

**TURTLE CREEK
CONDOMINIUM HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTOR'S MEETING**

Tuesday, November 22, 2011

The meeting was called to order at 4:35 p.m. at the Conference Room of HOA Management Company at 3493 Evans St., Suite D by Cheryl Ramsey, President.

The meeting was attended by Board Members Doug Austin, Beverly Davis, Spencer Hamilton, Nicole Maxson, Cheryl Ramsey, Addie Russell, Claudia Sundman and Beth Wade and Tasha Laughbaum of HOA Management Company. Tasha announced that Jessica had delivered her baby and was unable to attend the meeting.

QUORUM: A quorum was established.

MINUTES: Minutes of the meeting of August 4, 2011 were approved as distributed.

MANAGER'S REPORT: (attached to minutes)

The customer balance summary and actions in progress were reviewed.

Old Business:

Satellite rules: Claudia moved and Addie seconded a motion to approve the draft of the rules as distributed (attached to minutes). The motion passed unanimously. The individual who initially requested a satellite dish did not get acceptable reception and had the dish removed. This is probably going to occur with many units. A request for a satellite dish by another owner is moot since the rules apply to all. **Action:** A copy of the rules will be hand delivered to each unit.

Board insurance issue: Letter from attorney for former owner was reviewed. It appears that the request for HOA fidelity bond coverage for the Board in addition to the property management company is becoming more common. This is most likely a method for financial organizations to deny loans. The buyer was able to secure a loan, but for a lesser amount than the seller wanted since the appraisal was lower. **Action:** The letter has been forwarded to our attorney (McLawhorn).

Tree/shrub removal: When the landscaping company removed the damaged trees after the hurricane, it was clear that additional trees will need to be removed. Shrubs at the base of the fire escape stairs need to be removed if they impede egress. Dead shrubs at the Turtle Creek entrance need to be removed. **Action:** Bev, Claudia and Spencer will tour the property to assess the problems.

Sign/slab: The previously identified problems with the sign at the entrance and the slab by the 1121 building were not resolved with Jessica's phone calls. **Action:** Send a letter to the respective agencies.

Pool fence: The fence has not been repaired. Tasha reported that Jessica had requested a second bid, but this had not been received. **Action:** Pursue second bid.

Painting of fire stairs: Rust is accumulating on some of the fire stairs since they were primed, but not painted. **Action:** Include identification of stairs that need painting during next HOA inspection.

1121 Shrub removal: We have not yet received the estimate for removing the shrubbery in front of the 1121 building. **Action:** Obtain estimate for budgeting purposes.

Shovel for 1100 building: At the last annual meeting a resident of the 1100 building requested that we purchase a shovel for snow removal. She felt that some of the younger residents would assist with shoveling the sidewalk if a shovel were available. **Action:** Tasha to purchase the shovel.

NEW BUSINESS

2012 Budget: We need information on landscaping and fence repairs as identified above.

Pool: Bev Davis stated that we could eliminate the pool attendant expenses if at least 3 other Board Members agreed to participate in monitoring and closing the pool each night. Tasha stated that the company providing pool maintenance at Willoughby Park provided attendants as part of the contract. The total cost would be less than our current contract for pool maintenance and attendants. Spencer asked if the pool attendants had job descriptions and Tasha responded positively.

Pressure washing: We have been pressure washing on alternate years with gutter cleaning/breezeway cleaning. There have been some complaints about the appearance of mold on the vinyl. **Action:** Arrange for pressure washing.

Resident complaints: Tasha reported that she had recently received several complaints relating to : why Gene Higson was no longer on the Board, painting of the parking lot, tree removal and pool attendants. She had some suspicions about the timing of the complaints since all are very recent.

Vice-President: Claudia stated that the Vice-President position is vacant. A motion was made by Claudia and seconded by Addie to have Beverly assume the position. The motion was approved unanimously. Beverly will continue as Secretary.

Treasurer: The position of Treasurer is also vacant. A motion was made by Beverly and seconded by Claudia to elect Beth to the position. The motion was passed unanimously.

Board of Director elections: Doug joined the Board in January, 2011 and Cheryl was elected in March, 2011 and will continue on the Board. The remaining members of the Board will need to run for election/re-election at the next Annual Meeting. **Action:** Beth requested that the meeting not be scheduled until after March 15, 2012.

Roof inspections: It was recommended that we obtain an inspection of the building roofs since the even-numbered buildings are approaching 10 years of age. **Action:** Tasha to obtain the inspections.

Next meeting: The next meeting will be at 4:30 p.m. on Monday, 1/16/12 to approve the budget.

Adjournment: The meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Beverly Davis,
Secretary

TURTLE CREEK CONDOMINIUM HOMEOWNER'S ASSOCIATION BUDGET MEETING

JANUARY 16, 2012

Call or order: The meeting was called to order at 4:30 at the offices of HOA Management.

Present were Beth Wade, Beverly Davis, Spencer Hampton, Addie Russell, Claudia Sundman, Doug Austin and Nicole Maxson. HOA was represented by Jessica Thompson.

Quorum: All board members were present.

Secretary and Vice President position open: Bev stated that the Vice President and Secretary positions were open. The President cannot hold both President and any other position. Claudia will act as secretary until the Annual Meeting.

Action regarding dog poop issue: A sign notifying residents of two new rules regarding dog poop were posted today. The new rules state homeowner/residents or their dog sitter must have a plastic bag for poop with them when walking their dogs and that no dog can be left outside unattended. Violations are subject to a \$100 fine.

Pressure washing: Bids for pressure washing the buildings and stairwells were discussed. It was decided to wait until spring time (after the pollen has finished) to pressure wash, otherwise the buildings will look untidy again for the summer months. Doug motioned to accept James Brame's pressure washing bid to be done in the spring. Addie seconded the motion. All were in favor. **Action:** Pressure washing to be scheduled in April

Painting of fire escape stairs: Bids for the painting of the fire escapes were discussed. Claudia motioned to accept the Rainbow paint proposal to be started as soon as possible. Beth seconded the motion. All were in favor.

Action: Notify homeowners know of the fire escape painting and delay of pressure washing in a newsletter, so that people know the problems are being addressed.

Pool fence proposal: After discussion, Doug motioned to accept the Whitehurst and Sons proposal for repairing the hole in the fence and making the one side that seems to tempt fence-jumpers higher, repairs to be carried out before the pool is to open. Spencer seconded the motion. All were in favor. **Action:** Schedule fence work in April prior to Health Department pool inspection.

Pool opening and closing for the 2012 season: The opening of the pool for Memorial Day weekend was agreed upon and it was decided to close the pool on September 9th this year. We

will keep the current pool maintenance person. Board members agreed to take on the responsibility of closing and locking the pool gate each night that the pool is open and to open it on Sunday mornings (the pool maintenance people open it the other days of the week). We will not have pool attendants this year.

Action: Bev will make up a schedule for Board Members to attend to the daily opening and closing of the pool.

Roof expectancy: Jessica reported that the contractor that did repair work on our roofs approximates that we another 4 to 7 years of life expectancy for the houses.

Unfinished slab: HOA will contact the owner of the slab one more time before reporting our safety concerns to the City of Greenville.

Action: Contact the slab owners and report safety concerns to The City of Greenville.

Stairwell Storage areas: A shovel has been purchased for the 1100 building as requested by a homeowner in 1100A. Bev and Claudia had surveyed many of the stairwell storage areas. These are areas that are not designated for use by any particular homeowner, but rather are community property. Some of the storage areas were locked, some were unlocked. Of those unlocked, some were being used and some were not.

A discussion of ways of keeping the common areas safe and ice free during winter storms were discussed. It was decided to purchase enough ice melting chemical for the 2012 winter season and to store it in the unused storage stairwell storage areas of buildings 1102 or 1110 and 1141 on pallets to keep the chemical up off of the floor in case of flooding.

Action: Provide the 1100 building with the snow shovel and buy sufficient ice melting chemical for the buildings for the 2012 season and store it in the stairwell storage areas of 1141 and 1102 or 1110.

Review of budget: The budget was reviewed, changes were suggested. Jessica will rework the numbers and send us a revised budget for our review.

Action: Jessica will revise the budget as suggested and return for our review.

Gene Higson's letter to the Board: Gene Higson wrote a letter to the board dated January 5th asking for an apology for what he perceived as misstatements in our letter dated December 23rd to the homeowners signing a petition about the dog poop problem. The board did not feel that there were any misstatements in our letter that needed apology or clarification.

Action: No action required.

Claudia motioned to adjourn the meeting. Addie seconded the motion. All were in favor.
Meeting adjourned at 6:20 pm.

Respectfully submitted

Claudia Sundman

Turtle Creek HOA Board of Directors Meeting
April 26, 2012

Call of order: The meeting was called to order at Russell Property Management at 6:00 pm.

Quorum: Quorum was established with Beverly Davis, Claudia Sundman, Beth Wade, Jeff Cannon, Addie Russell, Nicole Maxson, and Georgia Drum. RPM was represented by Rocky Russell and Lori Snell.

Financial: Accounts receivable didn't reflect a correct amount when transferred from HOA Management company. Accounts payable didn't either. The balance sheet emailed to the board last week reflects actual balance. There is \$26,144.14 in operating account, going to transfer \$10,000 to money market. The 6 month CD is maturing 5/8/12.

Inspections: Russell Property Management inspected TC and found some shingles and siding that needed repair. Two quotes were presented; Justice Home Repairs and Precision Wood Cuts. The board voted to go with Precision Wood Cuts due to estimate.

Pool: Pool hours will remain 9:00am - 8:00pm. There are two fence repairs needed-fix hole and reinforce back of fence near ladies restroom. Board voted to make both repairs but not to extend the back part of the fence that had been damaged due to trespassers jumping the fence.

Pest/Termite: Residents to call Pestech will be reminded in newsletter. Termite inspections will occur in July. Pestech will treat fire ant mounds for free if called but will not spray all the grounds as it isn't part of the contract.

Landscaping: Will continue with Elite Landscaping. Board voted to remove the tree in front of 1135 that is damaged. Will get estimates to plant azaleas for the hills behind 1137 and 1141. Board approved edging for homeowner requests. RPM to determine who owns trees between TC and Breezewood Townes. Landscaper will add to contract to blow out breezeways once a month.

Recycling center: New recycling center will be installed beside 1110.

Pets: Board decided not to purchase dog waste stations at this time. RPM will send violation letter on first offense, then will fine and continue to fine if leash violation.

Misc: Decided not to have any garden plots. Going to get prices for bike racks and revisit idea once board knows expense. RPM and board investigating what can be done to slab at back of property, slab and property below is owned by developer, not TC. Transition of HOA management companies seemed to go smoothly and homeowner has volunteered to welcome new home owners and tenants when notified by RPM. RPM going to ensure all downspouts are cleaned out.

