

**Willoughby Park HOA  
Meeting of the Board of Directors  
February 28, 2019  
6 PM**

**Present**

Randy Cox  
Stanton Blakeslee  
Mary McCallum  
Keith Wainright  
Thad Dove  
Leonard Moniz  
Todd Brown  
Johnny Dale

**Call To Order**

The meeting was called to order and quorum was established.

**Previous Meeting Minutes**

The board reviewed the minutes from the December 11, 2018 meeting  
Keith made a motion to accept the minutes as written. Thad Dove seconded.  
The motion passed unanimously.

**Insurance**

The board reviewed proposals for insurance, one from Nationwide and one from State Auto. State Auto is the current insurance provider.

Keith Wainright made the motion to accept the renewal proposal from State Auto.  
Stanton Blakeslee seconded. The motion passed unanimously.

**Hearings**

**103 E**

This unit was reported as having brown blinds instead of the HOA-mandated white. The board decided, due to extenuating circumstances reported by the owner, to extend a four-month deadline for the replacement of the blinds.

**121 C**

This unit was reported as having damaged blinds in September. Numerous attempts to have the problem resolved have been made, but the blinds remain broken. The board decided to fine them \$50 and give them 5 days to replace the blinds, after which they will be fined \$100 a day moving forward.

**Old Business**

**Stairwell Repairs**

Estimates to repair the stairwells were reviewed by the board.

Thad Dove made a motion to accept the proposal from Toler Welding. Todd Brown seconded. The motion passed unanimously

The board then discussed the priority of which units needed repaired first.

### **Building Numbers**

Estimates to paint the building numbers were reviewed by the board.

Leonard Moniz made a motion to accept the proposal from James Painting. Mary McCallum seconded. The motion passed unanimously.

### **Security Lights**

Upon request from a resident, the board reviewed estimates to install security lights.

Randy Cox made a motion to accept the proposal from James A Buck Electric, and to proceed with installing lights at 101 and 105. Stanton Blakeslee seconded the motion. The motion passed unanimously.

### **Crack In Concrete Flooring (115 D)**

The board reviewed a report of a hairline crack in 115 D.

The board decided that the owner will be responsible for repairing the crack.

### **Pipe Boot Replacement**

The board discussed the pipe boot replacement project and decided to table further discussion pending an estimate from Keith Wainright and a timeline from Dale Taylor.

### **Cable Contract**

The board discussed two options offered by Suddenlink. The board agreed to go back to Suddenlink and expressing interest in option 1 provided, provided they can guarantee a rate of \$33/mo for four years.

### **Dryer Vents**

After inspection, it was discovered that the dryer vents of some E units vented to the attic instead of the outside. 139E and 143E have been repaired.

The board gave RPM standing permission to fix other dryer vents if this problem is discovered in other units.

### **Balcony Repairs (114C & 115A)**

The board was given an update on the balcony repair project.

Thad Dove made a motion to accept Tyler Williams' estimate for installing Hydrostop in units that need it. Stanton Blakeslee seconded. The motion passed unanimously.

### **125 A Insurance Claim Update**

The board received an update on the progress of the repairs being carried out on 125 A, and briefed on the insurance claims involved. Further discussion was tabled until the repairs were completed.

### **Palladium Window Repairs**

The board discussed jchannel repairs and painting of palladium windows. Dale Taylor did a ground assessment of the windows and provided a per-window price. RPM will get a second and third estimate.

### **Leak Assessment Discussion (121D)**

The board continued their discussion of money due concerning a leak in 121D.

Stanton Blakeslee made a motion to waive this fee based on lack of documentation due to previous HOA management company. Keith Wainright seconded.

Aye: Brown, Blakeslee, Dove, Wainright, Dale

Nay: McCallum

Abstain: Cox, Moniz

The motion passed.

Several other units were waiting on this decision from a previous meeting. Keith Wainright made a motion to put these assessments back on the homeowner. Thad Dove seconded. The motion passed unanimously.

