

Sterling Pointe Phase 3 HOA

Board Meeting Agenda

Monday, July 15, 2024

6:00pm Virtual at Go To Meeting

- I. Meeting called to order – Called to order by Manager
- II. Establishment of Quorum (2) – We have Quorum. All Phase 3 Board members online: Gena Bradley, James Bradley, Lisa Finch, Xavier Roscoe, and Verlie Rudolph
- III. Old business
 - a. Building Numbers – Building numbers are on hold for now due to lack of funds.
 - a. PVC: \$1,403.55
 - b. Aluminum: \$1,237.08
 - b. Fence Replacement: FF Building – 6 units
 - Board members agreed to do an assessment to finish the phases. We need to figure out how to finish the fences on each unit. Funds are low.
 - Phases 2 and 3 fences total \$800.
 - We maybe can save money by going with a cheaper Pest Control Co.
 - We will ask Rocky Russell to give us a quote
 - Can also cut expenses by decreasing time Yard Cleaners (men that come and pick up the excess trash around dumpsters and units). Instead of every week, change it to every other Saturday. We will try this for 3 months. If it doesn't work and areas start looking bad, we will start back to every week.
 - Landscapers also pick up trash. So on weeks Yard Cleaners are not scheduled, they can step in.
 - Verlie asked - she thought we had allocated funds for the fences in one of the meetings.
 - Gena responded – We did not allocate funds. Mulch has allocated most of the money. It was expensive, but worth it. They did a good job. Most of the money went to the landscaping.
- IV. General Discussion
 - All delinquent letters have been sent out and turned over to the attorney.
- V. Adjournment
 - Meeting called to adjourned by Gena Bradley. 2nd by James Bradley

Next Meeting: October 14, 2024

Virtual at 6:00pm

Sterling Pointe Phase III HOA
Balance Sheet
As of June 30, 2024

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
St Pt 3 Crescom Escrow Savings	13,564.84
St Pt 3 Operating Crescom	6,983.02
Total Checking/Savings	<u>20,547.86</u>
Other Current Assets	
Undeposited Funds	116.00
Total Other Current Assets	<u>116.00</u>
Total Current Assets	<u>20,663.86</u>
TOTAL ASSETS	<u>20,663.86</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Unearned Revenue	4,723.10
Total Other Current Liabilities	<u>4,723.10</u>
Total Current Liabilities	4,723.10
Long Term Liabilities	
Escrow Funds Liability	15,907.17
Total Long Term Liabilities	<u>15,907.17</u>
Total Liabilities	20,630.27
Equity	
Retained Earnings	25,613.63
Net Income	-25,580.04
Total Equity	<u>33.59</u>
TOTAL LIABILITIES & EQUITY	<u>20,663.86</u>

Sterling Pointe Phase III HOA Profit & Loss Budget Performance June 2024

	Jun 24	Budget	\$ Over Budget	Jan - Jun 24	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
HOA Income							
Fines for Violations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HOA Dues	8,552.06	9,222.00	-669.94	54,796.39	55,332.00	-535.61	110,664.00
Interest Income	0.00	0.00	0.00	52.55	0.00	52.55	0.00
Late Fee	-0.87	0.00	-0.87	43.74	0.00	43.74	0.00
Miscellaneous Income	0.00	-50.50	50.50	472.15	0.00	472.15	0.00
NSF Fees Collected	0.00	0.00	0.00	35.00	0.00	35.00	0.00
HOA Income - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total HOA Income	8,551.19	9,171.50	-620.31	55,399.83	55,332.00	67.83	110,664.00
Total Income	8,551.19	9,171.50	-620.31	55,399.83	55,332.00	67.83	110,664.00
Expense							
Direct Expenses							
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dumpster Repair/Supply	1,067.95	0.00	1,067.95	6,407.70	0.00	6,407.70	0.00
Insurance	0.00	0.00	0.00	922.00	920.00	2.00	920.00
IRS/NC Taxes	0.00	0.00	0.00	0.00	0.00	0.00	5.00
Landscaping Contract	2,862.00	2,862.00	0.00	17,172.00	17,172.00	0.00	34,344.00
Landscaping Maintenance	0.00	1,250.00	-1,250.00	9,468.08	7,500.00	1,968.08	15,000.00
Legal/Acctg/Professional Svc.	0.00	416.00	-416.00	0.00	2,501.00	-2,501.00	5,000.00
Maintenance Building	2,754.80	1,363.00	1,391.80	32,770.25	8,174.84	24,595.41	16,349.84
Maintenance Entrance	0.00			697.57			
Management Fees	1,314.93	1,314.56	0.37	7,889.58	7,887.36	2.22	15,774.72
Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pest Control	0.00	0.00	0.00	1,272.00	2,093.00	-821.00	4,186.00
Pressure Washing	0.00			1,990.00			
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	20.00
Street Lights	288.08	328.42	-40.34	1,715.69	1,970.52	-254.83	3,941.04
Supplies/Printing/Postage	0.00	62.50	-62.50	75.00	375.00	-300.00	750.00
Tax Return Preparation	0.00	0.00	0.00	0.00	0.00	0.00	200.00
Trash Pickup - Labor	0.00	1,051.28	-1,051.28	0.00	6,307.72	-6,307.72	12,615.40
Total Direct Expenses	8,287.76	8,647.76	-360.00	80,379.87	54,901.44	25,478.43	109,106.00
Unapplied Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	8,287.76	8,647.76	-360.00	80,379.87	54,901.44	25,478.43	109,106.00
Net Ordinary Income	263.43	523.74	-260.31	-24,980.04	430.56	-25,410.60	1,558.00
Other Income/Expense							
Other Expense							
Escrow Long Term Expense	100.00	100.00	0.00	600.00	600.00	0.00	1,200.00
Total Other Expense	100.00	100.00	0.00	600.00	600.00	0.00	1,200.00