Meeting was adjourned at 7:55.

Turtle Creek HOA Board Meeting

Thursday, May 30, 2013

Call to order: Meeting called to order at RPM at 5:30 p.m. by Beverly Davis, Vice President.

Attendance: Present were Beverly Davis, Claudia Sundman, Nicole Maxon, Georgia Drum, Beth Wade and Jody Jackson. Jeff Cannon was excused. Michael Khoury was absent. Russell Property Management was represented by Michele Johnson.

Quorum: A Quorum was established.

Doug Austin was removed from the board due to lack of attendance as mandated by the HOA By-laws.

Minutes from the annual homeowners meeting will be e-mailed to the Board members for approval.

Trespassing from Breezewood : Residents continue to cut through as a short cut to Turtle Creek Road and to place items in our dumpster. **Actions:** A letter is to be sent asking Breezewood Townes management to inform residents of the problem. Motion made by Claudia Sundman to obtain estimate for a four strand wire fence between the trees where the trespassing is occurring. Motion seconded by Beth Wade and approved by majority vote.

Weeds in shrub beds: Weeds are growing rapidly in the beds and in the pine straw. **Actions:** RPM is to follow up with James Brame on weeding of planting beds and undergrowth of wooded area behind 1100 and 1102 buildings.

Weeds in lawn/liriope: There were not enough votes via e-mail to act on the estimate from Elite Landscaping to spray the lawn or to improve the liriope. **Action:** Motion by Claudia Sundman to have lawn areas sprayed for weeds and borders along sidewalks refurbished was seconded by Georgia Drum and approved by the board.

Plants in the entry ways: Jeff, Jody, Claudia and Bev inspected the plants at the sides of the stairs of each building. Some entries have a couple of live plants; some have no live plants. In addition, several plants in front of buildings need to be replaced. Board agreed not to replace gold dust plants in walkway areas, but will check with local nursery as to recommendation for appropriate plants should individual owners wish to establish their own plants with board approval. Some owners have already done beautification in their areas. **Action:** Obtain an estimate to replace the dying shrubs in front of the buildings.

Fencing: Some fence boards behind 1115-1121 need maintenance. **Action:** RPM to determine responsibility for maintenance since the owners of buildings facing Arlington Blvd installed the fencing and presumably not on Turtle Creek property.

Mildew: Beth reported that mildew has been noticed on the 1110 building on the south side. **Action:** board will not spot clean at this time-the policy is pressure washing every other year.

Cracks in parking lot: Weeds are growing in cracks in the sealant at the eastern end of the development. **Action:** RPM to obtain estimates for repairs.

Sidewalk pressure washing. Previous estimates were varied considerably. **Action:** RPM to obtain additional estimates.

Porch ledge boards. Some porch ledge boards have rot - problems identified in 3 units; this may or may not be a widespread problem **Action:** RPM to evaluate the extent of the problem is before recommendation is made for repair/replacement.

Reporting of complaints: Turtle Creek residents will be encouraged to make complaints to RPM in writing; this will expedite violation citing process. Greenville PD has established a new chain of command for our neighborhood that has been helpful in decreased response times. RPM still needs to be notified in writing if police or animal control is called. This provides documentation for citations. **Action:** Include in newsletter and request owners/tenants to be timely and specific in their complaints.

Violation hearings: Michele educated the Board on hearing requirements for imposing fines for rule violations. **Action:** Board members will be updated by management company as legal counsel clarifies parameters of fines and legal repercussions for homeowners.

Communication via e-mail: Board members are asked to respond to original e-mail strand only. New issues will be started in new strands. This aids in tracking voting tallies on individual issues.

Late fees: There was discussion of late fees incurred by a homeowner during Chapter 13 process were waived as payment is being made on a consistent basis. Late fees will restart should payments be interrupted.

Pool cards: Board member pool cards have been upgraded to master cards. This will facilitate resolution of any problems that occur outside of pool hours. A large ant hill near the pool area will be treated by the landscaper

Adjournment

Meeting adjourned at 7:30PM.

Next Meeting: The next quarterly meeting to be held on Thursday, August 15 at 5:30 PM at RPM.

Secretary, Jody Jackson

Turtle Creek HOA Board Meeting Thursday, August 15th, 2013

Call to order: Meeting called to order at 5:30 PM by Beverly Davis. - VP standing in for Jeff Cannon who chaired the meeting when he arrived at 5:40 p.m.

Attendance: Present were Jeff Cannon, Beverly, Beth Wade, Nicole Maxon, Jody Jackson, and Claudia Sundman (via conference call). Georgia Drum was excused but had voted on pending actions via email. Russell Property Management was represented by Michele Johnson and Rocky Russell. Resignation of Michael Khoury was accepted.

Quorum: A quorum was established.

Minutes: Minutes from May 30, 2013 and annual meeting approved. Financial reports were reviewed.

Old Business

Pool chairs: The new pool chairs have been ordered and should arrive in the next few days.

Parking Lot: The cost of repairing the cracks noted in the parking lot, especially at the south end, probably exceeds the value and risk for further erosion. **Action:** Request landscaper to spray the weeds.

Weed control: Michele reported that the lawns had been sprayed, but this needs verification. Nothing has been completed with the lirioppe. Owners have been complaining about weeds in the pine straw. **Action:** Michele to follow up with the landscaper.

Plants in entry ways: Beverly reported that she and Jody had visited Carolina Seasons Nursery and received information about plants that would probably grow well in the entry ways. There was discussion about what and how to communicate suggestions to the owners/tenants. **Action:** Beverly will describe the nursery visit in the next newsletter and send a draft to the Board for review/editing.

Landscaping issue 1141 Building: There was an owner request to level the "mound" behind the 1141 Building and seed the ground. There is concern that the dogs living in one of the units will destroy any grass seeded there. **Action:** Pursue estimate for leveling the ground but delay seeding since this is not the time of year for that action.

Pressure washing: Estimates for pressure washing selected building areas and the sidewalks as well as gutter cleaning were reviewed and discussed. **Action:** Do not pursue sidewalk cleaning due to cost. Select the lowest bid for pressure washing. Clean gutters in late October after leaves have fallen.

Exterior building repairs: Discussion of repairs needed for porch caps and ground floor window lintels discussed. **Action:** Pursue repairs of brick lintels. RPM to clarify estimates to ensure apples to apples comparison for replacing porch caps and then pursue lowest bid.

Trespassing from Breezewood Townes: A letter was sent to the HOA outlining the trespassing concerns and requesting notification of their owners/tenants. Estimates for

installing a wire fence were presented. Relative effectiveness of a fence and legal concerns were discussed. **Action:** Delay action until more information on continued trespassing and other alternatives is obtained.

New Business

Replace pool grout: Some of the grout around the pool needs to be replaced. The funds remaining in the pool maintenance budget may not be sufficient. **Action:** Obtain an estimate for repair and either complete the work after the pool closes 9/15/13 or include in the budget for next year.

Damage Assessments: Rocky reviewed the legal interpretation of HOA responsibilities for damages that are specific to one or a few adjoining units. It is clear that this HOA must establish, communicate and follow a consistent policy that each owner is responsible for repairs to his/her unit unless an adjacent unit owner was negligent in his or her actions in causing damage to another unit. **Action:** Notify all owners and tenants of the policy which would be implemented on the date of notification. The information will be mailed to owners with off-site addresses.

New Board member: Adrian Solomon was elected to the Board to fill the term vacated by Doug Austin. Her term will expire March, 2014.

Adjournment

Meeting adjourned at 7:45 p.m.

Next Meeting: The next quarterly meeting will be on Thursday, November 21 at 5:30 p.m.

Secretary,
Jody Jackson

Turtle Creek HOA Board Meeting

Thursday, November 21 ,2013

-Meeting called to order by president, Jeff Cannon at 5:30 PM at RPM Board Room

-Attendance = Jeff Cannon, Beverly Davis, Beth Wade, Nicole Maxon, Adrian Solomon, Georgia Bell, and Jody Jackson; Russell Property Management represented by Michele Johnson and Rocky Russell; Claudia Sundman excused

Quorum established

-Violations hearing

1. Owner appeared before Board; \$200 fine approved
2. Owner- did not appear; \$300 fine approved by board

Old Business

-gutters to be cleaned next week; routine bi-annual cleaned of gutters was moved, seconded, and approved by board

-fence maintenance 1114-1121: Rocky to contact businesses abutting these buildings and request fence repairs.

landscaping: Michele to follow up about whether or not lawns were sprayed for weeds and whether the HOA was billed for liriope replacement. The Board needs to decide which shrubs at the front of buildings need to be replaced.

New Business

-plumbing issue: repair of sewer line in front of 1110 building to be completed this week

-landscaping: additional bids to be obtained for review; motion approved

-insurance: additional quotes to be obtained

-dumpster fencing: repair of 7 dumpster fences approved

-brick/wrought iron entry columns revisited; board voted against this expenditure

-Adjournment at 7:00 PM

Jody Jackson,
Secretary

-Next quarterly meeting - February 4, 2014 at 5:30 PM

-Annual meeting - March 19, 2014 at 7:00 PM

Turtle Creek HOA Board Meeting
Tuesday Feb 4, 2014

Call to order – 5:30 pm

Present- Jeff Cannon, Beverly Davis, Claudia Sundman, Beth Wade, Nicole Maxon, Jody Jackson.

Excused- Georgia Bell and Adrian Solomon
RPM represented by Michele Johnson.

Quorum established.

Minutes of the November meeting were approved with corrections.

Old Business- dumpster repairs to be completed when weather permits.

New Business-

- 1) Pool contract opened for bids for 14 week season
- 2) Approval for purchase of 6 additional snow shovels.
- 3) Approved parking lot clearing for 3 or more inches of snow.
- 4) RPM to repair one 2nd story window, with cost being billed to landscaper.
- 5) Approved board be limited to 7 members, with staggered 1 and 2 year terms to provide continuity.
- 6) Approved change in Rules and Regulations making first failure to removal animal waste a violation rather than a warning, with a fine of \$100.00.
- 7) Approval of \$600.00 fine for leash and animal waste violations.

Annual Homeowners Meeting- March 19, 2014 at Unitarian Universalist Church, 131 Oakmont Dr. at 7:00pm

Meeting adjourned at 7:30pm.

Jody Jackson, Secretary

TURTLE CREEK HOA BOARD MEETING

Monday, June 2, 2014

Call to order: 5:35 p.m. by President Jody Jackson
Present: Jody Jackson, Georgia Bell, Beverly Davis, Adrian Solomon, Claudia Sundman.
Excused: Nicole Maxon and Beth Wade
RPM represented by Rocky Russell and Jenny Sutton

Quorum established.

