwarded a letter being sent to owners giving a deadline of August 28, 2019 for owners and tenants to retrieve items from units. Any items that remain may be discarded during demolition.

### Decisions

There were two formal motions made and voted on by the board.

Peter made a motion to accept CareMaster as the vendor to work with Nationwide and the HOA board on the fire recovery project. Eric seconded the motion. All approved. None opposed or abstained.

Eric made a motion to approve the signed work authorization for CareMaster to begin the damage mitigation phase of the project (effective August 9, 2019). Donna seconded the motion. All approved. None opposed. None abstained.

Meeting adjourned at 8:00 PM.

## Spring Forest Condominiums HOA Board Meeting

Wednesday, August 28, 2019

Meeting commenced at 6:00 PM.

Location was the conference room in RPM's office.

Purpose: Scheduled periodic meeting

The following people were present.

HOA Board: Brenda Poole, Eric Reifschneider, Donna Clement, Peter Kragel

Russell Property Management: Tonya Jones

Excused: Jennifer Eissing

Agenda items I & II

A quorum of 4 was established and the meeting was called to order at 6:00 PM.

Guests:

John & Sharon,

Steve

Michelle

John asks about the time out of the units.

Action: Tonya will ask CareMaster about the phases.

John asks about legal action as to the cause of the fire?

Eric: Nationwide will do this. The board has instructed Nationwide to pursue it to the full extent of the law.

John asks about owner vs HOA insurance.

John would like to be notified of any legal actions taken.

John asks about theft from abandoned units. Michelle reports that personal items are missing from her unit.

Answer: These should be handled through CareMaster. Tonya to notify the police about people entering the fire site and stealing.

John: Is CareMaster going to give you (the board) about colors, rebuilding, fit & finish.

Answer: Board does basic build; CareMaster will handle all of the interior decisions and upgrades.

Steve asks about HOA dues.

Answer: HOA dues are still due. H06 policies may cover the monthly fees while the unit is uninhabitable.

#### Agenda item III

Meeting minutes approved for scheduled June 18, 2019 meeting and special meeting at Steve West's office on August 19, 2019. Motion to approve by Brenda; Eric seconded. All voting members approved.

#### Agenda item IV

##### Management Report

Provided by Tonya in meeting packet. Reviewed and discussed. July 31, 2019 financials.  
Account 1000 Spring Forest checking  
Account 1010 Spring Forest escrow  
Total current assets

Action: Tonya will check on the wood rot project.

Tonya is managing delinquencies. Over 90 days late, send a letter. See details.

#### Agenda item V

##### Old business

- a) Ordinance of Law: consider Ordinance of Law insurance. Item tabled by the group in the June meeting.
- b) Water bill proposal by RPM.
  - RPM would bill the owners by billing the water by building number.
  - Have to find out about assessing owners for not paying the water bill.
  - Action: Do the dues include water? Covenants? Legal review?
  - Action: Tonya is going to email the spreadsheet to us each month.
  - Action: unused water meters?
  - Item tabled for now.

#### Agenda item VI

##### New business

- a) Spring Forest Management Fees \$1155 vs \$1364
  - a. When the contract was signed the number of doors was incorrect (105 vs 124).
  - b. Eric moved to approve the new bill; Brenda 2<sup>nd</sup>; all approved.
- b) Review of Rules & Regulations
  - a. Will handle in email. Peter emailed detailed notes.
- c) Dumpster at 531
  - a. Tonya: will arrange to move a 607 dumpster to 531 to provide a larger receptacle.
- d) Board vacancy. Brenda: moves not to fill it now. Leave it to the later meeting. Donna seconds. Eric will run the meetings. Eric will be HOA board president until the next election. All voting members approved.



- e) HOA Website information
  - a. Fix the meeting starting time.
- f) Potholes
  - a. Potholes in front of 517 & 519. Needs repair. Tonya will get quotes on repairs.
- g) Next building for wood rot project. New Vendor.
  - a. Tabled. Swain backed out of the project. Permit needed for each building.
- h) MBO (made billable to owner)
  - a. Eric moved to bill back to owner; Peter seconded. All approved. Units to be billed are

#### Agenda item VII

##### Fire business

- a) HOA fees. Waive late fees for the fire business.
- b) Thank you letters. Fire departments, GUC, and Red Cross.
- c) Pine straw. Allowed by local regulations.
- d) Legal action against the person suspected of starting the fire? Nationwide will do that.
- e) Price on engineering oversight. Tonya to follow up with Rocky.
- f) Ask for a meeting in a month with CareMaster. Request a rough timeline of the building project.

Meeting adjourned at 7:45 PM.

## Spring Forest Road HOA Board

Wednesday, November 6, 2019

Meeting commenced at 6:00 PM.

Location was the conference room in Russell Property Management office.

The following people were present.

HOA Board: Brenda Poole, Eric Reifschneider, Jennifer C. Eissing, Donna Clement, Peter Kragel (phone). Quorum established.

Russell Property Management: Tonya Jones

Guest: TriShore Insurance agent from Raleigh, Andrew Bateman

Donna stated that she would abstain from motions and votes regarding financial decision making for recovery from the August 9, 2019 fire. Donna owns one of the 12 condemned units.

Motion that we add Ordinance of Law coverage from Nationwide Insurance to the HOA policy. Motion by Peter, seconded by Jennifer. All in favor. Donna abstained from voting.

Motion that we schedule a meeting between the board and the attorney between now and the January 21 2020 board meeting. Motion by Peter, seconded by Jennifer. Donna abstained. Eric & Brenda in favor.

Action: Tonya will get a quote from the attorney for this meeting.

Motion that we get the Crime & Fidelity Insurance. Moved by Eric, seconded by Donna. All approved.

Action: Tonya will get a quote from Andrew Bateman.

#### IV. Review and Approve Previous Meeting Minutes

Motion to approve by Eric; seconded Peter. Jennifer abstained.

All approved.

#### V. Management Report

##### A. Financials:

#### VI. Old Business

##### A. Wood Rot Project

- a. On hold. Swain dropped the job. City required inspections. Action: Tonya will identify vendors.

##### B. 519/519 Patch

- a. Asphalt Solutions quoted \$1280 for the patch. 18 square yards, 2 inches deep. Donna moved to hire AP; second Eric; all approved.

##### C. Door painting

- a. Limited common element; condo association paints all the doors property wide. If she wants to paint it, she may do so. Sherwin Williams colors. Action: Tonya will ask George.
- D. Satellite Dish Project
  - a. New life breathed into the project. Jennifer & I will split the buildings. Two weeks for flyer on the door. Brenda will take care of 519.

#### VII. New Business

- A. MBO. Motion by Eric to bill owner; seconded by Peter. All approved.
- B. Pool Resurfacing Quotes
  - a. Three quotes. Plaster is generally ten years. Both plaster quotes are about \$25,000.
  - b. Action: Tonya will call both companies to see about the schedule.
- C. Flyer to homeowners about cig butts. Enforce the cig butt policy. Notify people that we are going to enforce the policy.
- D. Tonya will schedule a meeting with the board and CareMaster. December meeting.

#### VIII. Adjournment

Eric moves to adjourn. Peter seconds. All approved.