11:25 AM

07/03/24

Accrual Basis

Sterling Pointe Phase III HOA
Profit & Loss Budget Performance
June 2024

	<u>Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jan - Jun 24</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Net Other Income	<u>-100.00</u>	<u>-100.00</u>	<u>0.00</u>	<u>-600.00</u>	<u>-600.00</u>	<u>0.00</u>	<u>-1,200.00</u>
Net Income	<u>163.43</u>	<u>423.74</u>	<u>-260.31</u>	<u>-25,580.04</u>	<u>-169.44</u>	<u>-25,410.60</u>	<u>358.00</u>

Delinquents and Prepays Report

Phone: (252) 329-7368
 Fax: (252) 355-9641

As of 6/30/2024
 Delinquents Only
 Includes Security Deposits
 Includes Credits
 Includes Past Memberships
 Includes Current Memberships

Release 10.03

Sterling Pointe Townhomes Sect 3 HOA Inc

Home	Primary	Phone Numbers	Delinquent				Total	Member	Comments
			1-30 Days	31-60 Days	61-90 Days	Over 90			
Sterling Pointe Townhomes Sect 3 HOA Inc-Sterling Pointe Dr 3902 CC03	Barnes, Cecilia	c:(252) 714-8823	\$58.74	--	--	--	\$58.74	\$58.74	
. Sterling Pointe Dr 3902 CC05	Garris, Roscoe	c:(703) 899-5942	\$58.87	\$58.87	\$58.87	\$1,293.91	\$1,470.52	\$1,470.52	Demand letter sent to owner on: 8.22.22 and 9.22.22 (had wrong mailing address for owner) Turned over to JP: 11.22.22
. Sterling Pointe Dr 3903 PP09	Joseph A. Bledsoe, III - Chapter 13 Trustee		--	--	--	\$110.76	\$110.76	\$110.76	Pre- Bankruptcy account - Chapter 13 last payment rec'd 1.28.21 (principal due interest due \$0)
. Sterling Pointe Dr 3904 BB05	Jackson, Tenique		\$58.87	\$58.87	\$58.87	\$175.74	\$352.35	\$352.35	Nice debt letter sent 04.23.24 Demand letter sent 5.22.24
. Sterling Pointe Dr 3904 BB06	Powell, Christopher	c:(252) 414-9208	\$58.87	\$58.87	\$33.13	--	\$150.87	\$150.87	demand letter sent 6/25/2024
. Sterling Pointe Dr 3906 Z03	Vincent, Dora E	c:(828) 719-0493	\$25.68	--	--	--	\$25.68	\$25.68	
. Sterling Pointe Dr 3906 Z05	Rudolph, Verlie	h:(252) 215-6373 c:(631) 456-0652	\$58.87	--	--	--	\$58.87	\$58.87	
. Sterling Pointe Dr 3908 DD01	Smith, Darryl		\$58.87	\$58.87	\$58.87	\$20.01	\$196.62	\$196.62	Nice debt letter sent 4.23.24 Demand letter sent 5.22.24
. Sterling Pointe Dr 3908 DD04	Connelly Properties	w:(252) 756-4376	\$0.87	--	--	--	\$0.87	\$0.87	
. Sterling Pointe Dr 3909 HH05	Younger, Sheilia		--	--	--	\$87.02	\$87.02	\$87.02	
. Sterling Pointe Dr 3909 HH06	Parker Family Rentals, LLC	c:(252) 717-2169	\$58.87	\$58.87	--	--	\$117.74	\$117.74	Nice debt letter sent 4.23.24
. Sterling Pointe Dr 3909 HH07	Park, Bennie	w:(252) 355-4477 c:(252) 916-3496	--	--	--	\$4,858.91	\$4,858.91	\$4,858.91	@JP - secured the Order Authorizing Sale 3.25.21
. Sterling Pointe Dr 3910 Y05	Sparrow, Heather D.	w:(252) 744-0178 h:(252) 560-4631	\$7.53	--	--	--	\$7.53	\$7.53	
. Sterling Pointe Dr 3911 OO04	Xiaoping, Pan	c:(252) 558-0073	\$6.87	--	--	--	\$6.87	\$6.87	
. Sterling Pointe Dr 3911 OO07	Boyd, Ronda R.	w:(252) 847-7952 c:(252) 341-2212	--	--	--	\$47.27	\$47.27	\$47.27	
. Sterling Pointe Dr 3911 OO07	3rd Generation Housing LLC		\$58.87	\$58.87	\$58.87	--	\$176.61	\$176.61	demand letter sent 6/25/2024
. Sterling Pointe Dr 3915 JJ01	Integrated Holdings LLC	w:(252) 439-0700 c:(252) 702-6034	\$58.87	\$58.87	\$58.87	\$178.23	\$354.84	\$354.84	Nice debt letter sent 4.23.24 Demand letter sent 5.22.24
. Sterling Pointe Dr 3917 KK09	Herring, Pamela	c:(252) 321-0110	--	--	--	\$2,760.23	\$2,760.23	\$2,760.23	@JP - secured the Order Authorizing Sale 9.15.20; payment plan of \$150.00 bi-weekly Owner defaulted on payment plan. BOD wants to proceed with setting sale date. Sale date set for 9.8.22