Violation Hearings

Fines were approved for 2 units due to violations of dog rules.
Letter with notice of fine was approved for 1 unit for personal items on breezeway interfering with safe exit.

Minutes of the February meeting were approved.

Old Business

Dumpster repair - 3 dumpsters will be removed from service to have bottoms replaced. Residents will be notified and not all dumpsters will be removed at once.

FHA permit - Reserve study on hold; will be initiated if required by bank.

Pine straw - Action: order from Raleigh supplier after liriopse is planted.

Juniper trimming - Action: request new landscaper to trim junipers next to buildings as soon as possible.

New Business

Pool - Pool company will pay for pressure washing of pool furniture. **Actions:** Master lock will be replaced with a larger one to accommodate keys and card. Gate to be adjusted or stop installed to decrease likelihood of gate being left open.

Pressure washing/gutters: Project completed more acceptably than previous years, but company did not clean pine straw from shrubs, sidewalks or entries. **Actions:** Schedule gutter cleaning twice a year; schedule pressure washing entire buildings spring of 2015 and then alternate with spot cleaning each spring.

Lawn in front of 1102 building: grass is dead. **Action:** RPM to communicate cost of sod/seeding to Board for decision.

Termite inspections: Actions: RPM to discuss setting up a time span for PesTech to complete termite inspections in units per contract. Notify homeowners of damage to unit(with pictures) to encourage cooperation.

Snow shovels/chemicals: Actions: RPM to purchase 6 additional snow shovels and place in storage areas at 1102 and 1141 buildings. Replace corroded lock on 1141 door. Purchase 20 bags of ice melting chemical and install plywood pallets to prevent corrosion of floor in storage areas.

Next meeting: Monday, 9/15/14 at 5:30 p.m.

Adjournment: Meeting adjourned at 6:35 p.m.

Respectfully submitted,

Beverly Davis
VP/Secretary

TURTLE CREEK HOA BOARD MEETING

Monday, September 15, 2014

Call to order at 5:30 p.m. by President Jody Jackson

Present: Jody Jackson, Beverly Davis, Adrian Solomon, Claudia Sundman, Nicole Maxon

Excused: Georgia Bell and Beth Wade

RPM represented by Rocky Russell and Chelsey Bennett

Quorum established

Violation Hearings (No owners attended the hearing.)

Fine approved for 1 unit due to violations of dog and noise rules.

Demand letter to be sent to 1 owner; letter with notice of legal action to 1 owner

5 owners notified of 1-week grace period to replace window screens before fines implemented.

Minutes of 6/2/14 approved

Financial and management reports reviewed.

Old Business

Rules and regulations- revision discussed. **Action:** Draft to be sent to Board members by Secretary; distribute when approved.

Replacement of sod - plan to replace sod in front of 1102 building - **Action:** work order cancelled; grass is growing again.

Termite inspections - encourage all owners to obtain free termite inspection included in PestTech contract. **Action:** RPM to contact vendor to determine if identifying a time period to complete multiple inspections is preferred to individual owners calling.

FHA certification. Information has been submitted to renew our certification.

Fence repair status behind 1115, 1117 and 1121 buildings. No response from phone calls to businesses. **Action:** RPM to send letter to building owners requesting repairs.

Shrub replacement for buildings at east end - **Action:** obtain estimate from landscaper for shrub replacement this fall.

New Business

Snow plowing - agreement with former landscaper no longer applicable. **Action:** RPM to contact new landscaper to have road plowed if snow exceeds 3".

Keys to 1141 storage room. Keys to new lock to 1141 storage area given to Board members. **Action:** Ice melting pellets will be placed on plywood pallets in storage area.

Snow shovels - 3 shovels placed in both storage areas.

Street sign - City documents list all owners as living on Turtle Creek Road, but Google Earth identifies Turtle Creek Rd as Turtle Creek Dr. **Action:** Notify Google Earth of error and purchase 2 signs identifying specific building numbers for each end of the development.

Parking lot repair- bid requests obtained for pot hole repair and sealing cracks with asphalt. **Action:** Accepted lower bid for repair.

Tree removal - several trees and a number of tree limbs need to be removed. **Action:** Obtain second bid and accept bid which does not exceed \$2000.

Pool - in prior years, pool was drained at closing, not done this year. Since we anticipate the pool bottom will need repair before the 2015 season, this should be done.

Action: RPM to follow-up with pool service company.

Next meeting: 12/8/14 at 5:30 p.m.

Adjournment: Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Beverly Davis
VP/Secretary

TURTLE CREEK HOA BOARD MEETING
Monday, December 8, 2014

Call to order at 5:30 p.m. by Vice President Beverly Davis
Present: Georgia Bell, Beverly Davis, Adrian Solomon, Claudia Sundman, Beth Wade
Excused: Jody Jackson and Nicole Maxon
RPM represented by Rocky Russell, Chelsey Bennett

Quorum established

Violation Hearings (two owners present)
Fines approved for dog rule/regulation violations.
Demand letter will be sent to one owner for unpaid fees.

Owner presentation: An owner identified issues related to mice in fireplace, power washing and street flooding. RPM will continue to follow-up on resolving the issues. All buildings are scheduled for power washing in 2015 per our usual practice.

Minutes of 9/15/14 approved
Financial and management reports reviewed. Rocky will send details to Board members about repairs to limited common element line item.

Old Business

Gutters: gutter cleaning completed, but clean-up less thorough by crew.
Termite control: Consider reminding owners of first floor units that free termite interior inspection is encouraged.
Street signs: proofs from sign company will be shared with Board members this week.
Tree removal and shrub replacement will be completed this month.
Snow plowing: the landscaper will provide snow removal from the parking lots if snow accumulation exceeds 3 inches.
Parking lot repair: repairs to pot holes and cracks is planned for this month.

New Business

Budget for 2015: A preliminary budget for next year was presented. Not all bids have been completed, but should be available for the next meeting.
Pool membership: The Breezewood Towne Board asked if we would be interested in offering paid membership to their residents. There was no support for this action.
Pool schedule: Recommend extending pool season by one week for 2015.
2015 meeting dates: Tentative dates for next year were identified.

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,
Beverly Davis
VP/Secretary

TURTLE CREEK HOA BOARD MEETING
MONDAY, JUNE 15, 2015

Meeting called to order by President Beverly Davis at 5:30 pm.

Present: Beverly Davis, Georgia Bell, Adrian Solomon, Claudia Sundman, Jody Jackson, and Jessi Cannon

Excused: Nicole Maxon

RPM represented by Chelsey Bennett and Rocky Russell

Quorum established

Minutes of February 10, 2015 approved.

Review of reports:

Financial and management reports reviewed.

HUD Insurance increase to obtain FHA status was approved with Adrian Solomon abstaining from vote.

Landscaping:

Four quotes for tree removal at 1120 D were presented and quote from Al Shackleford of \$350.00 was approved by board.

Two quotes to fix the dead grass at 1110 A were presented and the option to seed area for \$165.00 by Creech's Landscaping was approved.

Liriope is to be done by Creech's but in the fall as to avoid the need for irrigation. Board requested Chelsey to get a firm date from Creech's around the middle of October.

Two quotes were given to treat fire ant hills in the complex. Rocky suggested that Chelsey get a third quote from Wheeler's. This subject has been slated until the new quote is available.

The ditch behind 1125 and 1129 was cleaned for a one-time fee of \$150. The board plans to do this once a year or as needed instead of monthly for a fee of \$50/month.

Maintenance:

Quote from Seegars Fence Company for \$551.00 approved to add a fence by the ditch behind the 1129 building to help deter trespassers from other complexes.

Quote from Ramirez Painting Company for \$280.00 approved for the painting of handrails in buildings 1122 & 1109 and primer, rust, and paint front doors of 1102-A, 1100-G, 1100-D due to rusting.

Quote for all doors to be painted of \$3600 to be revisited next year.

Meetings:

An open meeting will be held September 21, 2015 to allow residents to speak at the six month mark after the annual meeting.

Next board meeting will also be held September 21, 2015.

Meeting was adjourned at 7:06 pm.

Respectfully submitted,
Jessi Cannon
Secretary

TURTLE CREEK HOA OWNER AND BOARD MEETING
MONDAY, September 21, 2015

HOA Owner meeting called to order at 5:35 pm.

Three owners besides board were present.

~Owner asked if pressure washing could be done every year on all units and what the cost would be versus having spot checks.

~Owner is concerned with pet owners and board advised to report if saw problem.

~Owner asked about budget and was advised the hurricane season can determine budget.

~Owner stated it took three weeks for the pest company to come treat her unit.

~Owner concerned that there may be snakes in the liriopae.

~Owner also wanted annual pressure washing.

~Owner stated that the boxwood bushes had not been trimmed back.

~Owner stated she thought there were not enough recycling bins on the end of the even numbered buildings.

Board meeting called to order by President Beverly Davis at 6:04 pm.

Present: Beverly Davis, Georgia Bell, Adrian Solomon, Claudia Sundman, Jody Jackson, and Jessi Cannon

Excused: Nicole Maxon

RPM represented by Chelsey Bennett

Quorum established

Minutes of June 15, 2015 approved.

Review of reports:

Financial and management reports reviewed.

No new information on FHA.

New information in newsletter on grills not being allowed on the balcony of second floor units per the fire department.

Landscaping:

Liriopae to be repaired and not removed at this time.

Shrubs and grass will replace the area where junipers were removed from buildings.

Report from RPM that fire ant treatment has been done by Wheelers.

Mulch versus pine straw was discussed and was voted that brown mulch after the removal of pine straw at the price of \$9,000 would be proceeded on.

Holly bushes at the pool were discussed and the group voted to not proceed with the holly bushes at this time.

Maintenance:

Addition of Unit 1111 G to the list of doors containing rust that needs to be repainted.

Handicap access was discussed and asked RPM to investigate if it is currently appropriate and for estimates for more access.

Snow shoveling: estimates requested on salting from RPM. Salting was previously done by board members. Landscapers will continue to clean parking lot.

Pest company discussion based on concerns from different parties.

Meeting was adjourned at 7:25 pm

Respectfully submitted,

Jessi Cannon
Secretary

TURTLE CREEK HOA BOARD MEETING

Tuesday, December 15, 2015

Board meeting called to order by President Beverly Davis at 5:32 pm.

Present: Beverly Davis, Nicole Maxon, Adrian Solomon, Claudia Sundman, Jody Jackson, and Jessi Cannon

Excused: Georgia Bell

RPM represented by Chelsey Bennett

Quorum established

Minutes of September 21, 2015 approved.

Review of reports:

Financial and management reports reviewed.

Landscaping:

Liriope to be completed once mulch is finished.

Brent Creech suggests tree removal of birch trees. Board voted to put this off until everything else is finished.

