

- **Willoughby Park HOA Board Of Directors Meeting**
- **February 11, 2020**
- **6 PM, Russell Property Management**
- **Present**
 - Leonard Moniz
 - Johnny Dale
 - Stanton Blakeslee
 - Randy Cox
 - Todd Brown
- **Call To Order**
 - Stanton Blakeslee called the meeting to order and quorum was established.
- **Review and Approve Previous Meeting Minutes**
 - The previous meeting's notes were reviewed by the board.
 - Stanton Blakeslee made a motion to approve the minutes, **Johnny Dale** seconded.
 - The motion passed unanimously.
- **Conference Call with Attorney**
 - The board spoke with Adam Beaudoin from Ward & Smith for clarification on Limited Common Elements vs Public Elements as well as Amendments To Legal Documents
 - The board agreed to have the lawyer draft an amendment to the HOA constitution for review.
- **Old Business**
 - **130 B Concrete Repair Assessment & Flooring Reimbursement**
 - The board discussed this assessment and agreed to pay the invoice.
 - **New Plumbing Quotes**
 - Issues acquiring additional quotes were discussed.
 - VO Plumbing was recommended, and Stanton Blakeslee will followup for a quote.
 - 105 B&E were suggested as a trial unit, and Amanda will follow up with the owner.
 - **Ordinance of Law**
 - Todd Brown made a motion to endorse State Auto's policy. Leonard Moniz seconded.
 - The motion passed unanimously.
 - Further, the board authorized Amanda to reach out to other agencies for quotes.
 - **2017 Compilation - Measamer Missing Information**
 - The board directed Measamer to draft a notice that they did not receive enough material from the previous HOA agency to complete a compilation for 2017.
 - The board authorized Measamer to proceed with 2018 and 2019 compilations using materials from 2018 and 2019.
 - **Wood Rot Repairs - Palladian Windows**
 - The \$2500 repair estimates from All Home Repairs for the wood rot repairs were reviewed.
 - The board asked Amanda to reach out to All Home Repairs for a second estimate covering a vinyl option.
 - **Fence Installation & Additions**
 - This issue was tabled until the annual meeting.
 - **Hearing - 7 PM**
 - The hearing participant did not show up for the hearing.
 - Randy Cox motioned to bill the home owner \$100, followed by a daily fine of \$50/day after five days. Stanton Blakeslee seconded.
 - The motion passed unanimously.
- **New Business**
 - **2020 Pool Maintenance**
 - Estimates from three different vendors were reviewed.
 - Johnny Dale made a motion to accept JJ&T's estimate. Leonard Moniz accepted.

- The motion passed unanimously
 - Amanda will reach out to JJ&T for the cost of buying vs renting a feeder pump.
 - **Carpet Cleaning with Leak**
 - Randy Cox made a motion to approve paying for carpet cleaning in a unit recently affected by a leak. Todd Brown seconded.
 - The motion passed with four yays: Blakeslee, Cox, Brown, Dale. Moniz abstained.
 - Amanda will ask Premiere and other vendors to please clean carpets after all other repairs are complete.
 - **Landscaping**
 - Two landscaping estimates were reviewed.
 - Tree Removal
 - Todd Brown made a motion to accept Appearance Improvement's estimate. Stanton Blakeslee seconded.
 - The motion passed unanimously.
 - Dead Tree At Pool
 - Stanton Blakeslee made a motion to accept Little's estimate. Johnny Dale seconded.
 - The motion passed unanimously.
 - **Review Hardee's Plumbing Invoices for Approval**
 - The board discussed the invoice from Hardee's Plumbing as well as issues with the repairs
 - Leonard Moniz made a motion to approve the invoice but withhold \$3000 dollars due to extra damages caused by not plumbing according to previously agreed-upon plans. Todd Brown seconded.
 - The motion passed unanimously.
 - **Damage Fee Assessment Review**
 - The damage fee assessments were reviewed.
 - 112 A&B
 - Todd Brown made a motion for the HOA to cover 50% each of each unit. Randy Cox seconded.
 - The motion passed unanimously.
 - 120D
 - Randy Cox made a motion to bill the homeowner. Stanton Blakeslee seconded.
 - The motion passed unanimously.
 - 116D
 - The board decided to forward the issue involved to the attorney for their opinion, and will address at a future meeting.
 - **119 Leak Repairs (Dishwasher)**
 - Amanda will check with Greenville Appliance and update the board.
 - **141 D Camera Request**
 - The board advises the homeowner that they can get a camera if it stays inside the unit, or a camera/doorbell combo.
 - **129 C Leak Repairs**
 - Amanda will solicit an estimate from Greg Justice and forward it to the board.
 - **103 Leak Repairs (Doorbell)**
 - Amanda will communicate to homeowner that the board is willing to send someone out to look at the issue. However, if it's found that the damage to the doorbell was not caused by the leak, they will be responsible for the repair plus service call.
- **Review Reports**
 - The board reviewed reports from RPM.
 - [REDACTED] foreclosure vote
 - Randy Cox made a motion to foreclose on [REDACTED] Todd Brown seconded.
 - The motion passed unanimously.

- **Adjournment**

- Johnny Dale made a motion to adjourn. Leonard Moniz seconded.
- The motion passed unanimously.

**Willoughby Park HOA Board Of Directors Financial Meeting
February 18, 2020
6 PM, Hearthside Rentals**

Present

- Leonard Moniz
- Johnny Dale
- Stanton Blakeslee
- Randy Cox
- Todd Brown

Call To Order

- Randy Cox called the meeting to order and quorum was established.

Discussion

- Raising the dues \$9 a door was discussed, since due to quorum attendance issues at general membership meeting the proposed assessment will not be voted on in the foreseeable future. This is less than the 5% raise the board is allowed to institute. without a general membership vote.
- If/when the assessment passes, the board agrees to reevaluate this increase at that time.
- Stanton Blakeslee motioned to raise the dues \$9 a door. Todd Brown seconded.
- The motion passed unanimously.

Adjournment

- Johnny Dale motioned to adjourn. Randy Cox seconded.
- The motion passed unanimously.