### **New Business**

#### **Audit Engagement Letter**

The board decided to table this discussion until further estimates are gathered.

#### **Special Assessment Approvals**

The board reviewed Special Assessment requests. Thad Dove made a motion to assess all owners. Mary McCallum seconded. The motion passed unanimously.

### **122 A Leak Damages**

Repairs to 122A currently can not be completed due to flooring not able to be matched. RPM will get estimates for vinyl and carpeting.

### **Improvement Suggestions From Resident**

A resident wrote to the board with suggestions for improving the neighborhood, including places for neighbors to congregate.

Thad Dove made a motion to get estimates for a dog park, fenced in picnic shelter, and grills. Johnny Dale seconded. The motion passed unanimously.

#### **2019 Pool Vendor**

The board reviewed estimates for pool vendors. The board decided that they would accept Pool Pros' estimate and that this estimate would be paid by May 15.

#### **AirB&B**

The board discussed the viability of altering the bylaws to allow short-term rentals such as AirBnB & VRBO, etc. The board tabled discussion until the annual meeting.

#### **Review Reports**

The board reviewed the Delinquents and Prepaids Report.

The board also reviewed Open Violations

#### **Meeting Frequency**

The board decided to increase the frequency of meetings to every two months.

#### **Adjournment**

Thad Dove made a motion to adjourn; Todd Browning seconded. The motion passed unanimously.

**Willoughby Park HOA  
Meeting of the Board of Directors  
May 1, 2019  
6 PM**

**Present**

Randy Cox  
Stanton Blakeslee  
Mary McCallum  
Johnny Dale  
Keith Wainright

**Call To Order**

The meeting was called to order and quorum was established.

**Old Business**

**Pipe Boot Replacement**

Keith Wainright made a motion to approve Taylor's estimate. Johnny Dale seconded  
The motion passed unanimously.

**Plumbing**

F C Hardy Plumbing estimate  
Randy Cox made a motion to proceed with units 125-F and 125-C using the Hardy Plumbing estimate. Mary McCallum seconded. The motion passed unanimously.

**CAI Conference Reimbursement**

Keith Wainright made a motion to reimburse \$40 to Leonard Moniz for attending the conference. Randy Cox seconded. The motion passed unanimously.

**Stairwell Repairs**

Stanton made a motion to approve the new total based on addition of new step. Mary McCallum seconded. The motion passed unanimously.

**124 B Payment Plan Request**

Randy Cox made a motion to keep balance the same. Keith Wainright seconded. The motion passed unanimously.

**New Business**

**2019 Pool Packet**

The board reviewed the 2019 pool packet. It was decided that the title should be changed to "private community pool." Also "animals" should be changed to "pets" to cover service animals.

**Pool Monitor Schedule**

The board reviewed and approved the 2019 pool monitor schedule

**Landscaping Improvements**

Keith Wainright made a motion to accept both Little's estimates. Randy Cox seconded. The motion passed unanimously.

**Storm Door**

The board agreed to standardize and simplify the Storm Door guidelines to help owners make purchasing decisions.

**110 F Damage Assessment Review**

Keith Wainright made a motion to take charge of \$64.20 off 110-F. Johnny Dale seconded. The motion passed unanimously.

**139 A Damage Assessment Review**

Stanton Blakeslee made a motion to waive the fee because a higher reading was found on the scene, but no leak. Keith Wainright seconded. The motion passed unanimously.

**103 C Screen Violation**

The board decided that the screen needed to be fixed at the owner's expense and suggested that the homeowner contact Little.

**117 A Leak & Repairs**

Stanton Blakeslee made a motion to accept Rogister and Coastal Carpet estimates. Randy Cox seconded. The motion passed unanimously.  
RPM to get more information about charges from Dale.  
Stanton Blakeslee made a motion to deny the estimate from Waters Carpet. Mary McCallum seconded. The motion passed unanimously.