Residents are asking about the area in front of the pool. Discussion of having the soil tested to see if that is why nothing is growing in that area. To be discussed at next meeting.

Three boxwoods were placed by 1105 A/D porch instead of loropetalums due to the amount of sun vs. shade in these areas. Creech is willing to replace these but warn they may not do well. The board decided to leave the boxwoods.

Contract renewal was discussed and the board has requested bids from other landscapers from RPM. We only have to give Creech's a 30 day notice. It was discussed that the change should wait until the current landscape plan is finished.

Maintenance:

Rocky to assess the need for parking lot sealing and repainting of unit assignment spaces.

Handicap access was discussed and asked RPM to investigate if it is currently appropriate and for estimates for more access.

Snow shoveling: estimates requested on salting from RPM. Board members previously did salting. Landscapers will continue to clean parking lot. Estimates were received and discussed but a plan not set in place permanently.

Requested pest company bids from Pest tech and others to make a decision on moving to other company after concerns from some board members.

Rules and Regulations:

Rules and regulations were discussed and will be voted on at the next meeting.

Under architectural control current flags and wreaths were grandfathered in but would not be allowed once new owner bought unit.

Under the pet section number 5 was struck from the rules stating dogs should be walked at the back of the units. This was removed due to safety concerns since there is not adequate lighting behind units.

Damage Fee Assessments:

Assessments were approved to units as presented. Board approved Justice Home improvement to inspect each building for dryer vent hazard. This cost of \$50 each will be assessed to the HOA account. Repairs to individual units if problems are found will be assessed to each unit.

Meeting was adjourned at 7:30 pm.

Respectfully submitted,

Jessi Cannon
Secretary

TURTLE CREEK HOA BOARD MEETING

MONDAY, FEBRUARY 15, 2016

The meeting was called to order at 5:37p.m. by President Beverly Davis.

Present: Beverly Davis, Georgia Bell, Jody Jackson and Claudia Sundman.

Excused: Nicole Maxon

RPM represented by Rocky Russell.

Quorum established.

No owners or residents present for violation hearings. There was agreement that residents should contact the GPD for noise complaints rather than RPM.

Minutes of 12/15/15 approved.

Review of reports

Financial and management reports reviewed. At this time, nothing definite from FHA about a reserve study. Move \$20,000 to escrow from operating account.

2016 budget: obtaining estimates for resealing the parking lot, probably \$8-12,000. Repainting letters on parking spaces will be required even if resealing is not completed. It is not known who painted letters in front of the 1102 building; this was not approved by the HOA. We can anticipate spending about \$35,000/building for roof replacement within the next 5-7 years for the buildings completed in 2000-2002.

Violations: A number of unit owners/residents have violated the integrity of the vinyl by installing planters, wind chimes, bicycles and hammocks. There is particular concern about the heavy items. Beverly will draft a statement for the rules and regulations for Board member review.

Landscaping: Plan for removing juniper and install plantings for at least 5 buildings in 2016.

Handicap ramp: The bid is cost prohibitive for one resident considering current accessibility meets code.

Pressure washing: Pursue Clean Pro contract with 3-year price guarantee as long as quality of pressure washing and gutter cleaning is acceptable.

Pest Control: Cancel contract with Othos as customer satisfaction was unacceptable and return to PesTech.

Rules and regulations:

General regulations:

#6. Revise second sentence: A minimum of a 36 inch pathway for entrance and exit must be maintained.

#10. Insert (excludes mobility scooters)

#16. Revise second sentence: Profit-making events are not allowed in Turtle Creek common areas . . .

Renters/Tenants

Reference actual ordinance as TC doesn't have single family dwellings.

Pool season: The season will run from Saturday 5/28/16 through Sunday, 9/11/16.

Annual meeting: the meeting will be held at Tara on 3/21/16 at 6:30 p.m.

Adjournment: The meeting was adjourned at 6:47 p.m.

Claudia Sundman,

Acting Secretary

Turtle Creek HOA Board Meeting Minutes
Monday, June 27, 2016

- **Call to Order** at 6:55 by President Beverly Davis.

Present: Beverly Davis Jody Jackson Leona Mason
Claudia Sundman

Excused: Georgia Drum Tate Holt

RPM Represented by: Chelsey Bennett

- **Quorum established.**
-

Agenda

Topic	Synopsis / Details	Action
• Violation Hearings		No fines imposed.
• February 16 Meeting	Minutes read.	Minutes approved.
• Review of Reports		Financial and management reports reviewed.
• Collections		Collections reviewed.
• Landscaping	Details of project for replacing junipers considered.	Project approved.
• Maintenance – Parking Lots	Bids for repainting and re-sealing parking lots considered.	Re-sealing and repainting bid accepted.
• Maintenance – Dumpster Repairs	Four dumpsters need repairing.	Project approved.
• Bicycle Racks	Prices considered for two bike racks (one for each end of the complex).	Need pricing for concrete base before continuing.
• Pool – Hours	Extending pool hours considered.	Pool permit only allows pool to be open from dawn to dusk. Hours cannot be extended.
• Pool – Monitoring	Proposal to employ pool monitored considered.	Proposal rejected.
• Rules and Regulations	Questions regarding items hanging on patios discussed.	Rules amended: Flower boxes may not be permanently attached to the building and their plantings must be maintained. Hooks and hangers in the wood will be allowed but not in the vinyl.

Topic	Synopsis / Details	Action
• Board Member Addition	Request to add to board membership considered	Voted to maintain board membership at present number

-
- **Next Scheduled Meeting** on Monday, September 19 at 5:30 p.m. This will be an open meeting.
 - **Meeting Adjourned** at 8:15 p.m.

Respectfully submitted by Leona Mason, Secretary

Turtle Creek HOA Board Meeting Minutes
Monday, September 19, 2016

- **Call to Order** at 5:55 p.m. by President Beverly Davis.

Present: Beverly Davis Jody Jackson Nicole Maxon
 Claudia Sundman Georgia Drum Tate Holt
Excused: Leona Mason
RPM Represented by: Chelsey Bennett

- **Quorum established.**
-

Agenda

Topic	Synopsis / Details	Action
Violation Hearings		Resident of unable to attend meeting, but wishes to appeal fine for flag violation and to discuss towing from handicapped space. Board agreed to put fine on hold so that resident could attend the December meeting.
June 27 meeting		Minutes correct to clarify that hooks and hangars may be attached in the underside of horizontal surfaces ONLY on porches/limited common elements. The may not be attached to vinyl surfaces
• Review of Reports		Financial and management reports reviewed.
• Landscaping – Junipers		Creech has submitted a bid to remove juniper from remaining buildings. Larger replacement plants requested. Liorope is sparse at 1120. Bev and Claudia to meet with Chelsey and landscapers to firm up plans. Consider adding plants at entrance.
• Landscaping – Mulch v. Pine Straw		Members supported switch back to pine straw as mulch has been washed away in many areas.
• Maintenance – Parking Lots		Asphalt sealing to be performed as soon as this can be scheduled. Some parking spaces will need to be reassigned. Coordinate timing with landscaper.

<ul style="list-style-type: none"> • Maintenance – Door Painting 	Request bids for repainting all doors. Difficult to obtain bids since this is a “small job.”
<ul style="list-style-type: none"> • Bicycle Racks 	Concern expressed that bicycles parked in racks would rust and become an eyesore. Installation of concrete pads will add to cost. Concern expressed for liability for theft. No action taken. Ask inspectors to indicate the number of bikes noted during walk-through.
<ul style="list-style-type: none"> • 1111/1115 Dumpster 	Chelsey to verify size of existing dumpster at 1111-1115 and proceed with replacement with side-opening container. Explore selling existing dumpster since it was repaired very recently. Notify requesting owner of plans.
<ul style="list-style-type: none"> • Ownership of Bank Accounts 	All bank accounts are listed with Turtle Creek HOA as owner and includes our tax ID. Although property managers are not required to be licensed in NC, Rocky Russell is a licensed relator.
<ul style="list-style-type: none"> • Newsletter 	Suggestions for newsletter items in addition to agenda items include recommendation for hot water replacement and A/C maintenance. Responsibility for owner/renter insurance reminder. Use silicone caulking to repair existing holes in wood.

- **Next Scheduled Meeting** on Monday, December 12, 2016 at 5:30 p.m. at RPM.
- **Meeting Adjourned** at 7:20 p.m. p.m.

Respectfully submitted by /Claudia Sundman, Acting Secretary

Turtle Creek HOA Board Meeting Minutes
Monday, December 12, 2016

- **Call to Order** at 6:06 by President Beverly Davis.

Present: Beverly Davis Jody Jackson Leona Mason Claudia Sundman

Excused:

RPM Represented by: Chelsey Bennett

- **Quorum established.**
-

Agenda

Topic	Synopsis / Details	Action
• Violation hearings		Actions recommended.
• September 19 meeting	Minutes read.	Minutes approved.
• Review of reports / Collections		Financial and management reports reviewed.
• Door painting		Bids reviewed for painting.
• Gutter guards		Costs will be investigated.
• 2017 Proposed budget		Budget discussed.
• 2017 Tentative meeting schedule		Dates for meetings set.

- **Next Scheduled Meeting** on February 13, 2017 at 5:30 p.m. at RPM.
- **Meeting Adjourned** at 7:07 p.m.

Respectfully submitted by Leona Mason, Secretary

Turtle Creek HOA Board Meeting Minutes
Wednesday, August 2, 2017

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- **Call to Order** at 5:41 p.m. by President Beverly Davis.
 Present: Beverly Davis Jody Jackson Nicole Macon
 Leona Mason Claudia Sundman Georgia Drum
 RPM Represented by: Chelsey Bennett
 - **Quorum established.**
-

Agenda

Topic	Synopsis / Details	Action
• December 12 Meeting	Minutes read.	Minutes approved.
• Review of Reports		Financial and management reports reviewed.
• Door Painting	Three bids reviewed.	Bid accepted for Slate Painting
• Annual Meeting Preparation	Police representation discussed.	Safety presentation with Greenville police officer approved.
• Spring Cleaning – Pressure Washing	Pressure washing contract and additional cleaning services discussed.	Board asked for investigation of pool deck to determine if washing is merited.
• Spring Cleaning – Gutter Guards	Options for gutter guards discussed.	Issue tabled for future consideration.
• Damage Fee Assessments – Dryer Vent Repairs	Reason and options for damage assessment discussed.	Approval given for total of repair fee to be divided by owners in effected buildings. Adjustments will be made for previously-paid assessments of dryer vent repairs.
• Pool Rules	Owners concerns regarding problem behaviors at pool discussed.	Board will consult with attorney to refine rules in order to address concerns.
• Dumpster with side doors	Report from city states a dumpster with side door will not fit in current space.	Board will inform interested parties.

