

Spring Forest Road HOA Board

Wednesday, February 12, 2020

Meeting commenced at 6:00 PM.

Location was the conference room in Russell Property Management office.

The following people were present.

HOA Board: Brenda Poole, Eric Reifschneider, Donna Clement, Jennifer Eissing (by phone starting at 7 PM)

Russell Property Management: Tonya Jones, Rocky Russell

Guest: Stephen West, master insurance policy

- I. Meeting called to order by Eric, president.
- II. Quorum established by presence of Eric, Brenda, and Donna.
- III. Violation hearing for unit . Owner not present.
- IV. Fire recovery
 - a. Itemized estimate for rebuilding fire-damaged, condemned units was finalized by Nationwide after reconciliation of quote from Care Master. Estimated cost to rebuild is \$1.64M. Nationwide pays maximum \$1.47M per building. This leaves a gap of \$170,000. This gap does not include the Ordinance of Law costs for bringing the building up to current codes as required by the City of Greenville.
 - b. CresCom Bank is in communication with Eric about providing a loan to cover the cost of the sprinkler system upgrades that are being required for the buildings with condemned units.
 - c. Two of 12 owners of condemned units have provided the HO6 policy declaration sheets per email request. Based on these policies, there is little promise of coverage for assessments on the condemned units due to underinsurance or code upgrades.
 - d. Eric moved that the HOA levy an assessment of \$2,000 per unit to defray the cost of underinsurance. The terms would be 6 months to pay without late fees or penalty. Donna seconded the motion. All (Eric, Donna, Brenda) approved.
 - e. A special assessment on the condemned units is likely and will be considered at a later date.
 - f. Stephen West provided an estimate of the cost of increasing insurance coverage from \$1.47M to \$1.85M per building. The cost would be \$16,606 annually, or \$11 per unit per month. The board tabled voting on this increase pending an analysis of the true costs to rebuild. The board will evaluate via email. Note that email votes must be unanimous to pass, per HOA bylaws.
- V. Annual meeting preparation – reviewed the cover letter and basic HOA packet that will be mailed via USPS.
- VI. foreclosure. Owner in arrears \$3,494.20. Eric moved to proceed with foreclosure; Brenda seconded. Eric, Brenda, and Donna voted to approve the motion. Jennifer voted against. The motion carried.

VII. is under contract. Balance of \$1,440 on HOA account, which will be paid in full by the new owner at closing.

VIII. New Business

- a. Cat colony – Jennifer updated the board. A volunteer is needed to house the kittens for 2 weeks while they recover from spay/neuter procedure.
- b. Clarification on handling violations of rules and regulations. For specific violations that include failure to scoop pet poop and dropping cigarette butts on the grounds, for which there is strong evidence identifying the violator, owner will be invited to a hearing and fines may be levied on first offense. Note that in tenant-occupied units, these fines will be levied against owners via the HOA accounting system.
- c. Jennifer reported an owner had difficulty reaching RPM for handling a water-leak problem. She requested communication clarifying the processes.

VIII. Adjournment

Eric moves to adjourn. Brenda seconds. All approved. Meeting adjourned at 8:00.

Spring Forest HOA
Meeting Minutes 4.29.2020
Conference Call 5:30

Meeting was conducted electronically by a conference call. Meeting was called to order at 5:34 PM. Quorum was established with 3 out of 4 members. Members in attendance were Eric Reifschneider, Brenda Poole and Jennifer Eissing. Representing RPM were Rocky Russell and Tonya Jones.

Meeting Minutes from 2.12.2020 were reviewed. Minutes were not approved. Jennifer will make necessary changes and submit to Tonya for approval through email.

Pool contract was reviewed regarding down payment. Board members voted to hold on paying down payment and re-evaluate every two weeks. Rocky recommended to not sign the pool contract until more answers are known regarding opening the pool.

Discussion regarding have rules and regulations reviewed by attorney. Eric motioned to approve to have the Rules and Regulations reviewed, Brenda 2nd. Jennifer discussion. Jennifer declined to move forward. Majority of 2 of 3. Motion tabled until estimate received from the attorney. Estimate will then be approved through email.

601 H – Unit is currently owed by Spring Forest HOA and is listed for sale. Unit is currently rented and managed by RPM. Tenant is scheduled to vacate the property 5.16.2020. Unit will not be shown until tenant is out. Eric motioned to not re-rent the unit, Brenda 2nd. Motion carries.