**Review Damage Fee Assessment**

Keith Wainright made a motion to approve all assessments. Randy Cox seconded. The motion passed unanimously.

**Review Reports**

The board reviewed reports prepared by RPM.

**Adjournment**

Stanton Blakeslee made a motion to adjourn. Keith Wainright seconded. The motion passed unanimously.

**Willoughby Park HOA**  
**Meeting Of The Board Of Directors**  
**July 10, 2019**  
**6 PM**

- Present
  - Randy Cox
  - Stanton Blakeslee (via phone)
  - Keith Wainright
  - Thad Dove
  - Mary McCallum
  - Johnny Dale
- **Call To Order**
  - Randy Cox called the meeting to order and quorum was established.
- **Previous Meeting Notes**
  - Thad Dove motioned that the previous meeting's notes be accepted with no changes; Mary McCallum seconded.
  - The motion passed unanimously.
- **Old Business**
  - **Palladian Window Repairs**
    - Thad Dove made a motion to move funds from the long-term escrow to cover the costs of repairs for roof boots, balcony windows, and palladian window painting. Randy Cox seconded.
    - The motion passed unanimously.
    - Randy Cox made a motion to accept the estimate from Bland Carpentry. Keith Wainright seconded.
    - The motion passed unanimously.
  - **Audit Information Review**
    - Stanton Blakeslee made a motion to accept the estimate for a compilation performed by Measamer. Mary McCallum seconded.
    - The motion passed unanimously.
  - **125-A Breakdown Of MIP Claim**
    - The final updates for this project were reviewed by the board.
  - **Dumpster & Dumpster Fence Repair**
    - Keith Wainright made a motion to paint the dumpster and replace the fence. Randy Cox seconded.
    - The motion passed unanimously.
  - **117-A Carpet Damage**
    - The owner asked that the board reconsider their earlier decision.
    - After a discussion and re-examination of the situation, the board reaffirmed their previous decision
  - **Cable Contract**
    - The cable contract was discussed again, and options were examined for what our counter-offer will be.

- Stanton made a motion to accept option 1 and to allow board members to further negotiate if possible. Thad Dove seconded.
  - YAY: Cox, Blakeslee, Dove, McCallum, Dale
  - NAY: Wainright
  - The motion passed.
- **New Business**
  - **Fence Installation At Rear Of Property**
    - The board discussed ideas to add a fence to the back of property, to help quell the flow of trespassers
    - The board instructed RPM to get quotes from two companies for a fence at the back of the property as well as the area beside the pool.
  - **Pool Monitor Schedule & Padlock in AM**
    - The board agreed to reduce the monitor's hours from 11-8 to 1-8.
  - **Review Damage Fee Assessments**
    - The board reviewed various damage fee assessments.
    - Keith Wainright made a motion to accept all assessments, Johnny Dale seconded.
    - YAY: Dale, McCallum, Blakeslee
    - ABSTAIN: Cox, Dove
  - **Owner Request: No Solicitation Sign**
    - An owner requested that a No Solicitation sign be erected due to increase of flyering.
    - The board agreed to buy the sign and have it placed.
  - **Owner Request: Stairwell Repairs (141)**
    - An owner requested that the stairwells for 141 be painted / repaired.
    - In reviewing the photos, the board agreed that the treads definitely needed to be repaired.
    - Due to other expenditures this year, though, the board decided to table painting until next year.
    - The board also discussed the stairwell repairs needed in 115, which will be reviewed on Monday, July 15.
- **Review Repairs**
  - The board reviewed reports provided by RPM.
- **General Discussion**
  - Amanda will check with Pool Pro about doing a better job of cleaning the pool and bathroom.
- **Adjournment**
  - Keith Wainright made a motion to adjourn. The motion passed unanimously.