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- **Next Scheduled Meeting** on Monday, March 20, at 6:30 p.m. at Sheppard Memorial Library.
 - **Meeting Adjourned** at 7:06 p.m.

Respectfully submitted by Leona Mason, Secretary

Turtle Creek HOA Board Meeting Minutes
Monday, June 12, 2017

-
- **Call to Order** at by President Beverly Davis.
 Present: Ashley Capps Lauren Collins Beverly Davis
 Tate Holt Leona Mason Claudia Sundman
 RPM Represented by: Chelsey Bennett
 - **Quorum established.**
-

Agenda

Topic	Synopsis / Details	Action
• Open Meeting / Residents' Concerns		Owners concerns addressed.
• Violation Hearings		Violations resolved.
• February 13 Meeting	Minutes read.	Minutes approved.
• Review of Reports		Financial and management reports reviewed.
• Pool – Deactivating Pool Cards	Questions raised about the policy for deactivating pool cards.	Pool cards will now be deactivated for anyone who owes fees.
• Pool – Shatter-proof mirrors	New shatter-proof mirrors are required for pool area.	Bids were reviewed and new shatter-proof mirrors approved.
• Pool – Lounge Chairs	Only 14 chairs currently available at the pool. This is an insufficient number.	Estimates requested for 6 more matching lounge chairs to be approved via email.
• Pool – Pool Cover	Owners concerned about aesthetics of unsightly pool water off-season.	Estimates requested for pool cover. Will be brought forward at the annual meeting.
• Landscaping -- Snakes	Snakes have been spotted in the neighborhood.	More information about a variety of snake repellants is requested for board consideration.
• Landscaping – Tree removal at 1120	Tree is dying and hanging over parking space. Owners are concerned that it may fall on a car.	Board approved cutting the tree down.

Topic	Synopsis / Details	Action
• Landscaping – Trees between TC and Breezewood Townes	Breezewood reports trees on border have begun to wither and requests their removal.	Board members will investigate area and discuss within next two weeks via email.
• Landscaping – Entrance sign plant installation	Owners have requested plants to beautify the entrance. Board members expressed concerns about planting new flowers at this time. Consistent watering is also an issue.	Knockout roses, shrubs, and annuals planned for planting in the fall. Estimates pending.
• Landscaping – New Crepe Myrtles at entrance	An owner expressed safety concerns with the new crepe myrtles.	No action taken.
• Maintenance – Bike racks	Owners have requested bike racks. Board members expressed concerns with bike maintenance and rack aesthetics.	Will investigate other areas for bike rack rules. Bike rack options and prices reviewed. Preferences were expressed for “Wave-shaped” racks.
• Maintenance – Roof Repair/Replace	Shingle tabs have pulled up on the peak of building 1110.	Repairs approved.
• Maintenance – Latch at Pool	Latch was not making contact or latching when closing.	Forest Lock and Key will repair.
• Maintenance – Door Painting		Painting to begin June 26.
• Maintenance – Fence behind 1100	Owners inquired about fencing now that bank has been constructed.	Estimates requested for both trees and fences to present at annual meeting.
• Rule Revisions – Suspended rights to common areas	Questions raised about suspending rights to the common areas for residents who violate community rules.	Board discussed restrictions. Did not approve restrictions to common area at this time.
• Next Door App	Next Door has not allowed us to set up an exclusive Turtle Creek neighborhood.	Will still investigate Next Door with police help. As an alternative, may possibly set up a closed Facebook community.

- **Next Scheduled Meeting** on Monday, September 18, 2016 at 6:00 p.m. at Sheppard Library (Open Meeting).
- **Meeting Adjourned** at 7:27 p.m.

Respectfully submitted by Leona Mason, Secretary

Turtle Creek HOA Board Meeting Minutes
Monday, December 11, 2017

- **Call to Order** at 5:30 by President Beverly Davis.

Present: Beverly Davis Lauren Collins Leona Mason
 Claudia Sundman Tate Holt Ashley Capps
RPM Represented by: Chelsey Bennett

- **Quorum established.**
-

Agenda

Topic	Synopsis / Details	Action
• Violation Hearings		Warnings were approved.
• September 18 Meeting	Minutes read.	Minutes approved.
• Review of Reports	Financial and management reports were reviewed. Questions were raised about interest rates and maturation dates of CDs.	RPM will check on current interest rates for CDs. Board will consider other banking options if the current interest rates are not competitive.
• 2018 Budget	Budget was reviewed.	Board approved keeping association fees the same for 2018.
• Landscaping Contract	Four bids (current company and three others) were reviewed.	Board will postpone decision, pending additional bids.
• LED Light Replacements (CS)	Three different styles of lights currently exist at building entrances. Converting all to LED lights would be more energy efficient and would create a more uniform appearance.	Board approved replacing lights at building entrances and stairwells. RPM will investigate replacing light fixtures at entrance at to match other fixtures.
• Fence installation	Cost estimates for installing a fence between the bank and TC were reviewed.	Board will discuss the costs with homeowners at the annual meeting.
• Dead bushes	Dead bushes at 1102 D, 1110 D, and 1115 D were likely killed by someone's pet, although it is impossible to determine who might be responsible.	Board approved cost of replacing all of the bushes.

Topic	Synopsis / Details	Action
• Bike Racks	Final estimates and location for bike rack installation were reviewed.	Board approved bike rack to be installed.
• Fire Ant Extermination	Bids reviewed.	Board will postpone decision pending additional landscaping contracts.
• Pool Cover	Bids reviewed.	Board approved purchasing a pool cover.
• Pool Contract	Bids reviewed.	Board approved continuing our contract with Elite Pools.
• Pool Ashtray	Cost and effectiveness of current pool ashtrays discussed.	Board approved purchasing two more ashtrays in order to have an ashtray at every corner of the pool.
• Damage fee assessments		Assessment fees were approved.
• Little Free Libraries (BD)	Proposal for installing two "Little Free Libraries" was reviewed.	Board approved the project.
• TC Facebook Group	Proposal for setting up a closed Facebook group was discussed.	Board approved setting up the group.

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- **Next Scheduled Meeting** on Monday, February 19, 2018 at 5:30 p.m. at RPM.
 - **Meeting Adjourned** at 7:08 p.m.

Respectfully submitted by Leona Mason, Secretary

Turtle Creek HOA Board Meeting Minutes
Monday, February 19, 2018

- **Call to Order** at 5:30 by President Beverly Davis.

Present: Beverly Davis Leona Mason Georgia Bell Claudia Sundman
 Ashley Capps
RPM Represented by: Chelsey Bennett

- **Quorum established.**

Agenda

Topic	Synopsis / Details	Action
• Violation Hearings		Further investigation merited before a final decision is made.
• December 12 Meeting	Minutes read.	Minutes approved.
• Review of Reports		Financial and management reports reviewed.
• Old Business: Landscaping Contract	Five landscaping bids reviewed.	Board approved Creative Cuts as our new landscaping company.
• Old Business: Juniper Removal at 1141	Juniper needs removal due to snake infestation.	Board approved removing juniper at stated price, unless a lower price is offered by Creative Cuts.
• New Business: CD Interest Rates	CD interest rates at four banks considered.	Board approved moving all CDs to Select Bank.
• New Business: Annual Meeting Preparation	<ol style="list-style-type: none">1. Member terms2. 2018 budget3. Date/Location	<ol style="list-style-type: none">1. All board members whose terms are set to expire will run for re-election.2. Budget 2018 reviewed and approved.3. Board set annual meeting for Thursday, March 29 at 6:00 and approved Pitt County Schools Arts Room for location.
• New Business: 2018 Pool Maintenance Vendor	Bids from two vendors for pool maintenance reviewed.	Board approved Time to Swim for our new pool maintenance company.
• New Business: Gutter Cleaning	A new gutter cleaning service is required since the pressure washing company is no longer cleaning gutters. Two bids reviewed.	Board approved Clean Team to clean gutters.

- **Next Scheduled Board Meeting** on Monday, June 18 at 5:30 p.m.
- **Meeting Adjourned** at 6:59 p.m.

Respectfully submitted by Leona Mason, Secretary

Turtle Creek HOA Board Meeting Minutes
Monday, July 23, 2018

-
- **Call to Order** at 5:32 by President Beverly Davis.
 Present: Beverly Davis Leona Mason Ashley Capps
 Claudia Sundman Bill Johnson
 RPM Represented by: Chelsey Bennett
 - **Quorum established.**
-

Agenda

Topic	Synopsis / Details	Action
• February 19 Meeting	Minutes read.	Minutes approved.
• Review of Reports		Financial and management reports reviewed.
• Old Business – Pool Cover	New bid for pool cover is \$6700 – less than previous bid.	No action needed.
• New Business – Mulch and Pine Straw		Board asked for bids on TexStraw, an alternative to straw before making final decision on replacement.
• New Business – Dead Evergreen tree removal	Three dead trees have been reported between Turtle Creek and Breezewood.	Board approved removal.
• New Business – 1141 juniper removal	Junipers are attracting snakes and have been requested to be removed.	Board approved removal.
• New Business – Signage at Pool	Request to add hours to sign currently at pool.	Leona will add hours to current pool sign showing 9 a.m. to 8 p.m.
• New Business – Outlet at Pool	Owner request for electric outlet near pool.	Extension cords are not to be used at the pool. Board voted not to fund a new outlet at the pool.
• New Business – Charcoal Grill 1141-C (BD)	Owner request for placing a charcoal grill at the pool.	Charcoal grills are prohibited on the property. Board voted not to approve an exception for the pool deck.
• New Business – Damage Fee Assessments	Fee assessments reviewed.	All fee assessments approved.

Topic	Synopsis / Details	Action
<ul style="list-style-type: none"> • New Business – Bicycle rack rules 	<p>Suggested rules:</p> <ul style="list-style-type: none"> • Bikes must be and remain in good repair. • Bikes should be locked and locks must be and remain in good repair. • RPM needs to be notified of bike – description of bike and owner's name. 	<p>Board approved rules and intends rules to be sent with notification letter for September 2018.</p>
<ul style="list-style-type: none"> • New Business – Open Meeting Format 		<p>Board approved limiting owner presentations to the board at 5 minutes per presenter. Location set for Alice Keene Center.</p>

- **Next Scheduled Meeting** on Monday, September 17, 2018 at 5:30 p.m. at Alice Keene Center. .
- **Meeting Adjourned** at 6:45 p.m.

Respectfully submitted by Leona Mason, Secretary

Turtle Creek HOA Board Meeting Minutes

Monday, October 8, 2018

-
- **Call to Order** at Chelsey Bennett by 5:34.