Russell Property Management
106 Regency Blvd.
Greenville, NC 27834

Delinquents and Prepays Report

A510

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7/3/2024 11:36

Phone: (252) 329-7368
Sterling Pointe DP 3919 - 3rd Generation
NN04
Fax: (252) 355-9641

As of 6/30/2024
Delinquents Only
Includes Security Deposits
Includes Credits \$58.87
Includes Past Memberships \$58.87
Includes Current Memberships

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\$176.61

\$176.61

demand letters sent 3/22/2024

Russell Property Management
 106 Regency Blvd.
 Greenville, NC 27834

Phone: (252) 329-7368
 Fax: (252) 355-9641

Delinquents and Prepays Report

As of 6/30/2024
 Delinquents Only
 Includes Security Deposits
 Includes Credits
 Includes Past Memberships
 Includes Current Memberships

A510

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7/3/2024 11:36

Sterling Pointe Townhomes Sect 3 HOA Inc

Release 10.03

Home	Primary	Phone Numbers	Delinquent				Total	Member	Membership Payment Comments
			1-30 Days	31-60 Days	61-90 Days	Over 90			
. Sterling Pointe Dr 3921 LL07	Taylor, Cody L		\$58.87	--	--	--	\$58.87	\$58.87	
. Sterling Pointe Dr 3921 LL08	3rd Generation Housing LLC		\$58.87	\$58.87	\$58.87	--	\$176.61	\$176.61	demand letter sent 3/22/2024
Report Totals			\$747.26	\$529.83	\$445.22	\$9,532.08	\$11,254.39	\$11,254.39	
Total Due			\$11,254.39						