**Willoughby Park HOA  
Meeting Of The Board Of Directors  
September 10, 2019  
6 PM**

- Present
  - Mary McCallum
  - Randy Cox
  - Todd Browning
  - Stanton Blakeslee
  - Johnny Dale
- **Call To Order**
  - Randy Cox called the meeting to order and quorum was established.
- **Conference Call w/ Heather Nelson; 105A**
  - The board had a conversation with the owner of 105A and was given advice about how to deal with her situation.
- **Review & Approve Previous Meeting Minutes**
  - Randy Cox motioned that the previous meeting's notes be accepted with no changes; Stanton Blakeslee seconded.
  - The motion passed unanimously.
- **Old Business**
  - **Audit Review Update and Sullivan & Shearin Invoice Approval**
    - Mary McCallum made a motion to pay the invoice. Randy seconded.
    - After the motion, the board had a discussion about the invoice and decided to go back to Sullivan & Shearin and get a detailed breakdown of the cost.
    - After the discussion, a unanimous Nay vote was held to not pay this invoice at this time, pending the detailed breakdown.
  - **Fence Installation & Addition**
    - After reviewing estimates, the board decided to present this information at the general meeting.
  - **Proceed/Speed Up Leak Occurrences & Repairs**
  - **Building Number Update**
    - The board agreed to move forward with the James Co. estimate.
- **New Business**
  - **Management Fee Increase Letter**
    - The board reviewed the increased rates from Russell Management.
  - **Pest Control Quotes**
    - The board agreed to continue using Doc Moore.
  - **2020 Budget Discussion**
    - The board reviewed the proposed budget for 2020.
    - After discussion, the following changes were made:
      - No deposits to the escrow account next year.
      - No dues increase
      - Propose to the general meeting a \$20/mo assessment to begin project of replacing all Quest pipes.

- **Review Damage Fee Assessments**
  - The board reviewed damage fee assessments
  - Todd Browning made a motion to approve the assessments; Stanton Blakeslee seconded.
  - Yays: McCallum, Browning, Dale
  - Abstain: Cox
- **Update Rules & Regs re: Window Units**
  - Johnny Dale made a motion to add a rule prohibiting window AC units without prior approval from the board.
  - Stanton Blakeslee seconded.
  - The motion passed unanimously.
- **Owner Requests**
  - **118 Additional Cleanings**
    - After discussion, a board member will personally carry out the cleaning himself.
  - **122A Request for new/additional plantings**
    - Board denied the request and recommended potted plants
  - **Label Exterior of Mailboxes**
    - Board denied the request to label the mailboxes for privacy concerns, but told the homeowner they were welcome to do it for their units
  - **Replace ceiling fan in 113C from leak in 113F**
    - After discussion the board decided the fan was suffering from humidity, not a leak
  - **Interior Repairs from Roof Leak**
    - Randy Cox made a motion to approve the James Co estimate
    - Stanton Blakeslee seconded.
    - The vote passed unanimously
- **Review Reports**
  - The board reviewed reports provided by RPM.
- **Adjournment**
  - A motion was made to adjourn, and it passed unanimously.

- **Willoughby Park HOA Board Of Directors Meeting**
- **December 19, 2019**
- **6 PM, Joyner Library**
- Present
  - Mary McCallum
  - Leonard Moniz
  - Johnny Dale
  - Stanton Blakeslee
  - Kenneth Wainright
- Call To Order
  - Stanton Blakeslee called the meeting to order and quorum was established.
- 130 B Tree Roots
  - The board met with the owner of 130 B to discuss issues about tree roots under the unit's floors.
  - Two board members will meet with a concrete / foundation contractor to determine next steps.
- Ordinance Of Law
  - The board discussed and agreed to table until next meeting
- Damage Fee Assessments
  - The board reviewed the damage fee assessments and approved them all.
- Unrecorded Amendments
  - The board discussed the fact that amendments (regarding quorum and the number of board members) made in the 1990s had never been recorded.
  - The board is seeking legal counsel on how to proceed with filing those amendments.
- Adjournment
  - Stanton Blakesless adjourned the meeting