Present: Bill Johnson Leona Mason Katherine Prescott
Adrian Solomon

RPM Represented by: Chelsey Bennett

- **Quorum established.**
-

Agenda

Topic	Synopsis / Details	Action
• New Directors Terms and Positions		Katherine will take term that ends in February 2020. Adrian and Tate terms will end in February 2019. Leona will serve as president, Adrian serve as vice-president. Board will ask Ashley Capps to serve as secretary.
• Minutes Approval		Board Meetings approved.
• Reports		Board reviewed all reports.
• Landscaping	Members at the annual meeting shared concerns about the old pine straw.	Enhancement Solutions was selected to put down new pine straw as soon as possible.
• Landscaping Committee	Members at the annual meeting suggested creating a landscaping committee.	Board approved creation of landscaping committee.
• Concrete repairs	Photos of sidewalk cracks and broken pavement were reviewed by the board.	Board approved the "major repairs" to sidewalks and concrete. Other minor sidewalk/concrete issues will be monitored.
• Damage Fee Assessment	Reports reviewed.	Fee assessment approved.
• Website Updates		Chelsey updating website.
• Improving Communication		Board approved creating of communication committee to improve community morale.

Topic	Synopsis / Details	Action
• Noise Violations		Residents encouraged to report noise violations so that owners can be notified.
• Dumpster Options	Members have asked about installing additional "side-open" dumpster.	Board asked for further investigation of slide-open dumpster.

-
- **Next Scheduled Meeting** on December 10 at 5:30 p.m. at RPM.
 - **Meeting Adjourned** at 7:00 p.m.

Respectfully submitted by Leona Mason, Secretary

Turtle Creek HOA Board Meeting Minutes

Monday, December 10, 2018 @ Russell Property Management

Meeting was called to order and quorum was established.

Present: Ashley Capps, Marie Hudson*, Bill Johnson, Leona Mason, Katherine Prescott, and Adrian Solomon, as well as Chelsey Bennett (with RPM).

Absent: Tate Holt

*One vacant position was open due to Georgia Bell submitting her resignation via email prior to the meeting. Marie Hudson was appointed to fill the remainder of this term through February 2020.

Landscaping Committee report presented by Carter Powell (committee chair), and members (Nadine Bowen and Marie Hudson). The following concerns were discussed:

- no one overseeing the crews while on the property
- leaves are being blown into the flower beds, pine straw is being blown away
- crepe myrtles were hacked very low
- some shrubs throughout the property are starting to die off (some dead on the inside but still green on the outside for now)

The Landscaping Committee will work on a 5-10 year plan for shrub replacements throughout to the property. Replacements will include adding some color throughout the year. Suggestions will be presented to the Board for review.

Violation hearings were held for the below units:

- re: charcoal grill stored beside patio; no one in attendance to represent unit; Board voted to assess a \$50 per month fine starting January 1, 2019 if not corrected
- re: dog not on leash and not picking up feces; no one in attendance to represent unit; Board voted to assess a one-time \$50 fine, any future reports will receive a \$100 fine per occurrence

Minutes from previous Board meeting (October 8, 2018) were reviewed and approved as submitted.

Financial reports as of November 30, 2018 were reviewed.

Gutter run-off issue was reviewed by a vendor and an estimate for repairs will be submitted for Board review/approval.

Damage fee assessments were approved to be assessed to the owners' accounts as noted below:

- \$620 re: Limited Common Element repair items per home inspection
- \$80.25 re: leak assessment between units
- \$2500 re: deductible for Master Insurance Policy from water damage caused by washing machine leak

The 2019 proposed budget was review. Board determined there will be no dues assessment increase for the 2019 fiscal year. Items suggested by owners for inclusion (including but not limited to an audit and fence installation behind 1100/1102 building) were discussed – budget will be discussed with all owners in attendance at the annual meeting in March 2019.

FHA re-certification has been submitted and pending decision. Chelsey Bennett will continue to follow up on approval.

Owner requested for areas where trees were removed previously and pine straw was applied to be reviewed. This item was turned over to the Landscaping Committee for suggestions.

A concern was brought up regarding handicap spaces, specifically at the 1120 building. A previous Board reviewed adding more handicap spaces previously and decided that because the amount met regulations, no additional handicap spaces would be added. Current Board will review prices again at next meeting.

Discussion was had regarding dumpsters with side doors. It was determined most of the areas have too small of an enclosure to allow access for side doors. Fencing as installed currently is per code and cannot be removed, could possibly be expanded in some areas to allow side access. *Note – Greenville Sanitation does not recommend loading dumpsters from one side because it cuts down on capacity.

Next meeting will be scheduled after the 1st of year via email.

Meeting adjourned.

Turtle Creek HOA Board Meeting Minutes

Monday, February 11, 2019 at Russell Property Management

Meeting called to order. Quorum was established with four of the seven Directors present.

Present: Marie Hudson, Leona Mason, Katherine Prescott, and Adrian Solomon, as well as Chelsey Bennett (RPM).

Absent: Ashley Capps, Bill Johnson, Tate Holt (2)

Violation hearing was held for unit [REDACTED] regarding not picking up dog poop. Owner attended, explained it must have been a different person/dog as she was not on the property during the reported time. Board voted to not assess any fines.

(owner of) spoke with the Board regarding her recollection of the history about installing a fence behind the 1100/1102 buildings. The Board explained this was an agenda item to vote on for this meeting.

Joe Cox (owner of Creative Cut – current contracted company) attended to discuss concerns and improvements throughout the property. Landscaping Committee presented their shrub replacement suggestions along with an adjusted contract for the Board to review.

Minutes from previous Board meeting (December 10, 2018) were reviewed and approved as submitted.

Financial reports as of January 31, 2019 were reviewed.

Backsplash install was approved for 6 locations that were identified to have water-runoff issues.

Damage fee assessment for leak investigation between units _____ was reviewed. Board voted to split the cost between the two owners as the source of the leak was not confirmed, only suspected.

*Resident of unit D requested for no hole to be cut in the ceiling for further investigation.

Estimate for replacing dumpster bottoms at a few locations was review. No decision was made at this time – will be reviewed at a later date. Board members would like to have Delbert Bryant attend the next meeting or meeting on the property to discuss concerns and suggestions.

Fence installation behind 1100/1102 process was approved to begin. Once property line is identified by a surveyor, bids will be collected for tree removal (to be reviewed/approved via email), prior to fence install. Seegars Fence Company was tentatively approved to complete the fence install, however additional bids were requested and may be received after the meeting. If vendors submit additional bids prior to the start of installation, the Board will review via email.

Water bills at the 1100/1102 building were abnormally high for multiple months in a row. A visual inspection of the outside of the building will be conducted prior to any interior inspections being scheduled.

Estimate for handicap curb cut in front of the 1120 building was reviewed. Board determined cost is prohibitive for one resident considering current accessibility meets code. No additional handicap space will be created at this time.

Pressure washing and gutter cleaning agreement has expired with Clean Pro. Bids are being collected at this time and will be review by the Board via email.

Board members discussed Landscaping Committee suggestions. Committee will amend contract and send to management company for final review by Board prior to sending out for bids. Shrub replacement suggestions will be reviewed again. Estimates will be received to remove all of the remaining juniper around buildings. Board granted Creative Cuts permission to pull any dead shrubs that do not need equipment.

Pool contract for 2019 season was approved to be under Time to Swim.

Discussion was had about bed bugs in the 1100 building. Two units have been reported to have an infestation. The attorney was contacted regarding the correct process for requiring proof of treatment, if fines can be assessed, and/or if the HOA has authority to send in a vendor and treatment (if proof is not received). Board will review information from the attorney as well as information submitted by a homeowner regarding polices for future incidents.

Annual meeting will be scheduled for March. Board would prefer to have the meeting located in the Arts Room at the Pitt Co Community Schools and Recreations building. Available dates will be sent via email to be reviewed by all Board members. Three Directors (Ashley Capps, Tate Holt, and Adrian Solomon) have terms expiring - each Director will inform the management company if they wish to be on the ballot for re-election or not. Leona Mason will compile a PowerPoint for discussion points to be presented at the meeting. The use of proxies was discussed (reference 47C-3-110 of the NC Condominium Act and 3.7 of the Turtle Creek Bylaws for specifics).

Newsletter will be complied after the annual meeting and prior to the 2019 pool season.

Next Board meeting is currently scheduled for Monday, July 15, 5:300 at Russell Property Management.

Turtle Creek HOA

Special Board Meeting Minutes

April 2, 2019

Meeting called to order and quorum established with five of seven Directors present.

Present: Leona Mason, Katherine Prescott, Marie Hudson, Bill Johnson, and Carter Powell, as well as Chelsey Bennett (RPM)

Absent: Ashley Capps (2nd consecutive absence), Adrian Solomon

Landscaping contract bids were received from Creative Cuts (current contracted company), WB Denton, and US Lawns. Bids for shrub replacements were reviewed as well. No decision made at this time.

Removing remaining junipers was discussed. No decision made at this time. All Board members in agreement they should be removed but will approve vendor once new contract is in place.

Appearance Improvement was approved for remove approximately 15 trees and cleanup underbrush in preparation of fence being installed behind 1100/1102 building.

Coastal Docs was approved for pressure washing and gutter cleaning – will get on schedule for both ASAP, second gutter cleaning will occur in late fall (November or December).

May 6, 2019

Meeting called to order and quorum established with six of seven Directors present.

Present: Leona Mason, Adrian Solomon, Katherine Prescott, Marie Hudson, Bill Johnson, and Carter Powell, as well as Chelsey Bennett (RPM)

Absent: Ashley Capps (3rd consecutive absence)

Vendor presentation from Bill Freelove with US Lawns regarding landscaping contract and other improvement details. Discussed a potential 5-year plan for improvements. If awarded contract, US Lawns would plan to do some heavy pruning instead of shrub removal within fund and time allocated in contract. Juniper removal would be a separate project. Bill Freelove will inventory dead shrubs and trees for removal.

Board members reviewed all submitted contract prices. In a vote of five to one, US Lawns was approved to begin servicing the property, contract effective on July 1, 2019. A letter will be sent to Creative Cuts giving a 30+ days' notice of termination.

Board members approved US Lawns estimate for juniper removal via email. This will be scheduled for completion in the fall.

Turtle Creek HOA
Board Meeting Minutes

July 29, 2019

Location: Russell Property Management

Meeting called to order and quorum was established with 6 of 7 present. Those present included: Leona Mason (President), Adrian Solomon (Vice President), Katherine Prescott (Secretary), Marie Hudson (Treasurer), Bill Johnson, and Carter Powel, as well as Chelsey Bennett (RPM).

Board reviewed multiple missed meetings from Ashley Capps. As third consecutive meeting was not attended, his position was considered vacant. Board voted to reinstate Ashley Capps into the vacant term as missed meetings were special meetings and not regularly scheduled Board meetings.