Eric explained that for a project or decision to move forward through email, all members must respond and respond the same or project will be put on hold until the next meeting.

Jennifer left the meeting at 6:00 PM.

Eric asked if newsletters need to be hung on doors. Brenda denied, Eric agreed. Motion carried.

535/537 – Landscaping concerns around the 535/537 building. Landscaping is not being done by WB Denton. Tonya advised that this has already been discussed with George with Caremaster. George will correspond with Denton to allow them in the fence to landscape the area.

The Board is holding in pursuing selling the units as one member has stated they will not sell theirs. All unit owners must agree to sell to move forward.

Discussion regarding obtaining other bids for rebuild. Rocky explained this process could take 90-120 days to receive other bids. No decision made.

Tonya to contact George regarding securing the damaged area. Area is not secured, and people are able to get into the area.

Rocky will review estimate and compare to Nationwide's estimate. The Board would like to see milestones in the contract instead of a timeline. The Board would like an attorney to review the contract from Caremaster.

Discussion regarding assessment payment plan. \$2,000 cannot be included as it is not due until August 17, 2020. Brenda motioned for \$1,000 wood rot assessment to be paid in full within 6 months (October 29, 2020). Payment plan will begin Month of May. If first payment is not made, the account will be turned over to the attorney and duties terminated. Eric 2nd, motion carries. \$2,000 Fire assessment will still be due by the due date of August 17, 2020.

The Board would like to have electronic meetings monthly. Next meeting to be scheduled.

Meeting adjourned 6:39 PM.

Spring Forest Homeowners Association

Board Meeting Minutes

Tuesday July 7th, 2020

6-750 pm

Present: Eric Reifschneider, Stacy Ambrose, Brenda Poole, Tonya Jones, Rocky Russell,

Guest Benjamin Wagner for partial meeting

- I. Meeting called to order by Eric Reifschneider
- II. Establishment of Quorum Yes, 3 of 3 members present
- III. Approval of meeting minutes 4/29/2020 conference call
Motion moved to accept minutes by Eric, motion seconded by Stacy all approved.
- IV. Board Candidates: Three names were submitted to Tonya for board however 2 did not respond back. Benjamin Wagner attended however declined board appointment. He agreed to chair a committee to investigate insurance appeal.
- V. Reports and delinquent homeowner's issues reviewed. Past 90-day delinquent due accounts will be turned over to the lawyer following our bylaws.
- VI. MBO- hot water heater pressure relief valve repair

Eric made motion to MBO Stacy seconded, all agreed. Bill will be MBO

- VII 535/537 Fire Update: Reviewed and discussed information from attorney regarding options.

Eric made a motion to present the 12 affected unit owners a payout option and a ballot to provide their vote. Option were provided with attorney input. Will move forward with Option 2 and mail the 12 affected homeowners a ballot. A virtual meeting will be scheduled with the 12-unit owners for questions and answers and vote. The outcome of this vote will guide the fire project direction.

- VIII Pool: Discussion regarding needed repairs to pool filters to keep pool integrity intact. If not maintained, money spent for mandated repair will be compromised.

Motion to repair pool filters to maintain pool in good repair and maintenance contract made by Eric, seconded by Stacy, All approved.

- IX Discussion regarding having bylaws and rules reviewed by attorney to ensure we are complying legally. It was determined there was no knowledge this had ever been done. Eric made motion to have attorney review, Poole seconded, All approved.

X General Topics:

Eric made motion to accept homeowners request for payment plan for delinquency in the amount of \$25.00/month for 3 months in addition to the normal monthly dues. Request will be reviewed again at that time. Seconded by Poole, All approved.

Discussion regarding \$2000.00 assessment due August 17th. Eric made motion to extend the due date to November 27th. Will review again that time. Stacy seconded, all approved.

Governor Cooper has provided guidance for HOA meetings virtually. The guidelines will be reviewed and an annual meeting will be scheduled as soon as feasible.

Meeting was adjourned at 750 pm.

Spring Forest Homeowners Association

Board Meeting

Monday October 5th, 2020

Location Russell Property Management Office

Present: Board members: President Eric Reifschneider, Stacy Ambrose, Brenda Poole,

RPM Spring Forest Manager: Tonya Jones, Rocky Russell (present only for fire letter update)

I. Meeting called to order at 6 pm

II. Quorum established

III. Fire Update: Rocky Russell provided update from attorney regarding letter and ballot for unit owners. Goal is to have the letter ready to mail out by Monday October 12th, 2020. Virtual meeting will be arranged later in same week for questions and needed explanations to unit owners. Attempts will be made to promote timely response from unit owners.