Bill Freelove from U.S. Lawns attended meeting to provide update on landscaping of property after 30-days on the property.

Violation hearings held for the following units:

- re: nails in siding for hanging decorations by front door. Board voted to hold until next meeting due to recent decease of one owner.
- re: multiple worn/torn screens on unit. Board voted not to assess any fines as owner reported will be complete 7.30.19.
- re: two screens with holes. Board voted to assess fines of \$100.00 per week starting August 5, 2019 until the violation is corrected.
- re: missing screen by front door. Board voted to assess fines of \$100.00 per week starting August 5, 2019 until the violation is corrected.
- re: screen torn on rear of unit. Board voted to assess fines of \$100.00 per week starting August 5, 2019 until the violation is corrected.
- re: missing screen by front door. Board voted to assess fines of \$100.00 per week starting August 5, 2019 until the violation is corrected.

*Board reviewed screen violation process. Process was changed to treat like a normal violation first and then if not corrected after hearing is held, will be turned over to a vendor to address and owner will receive bill for Limited Common Element repair.

Minutes from 2.11.19 Board meeting, 4.2.19 landscaping special Board meeting, and 5.6.19 landscaping special Board meeting were reviewed as and approved as submitted.

Financial reports as of June 30, 2019 were reviewed. Board voted to write-off balance remaining balance at 1129 G due to lender foreclosure.

Board reviewed regulation about personal items stored in the common area - any items not previously approved need to be removed; owners in surrounding units will be notified giving a limited time frame to have removed, if not removed within timeframe, RPM maintenance will have removed and discarded. Expanded patio areas were noted to be approved with paving stones, however no loose rocks shall be allowed.

Letter from US Department of Housing and Urban Development was reviewed regarding FHA approval. Resubmission will be submitted when number of owner-occupied units is higher than tenant occupied units.

Bed bug ruling from Jordan Price Law Offices was reviewed. Board voted to not enforce a yearly inspection of all units. Surrounding units will be notified to highly suggest an inspection be completed if Russell Property Management receives notice of bed bugs at a unit. Any inspections and treatments will be the responsibility of the individual owner/s.

Damage fee assessments were reviewed and assessed/paid as noted below:

- : \$740 for LCE vinyl siding repair noted during home inspection. Board approved to assess to owner.
- : \$350 for window casing repair. Board agreed to pay for repair out of general fund.
- : \$219.45 for after-hours call and investigation about leak between units and ceiling repair due to negligence. Board approved to assess to owner.
- : \$144.20 for leak investigation between unit and locksmith for access due to active leak. Board approved to assess to owner.
- : \$572.70 for multiple leak investigations between units and wall repair. Board approved to assess to owner. *Owner of requested reimbursement for having HVAC technician investigate leak; Board voted this will not be covered by the HOA and should be paid by owner.

Pine straw application will be completed in the spring time (instead of late fall) after new shrubbery will be planted. There was a noted concern about pine straw getting into air handlers, vendors will be notified.

Plans for winter weather response were discussed. Estimates will be gathered from vendors and reviewed at next meeting.

Numerous residents have reported issues with amount of dog poop in the common areas. Board reviewed cost for purchasing poop bag stations. Vote was to not order any stations.

Multiple units have lint collected in the dryer vents. Board voted to notify owners who may be affected giving them a limited time frame to complete on their own. Any that remain open during following inspection will be cleaned out and bill will be split among owners who received part of the services.

A few dumpsters have been noted to need repairs. Board reviewed estimated for repairs vs replacement. Requesting to meet with Greenville Sanitation on the property to discuss options before proceeding.

Pool umbrellas have been damaged from residents not putting them down when leaving. Board will review options and plan to include in 2020 budget for replacements.

Discussion items tabled until next meeting include:

- survey results from annual meeting
- potentially having more frequent meetings; Board is currently meeting 4 times per year

Meeting adjourned.

Next meeting is currently scheduled for September 30, 2019, 5:30 at First Christian Church. First 30 minutes will be reserved for open meeting.

Turtle Creek HOA
Board Meeting Minutes

Monday, September 30, 2019

Location: First Christian Church

Meeting called to order and quorum was established with 5 of 7 present. Those present included: Leona Mason (President), Katherine Prescott (Secretary), Marie Hudson (Treasurer), Bill Johnson, and Carter Powel, as well as Chelsey Bennett (RPM). Not in attendance: Ashley Capps and Adrian Solomon.

Open meeting held for discussion only from owners/residents – no decisions made. Topics included:

- Landscaping has improved with new vendor, however pine straw is thin and needs to be replaced. Requesting Board to investigate distributing twice per year.
- Lots of dog poop in common area from residents not properly picking up and disposing of. Board noted looked into poop bags and voted against due to cost and upkeep.
- Spider webs collecting on building.
- Debris not being blown off stairwells.
- Remaining junipers still need to be removed. On schedule to be completed by end of October.
- Fence installation behind 1100/1102 is appreciated.
- Concern about Board not following Robert's Rules and counting ballots at annual meeting.
- Screen letters felt to be too aggressively written and not enough time frame was given to correct. Board explained newly adopted procedure per last Board meeting.
- Questions regarding bicycle rack installation and usage.

Note- All members exited who were not part of the elected Board of Directors for the remainder of the meeting.

Violation hearings held for the following units:

- re: charcoal grill on patio. Board voted to not assess fines and will confirm that item in question is a smoker that hasn't been used.
- re: nails in siding for decorations by front door. Board voted to give 30-days to allow homeowner to correct. If remains open after this time frame, the HOA will proceed with LCE repairs and assess owner.
- re: brown curtains installed in side window. Board voted to assess a fine of \$50.00 per month starting November 1 until the violation is corrected.
- re: hole in screen in rear window. Board voted to give 30-days to allow homeowner to correct. If remains open after this time frame, the HOA will proceed with LCE repairs and assess owner.
- re: worn/torn screen in side window. Board voted to give 30-days to allow homeowner to correct. If remains open after this time frame, the HOA will proceed with LCE repairs and assess owner.

Minutes from previous meeting (July 29, 2019) were not submitted prior and will be reviewed at next meeting.

Financial reports were reviewed as of August 31, 2019.

Dumpster repairs vs replacement discussion was continued. A few Board members met with Bryant Delbert on the property prior to the meeting. Motion to replace three current 'in need of repair' dumpsters was voted on and approved – dumpsters include one by 1117 and both on even number side. Per suggestion from Delbert Bryant, Board will request RPM to coat inside bottoms to help prolong life.

Review of annual meeting survey results.

Reserve Study quotes were received. No decision made at this time – will review again at next meeting.

US Lawns was approved for winter preparation services.

Board review owners requests regarding accounts and decisions voted on as noted below:

- re: fines from missing screen. Board voted to reduce from \$600 to \$200.
- re: damage fee assessment for leak investigation between units. Board voted to not remove assessment.
- re: damage fee assessment for leak investigation between units. Board reviewed previously; vote stands to not remove assessment.

Board voted to add additional Ordinance or Law coverage from \$25,000 to \$150,000.

Meeting adjourned.

Next meeting scheduled for Monday, December 16, 2019 at 5:30 at Russell Property Management.

Turtle Creek HOA Board Meeting Minutes

December 16, 2019

Location: Russell Property Management

Meeting called to order at 5:35 pm. Quorum was established with 4 of the 7 Directors present. Those present included Leona Mason (President), Marie Hudson (Treasurer), Bill Johnson, and Carter Powell. Those absent included: Ashley Capps, Adrian Solomon, and Katherine Prescott.

attended to dispute a damage fee assessment that had been previously assessed against the account. Board agreed to have the DFA removed due to timeframe explained from owners and property manager.

Minutes from previous meetings (July 29, 2019 and September 30, 2019) were reviewed and approved as submitted.

Financial reports as of November 30, 2019 were reviewed.

Board had previously approved for RPM Maintenance staff to coat the bottom inside of three new dumpsters. Greenville Sanitation did not communicate when dumpsters were to be delivered, residents discarded trash in them before RPM could notify to not use. RPM Maintenance staff would need to clean insides after being dumped and wait for area to dry. The product to be used is also temperature sensitive so project would need to wait until the spring. Board agreed not proceed with coating.

Quotes for conducting a Reserve Study were reviewed again. Association Reserves was approved to complete a full reserve study. On-site inspection will be scheduled after January 1, 2020.

Budget for 2020 fiscal year was reviewed. Board voted to raise dues to \$135.00 per month effective February 1, 2020 (to allow for full 30-day notice). Full budget to be included with increase notice and will be reviewed/ratified at March annual meeting.

Discussion was had about annual meeting election process. Board will review again at meeting before annual meeting.

Concern was raised about tree roots being exposed by 1120 building. Requesting to have US Lawns review this area and full property to options to avoid tripping hazards.

Meeting adjourned at 6:53.

Turtle Creek HOA
Board Meeting Minutes

February 10, 2020

Location: Russell Property Management

Quorum was established with five of seven directors present. Those present included Leona Mason (President), Adrian Solomon (Vice-President), Marie Hudson (Treasurer), Katherine Prescott (Secretary), and Carter Powell, as well as Chelsey Bennett (manager). Those absent included Ashley Capps (2nd missed) and Bill Johnson.

Bill Freelove from US Lawns attended to present and discuss rejuvenation project plans for this year.

Minutes from December 16, 2019 Board meeting were reviewed as approved as submitted.

Financial reports were reviewed as of January 31, 2020.

Annual meeting preparations included the following:

- confirmation of date and location, March 16 at Pitt Co. Schools and Recreation art room.
- member terms expiring and ballot representation
- elections process reviewed

Pool maintenance contract approved for Time to Swim, LLC. Pool will open Memorial Day weekend (Saturday May 23). Board approved to extend pool season one week beyond Labor Day weekend, close date will be Saturday, September 13.

Damage fee assessment of \$96.30 approved to be assessed against current owner of 1115 F regarding service-call expense for investigation of leak between units.

Current CD with Select Bank to mature February 27. Board reviewed current rates from a few banks and voted to stay with Select Bank.

Pressure washing and gutter cleaning (2x one in spring and one in fall) approved for Coastal Docs.

Report of shingles recently blown off a few buildings during high winds. Justice Home Improvements to check all buildings and repair/replace as needed.

Meeting adjourned.

Next Board meeting is scheduled for Monday, June 15, 2020, 5:30 at Russell Property Management.

*After meeting Adrian Solomon submitted resignation. Board voted to appointed Marie Hudson (term expiring March 2020) to fill Adrian Solomon's remaining term (through March 2021).

Turtle Creek Condominiums Homeowners Association, Inc
Special Board Meeting

Friday, March 27, 2020
online via GoToMeeting

Meeting was called to order at 4:30 pm. Quorum was established with 4 of 7 Directors present via conference call. Those in attendance were Leona Mason (President), Marie Hudson (Treasurer), Katherine Prescott (Secretary), and Carter Powell, as well as Chelsey Bennett (manager). Those absent included Ashley Capps and Bill Johnson. One term remains vacant at this time.

Master Insurance Policy (MIP) renewal. Current policy will expire on March 31, 2020. Policy period was three years at \$28,500 per year.

Four options were provided by insurance agent, Todd Brown, with current carrier, Cincinnati Insurance Companies.

Option A – 1 Year, current values \$38,728

Option B – 3 Year, current values \$45,533 (per year)

Option C – 1 Year, increased values \$40,200

Option D – 3 Year, increased values \$47,284 (per year)

Motion made by Carter Powel to bond coverage with Option D. No second. Motion Denied.

Motion made by Katherine Prescott to bond coverage with Option B. Marie Hudson seconded. Discussion was had. All in favor – motion passed.

Motion made by Carter Powell to hold on inspection for 30-days during COVID-19 concerns, as well as local and state regulations. Leona Mason seconded. Discussion was had. All in favor – motion passed.

Meeting adjourned at 5:10 pm.

Next Board meeting is currently scheduled for June 15, 2020. Board may discuss re-scheduling the annual meeting via email (originally scheduled annual meeting was canceled due to gathering restrictions with COVID-19).

Turtle Creek Condominiums Homeowner's Association, Inc
Board Meeting Minutes

June 15, 2020

Location: Russell Property Management and via GoToMeeting

Meeting called to order at 5:45 pm. Quorum was established with five of seven Directors present. Those present included in-person Leona Mason (President), Marie Hudson (Treasurer), Ashley Capps, Bill Johnson, and via GoToMeeting call Katherine Prescott (Secretary). Also present in person was Chelsey Bennett (Community Association Manager). Absent from the meeting was Carter Powell. One vacant position remained unfilled.

Minutes from February 10, 2020 and March 27, 2020 Board meetings were reviewed and approved as submitted.

Financial reports as of May 31, 2020 were reviewed.

Landscaping discussions included the following:

- Pine straw install on front of buildings to be completed June 17 (weather permitting). Board previously agreed to only have pine straw in front of the buildings due to limited finances with reserve study being conducted this year.
- Shrub rejuvenation pruning was completed.
- Board voted to wait until fall to decide between 2 or 4 corners for flowers at parking lot entrances, or tree root removal at \$0.34 cent per square foot of area around 1120 and potentially property wide. US Lawns was researching other options such as a stump grinder to shave the roots down flat and/or covering all exposed roots with soil that has high clay content covered lightly with mulch or pine straw.

Discussion about 2020 pool season included the following:

- Information shared from legal counsel to all their HOA clients regarding Governor's Order mandatory requirements, as well as additional recommendations.
- Additional expenses to comply with requirements included items such as signage, subcontractor for cleaning throughout the day, pool monitor, etc.
- The Board voted to keep the pool closed until Phase 3 and to re-visit if requirements change.

Procedure for leaks between units was reviewed. Board agreed to take time to review in detail and finalize at next Board meeting.

Damage fee assessments for 1105 G (regarding leak between units) and 1141 G (regarding leak between units) were approved to be assessed against to the accounts.

Board voted to increase master insurance policy deductible to \$5,000 effective August 1, 2020. Notice will be sent to all owners so they may adjust their HO-6 policies accordingly.

Suggestion from Russell Property Management to have Rules and Regulations reviewed by an attorney to ensure proper authority for creating rules and assessing fines. Board voted to keep as is for now and review at later date if needed.

Below owner requests were reviewed:

- Gene Higson (1105 B) requested to have sidewalks pressure washed. Board agreed to review for 2021, not approved for 2020.
- Mary Skinner (1110 E) requested to have traction grips installed on wooden stairs. Board did not approve for one building only, but may look at having completed in a future budget.

Estimate from Pestech of Greenville was reviewed for preventive treatments regarding ground bees that is a frequent issue each year. Board voted to continue to treat as issue arises instead of paying for additional monthly monitoring for a 6-month period. Pestech has been able to treat quickly when reported in the past.

Concern was raised about water runoff at 1110 and 1120 buildings. Further investigation needed.

Emergency Board meeting called for July 1, 2020 at 5:00 pm via GoToMeeting to review updates regarding pool opening requirements. After much discussion, Board agreed to stick with original decision to keep pool closed until Phase 3 of NC re-opening.

Next Board meeting is scheduled for August 24, 2020 at 5:30 pm, to be held at Russell Property Management and/or via GoToMeeting (depending on status of COVID-19 pandemic).

Turtle Creek Condominiums Homeowner's Association, Inc
Board Meeting Minutes

August 24, 2020

Location: Russell Property Management and via GoToMeeting

Meeting called to order at 5:45 pm. Quorum was established with 4 of 7 Directors present. Those present included Marie Hudson, Bill Johnson, Katherine Prescott, and Carter Powell, along with Chelsey Bennett (Community Association Manager). Ashley Capps was not in attendance. Leona Mason submitted her resignation prior to the start of the meeting; there are now two vacant positions.

Violation hearing was held for regarding hole in rear screen. No representation from unit attended the hearing. Board voted to assess a fine of \$50.00 per month until the violation is corrected.

Minutes from previous Board meetings (June 15, 2020 and July 1, 2020) were reviewed and approved as submitted.

Financial reports as of July 31, 2020 were reviewed.

No discussion regarding landscaping estimates for creation of flower bed at 2-4 corners and entrance areas, as well as addressing tree roots; will review at a later date.

Condominium leak procedure was reviewed but no decisions made; will review again at a later date.

Governor Cooper's Executive Orders have permitted membership meetings of North Carolina nonprofits (including HOAs and condos) to be held virtually/electronically for at least a limited time frame. The 2020 Turtle Creek annual meeting was supposed to occur in March 2020 but has been postponed due to the COVID-19 pandemic. Board members reviewed options for virtual annual meeting and would like to aim for middle October. Details will be finalized via email.

Reserve Study submitted by Association Reserves. Board reviewed in part but will review in more depth later (may want to schedule a meeting specifically for Reserve Study study).

Another condominium under Russell Property Management received unexpected fire inspections recently; frequent violations were reviewed so this Board can begin preparations to comply with fire code. No decisions made at this time.

New estimate from South Outdoor Restoration (SOR) was reviewed for fall gutter cleaning. Board voted to continue with Coastal Docs for this year and will review SOR's full proposal with the 2021 budget.

Meeting adjourned at 7:30 pm.

Turtle Creek Condominiums Homeowners' Association, Inc.
Board Meeting Minutes

September 30, 2020

Location: Russell Property Management and via GoToMeeting

Meeting called to order at 5:38 pm. Quorum was established with 4 Directors present. Those present included, Ashley Capps (via GoToMeeting), Marie Hudson (in-person), Bill Johnson (in-person), and Carter Powell (in-person), as well as Chelsey Bennett (Community Association Manager – in-person). Katherine Prescott was not in attendance. Two vacant positions remain.

Minutes from previous Board meeting, August 24, 2020, were reviewed and approved as submitted.

Financial reports as of September 30, 2020 were reviewed.

With restrictions being eased, Board agreed to have annual meeting in person. Meeting locations and dates will be reviewed through email. Vacant positions will be filled at annual meeting. This will be the 2020 annual meeting that was postponed from March due to COVID-19 pandemic.

Reserve study was reviewed; no decisions at this time for updates/edits – Board will continue to review.

Drafts for 2021 budget began to be reviewed, no decisions made at this time. Board will continue to review.

Condo leak procedure was voted to remain the same, no changes to me made. Typed version will be published on Russell Property Management's website.

Damage fee assessments for _____ in the amount of \$96.30 was approved to be assessed against the account. This was related to an after-hours call about a leak between the units, source was determined to be _____ AC leaking.

Next Board meeting is scheduled for November 2, 2020 at 5:30 pm, to be held at Russell Property Management and/or virtually.

Meeting adjourned at 7:12 pm.

Turtle Creek Condominiums Homeowners Association, Inc.

Board Meeting Minutes

Monday, November 2, 2020

- I. Meeting was called to order after a quorum was established by Chelsey Bennett.

Members present: Bill Johnson, Marie Hudson, Wanda Collins and Cynthia Holt

By phone: Ashley Capps

Not in attendance: Carter Powell, Mike Ritchie

- II. Bill introduced Chuck Hester (Truline) he was asked to check the roofs and give us his opinion on the condition. He felt like we needed full replacement. He also said because of the damage coming from the storms and wind the insurance may pay for it. He was willing to meet with the insurance adjuster on our behalf to help get them to cover some of the expense and we pay \$5,000.00 deductible. This way we could do all the roofs at on time. If this doesn't work out we'll need to discuss ways to cover the expense. Bill and Chuck will get back to us at next board meeting.

- III. Officers were elected: Bill Johnson-President

Ashley Capps-Vice President

Marie Hudson-Treasurer

Cynthia Holt-Secretary

- VI. The minutes to the September 30, 2020 meeting was read by all. Marie Hudson motion to approve and Wanda Collins second and all approved. Reviewed reports Balance Sheet and Profit and Loss Budget, Violation and Workorders for HOA.

- V. OLD BUSINESS:

- A. Went over the Reserve Study review. We saw how far off we are from the goal that we need to be and know that the HOA dues have to go up to do the up coming repairs, the top priority is replacing the roofs. Until Bill and Chuck gets back to us with the two appraisal we aren't sure of how much the HOA will need to spend on the roofs or how much to raise the dues.

VI. NEW BUSINESS:

A. Review Damage fee assessment

B. Follow up from Annual Meeting:

- Talk to Bill Freelove about long range plans (5 to 7 years) for the landscaping including trees and roots removal. Removing old and dead plants from the area around water spigot and the side of 1121 C&D units. Also box woods and bushes too. Placing some flowers at the pool.

- Painting or replacing hand rails (building 1111).

- Gutters to be clean at the end of November by Coastal Docs. A weeks notice will be given to owners.

C. Our next annual meeting will be in March within 60 days of budget adoption.

Location will be decided later. The board will try to adopt a budget in February at next meeting, after the roof appraisal comes in. Everyone agreed to continue using Coastal Docs in 2021. Each unit will be given a one week period after the power washing is finished to let us know of any problems.

D. Ashley Capps and Marie Hudson were ask to stay one more year on the board so we will have members that know what has been going on and everyone will not be new

Before adjourning: It was brought up that there are some out standing checks that need to be checked into and possible added back to accounts.

Bill Johnson adjourned the meeting all approved:

Respectfully Submitted,

Cynthia Holt, Secretary