IV. Minutes of 7/7/2020 meeting approved. Brenda made motion to accept minutes, Eric seconded, all approved.

V. Reports and delinquent homeowners' issues reviewed.

VI. Reviewed and discussed homeowner issues regarding MBO. Brenda made motion for and bills be MBO, Eric seconded, all agreed, motion passed. Motion made to pay half of bill to Young Management for extensive delay to repair 2/2 inclement weather for unit Seconded and all agreed, motion passed.

VII. Rules and Regulations were reviewed and discussed. Will incorporate satellite dish restrictions and Rules and Regulations will be formalized.

VIII. Discussion regarding a potential Fire Code requirement to have fire extinguishers available at all condominiums. Options discussed with more information required to make a plan that would not be executed until mandated by the city Fire Marshall

IX. Update and discussion on pool maintenance. Known pool repairs are complete. Current issue is water leak pending repair. Pool can then be filled and maintained for hopefully early opening 2021 season. Discussed maintenance options. More information needed to decide. Tonya to contact pool representative to provide cost of different maintenance options.

X Meeting adjourned 730

Spring Forest Homeowners Association

Board Meeting Minutes

Tuesday December 15th, 2020

6 PM

Location Russell Property Management

Present: Eric Reifschneider, Stacy Ambrose, Brenda Poole, Tonya Jones, Rocky Russell checked in briefly via phone,

- I. Meeting called to order at 540 pm by Eric Reifschneider
- II. Quorum established.
- III. Approval of 10/5/2020 meeting minutes.
Motion moved to accept minutes by Brenda, motion seconded by Stacy all approved.
- IV. Reports and delinquent homeowner's issues reviewed. Past 90-day delinquent due accounts will be turned over to the lawyer following our bylaws. Reports of violations reviewed. Will offer virtual meeting for offenders to appeal.
- V. MBO- A. HVAC Leaking \$160.50, HVAC Leaking \$64.00
Eric made motion to MBO Stacy seconded, all agreed. Bills will be MBO
- VI. Old Business:
 - A. 535/537- Demo Estimate Motion made by Eric to accept Nobles Land Improvement, LLC bid. Stacy seconded, all agreed. There were 3 bids and the lowest accepted.
 - B. Payment Plan. Discussion and review of payment to date. Motion made to send demand letter for payment due, if nonpayment, will send to attorney for collection.
 - C. Pool Update. Pool is still not functional. Vacuum is broken and needs repair before any further maintenance can be done. No luck finding someone in Greenville to repair. Tonya will check with vendors in nearby towns. Goal is to hopefully open pool early Spring 2021.

New Business

- A. Estimates from James Co. Issue involves water getting into condo around master bedroom window. Suspect wood rot. Discussed. Motion made to have window calked and covered with clear plastic if needed as this will be next building to have wood rot repairs. Will reassess if this is sufficient to protect from more water entering. Tonya will contact James Co to calk and cover. Wood Rot Project is expected to be done on the 3 story building in 3 weeks and then will to building 529 ASAP.
 - B. Pool Fence Repair. Motion made by Eric to accept Seagars bid to repair fence. Stacy seconded, all agreed.
 - C. Landscaping Contract. Discussed. Greg Colson put in a bid. He has been maintaining the grass in the fire area. Brenda will request Andrews Lawn Care provide a bid. Will discuss 2021 landscaping contract further at January meeting.
 - D. Pet Waste Station. Bag station door is broken, Eric has secured. However, pet waste is seen many areas of Spring Forest even in front of waste station. Residents are complaining. Will attempt to identify culprit and fine accordingly. Residents have vaguely identified persons responsible.
- VII. 535/537 Fire Update: Jon Carr is finalizing paperwork.
Suggestion made to have burned out units checked for scape metal/parts. Tonya will explore contacts for metal salvage prior to demolition.

- VIII. Wood Rot update. Derrick from All Home Repairs requested a draw for \$15,000.00 for wood rot repairs done to date. Eric made motion to allow draw, Brenda seconded, all agreed. This was with the understanding that work is not be interrupted except for weather and emergencies going forward.

Next Board meeting Jan 19th, 2021. The annual meeting will be scheduled in March 2021.

Meeting Adjourned 725 pm