Violations - Open Violations for one HOA

Phone: (252) 329-7368

Fax: (252) 355-9641

Release 10.03

Date Created (14 Shown)	Status	Violation	Member	Home	Violation Description	Date of Hearing
7/3/2024 07:39	Open	V0026608			Parking: The following cars were tagged for towing on 7.3.24. Red Sebring TCT-2393 tags expired in 2023. Has a tarp covering it. Red Dodge KSR-7281 has tarp in both front windows.	
4/30/2024 11:05	Open	V0026159	Serrano, Ramon	Sterling Pointe Dr 3901 EE08	Window Blinds: It was documented during April inspection that the upstairs blinds are broken, per the Rules and Regulations, Window treatments are mandatory to maintain the uniformity and integrity of the property. White horizontal blinds must cover all windows and must be well-maintained. Please repair/replace. Remains open in June inspection.	
5/29/2024 16:10	Open	V0026399	Hearthside Managemen	Sterling Pointe Dr 3901 EE10	Window Blinds: It was documented during May inspection that the downstairs blinds are broken, per the Rules and Regulations, Window treatments are mandatory to maintain the uniformity and integrity of the property. White horizontal blinds must cover all windows and must be well-maintained. Remains open in June inspection.	
6/21/2024 09:45	Open	V0026532	Connelly Properties	Sterling Pointe Dr 3908 DD04	Window Blinds: It was documented during the June inspection that the upstairs blinds are broken. Per the rules and regulations window treatments are mandatory to maintain the uniformity and intergrity of the property. White horizontal blinds must cover all windows and must be well maintained.	
7/3/2024 07:30	Initial	V0026607	Brale, Gena	Sterling Pointe Dr 3909 HH08	Regulation/Rule: There have been complaints about a large amount of dog feces in the back patio of this unit. Per the rules and regulations residents who allow pets to defecate inside patios are required to keep feces cleaned up to avoid flies and odor. Please have this patio cleaned.	
5/29/2024 16:03	Subsequent	V0026397	Armstrong, Christy	Sterling Pointe Dr 3910 Y06	Window Screens: It was documented during May inspection that the downstairs screen is torn, per the Rules and Regulations, It is required that exterior window screens remain on and in good condition at all times. Window screens are the responsibility of the homeowner/resident. Reaminas open in June inspection.	
6/21/2024 09:51	Open	V0026533	Brale, Gena	Sterling Pointe Dr 3911 OO03	Regulation/Rule: Documented in the June inspection. There is an AC unit in the front upstairs window of this unit. PLEASE REMOVE FROM WINDOW. Per the Rules and Regulations, A/C window units are prohibited at all times. It is required that exterior window screens remain on and in good condition at all times.	

Violations - Open Violations for one HOA

Phone: (252) 329-7368

Fax: (252) 355-9641

Release 10.03

Date Created (14 Shown)	Status	Violation	Member	Home	Violation Description	Date of Hearing
6/21/2024 09:54	Open	V0026534	Xiaoping, Pan	Sterling Pointe Dr 3911 OO04	Window Blinds: Documented during a recent inspection: damaged blinds in window on front of unit, please repair/replace. Per the Rules and Regulations, window treatments are mandatory to maintain the uniformity and integrity of the property. White horizontal blinds must cover all windows and must be well-maintained	
5/29/2024 16:28	Open	V0026403	Green Rentals Enterprise	Sterling Pointe Dr 3915 JJ02	Window Blinds: It was documented during May inspection that the upstairs blinds are broken, per the Rules and Regulations, Window treatments are mandatory to maintain the uniformity and integrity of the property. White horizontal blinds must cover all windows and must be well-maintained. Remains open in June inspection.	
5/29/2024 16:24	Subsequent	V0026402	Gibson, Laticia	Sterling Pointe Dr 3917 KK02	Window Blinds: It was documented during May inspection tha the upstairs blinds are broken, per the Rules and Regulations, Window treatments are mandatory to maintain the uniformity and integrity of the property. White horizontal blinds must cover all windows and must be well-maintained. Remains open in June inspection.	
3/26/2024 08:25	Open	V0025903	Herring, Pamela	Sterling Pointe Dr 3917 KK09	Storm Door: It was documented during March inspection that the storm door is missing a handle, per the Rules and Regulations, Storm doors must be white with a full-view glass door. Storm doors must remain on and in good condition at all times. Please repair/replace. Remains open in June inspection.	
7/28/2023 10:20	Open	V0024996	Bellamy, Daniel	Sterling Pointe Dr 3917 KK10	Regulation/Rule: Documented during a recent inspection: AC unit installed in upstairs window on unit, PLEASE REMOVE FROM WINDOW. Per the Rules and Regulations, A/C window units are prohibited at all times. It is required that exterior window screens remain on and in good condition at all times.	
5/29/2024 16:39	Open	V0026406	Kaloko, Joseph	Sterling Pointe Dr 3921 LL04	Remained open at August-June inspection. Window Blinds: It was documented during May inspection that the upstairs and the downstairs blinds are broken, per the Rules and Regulations, Window treatments are mandatory to maintain the uniformity and integrity of the property. White horizontal blinds must cover all windows and must be well-maintained. Remains open in June inspection.	

Violations - Open Violations for one HOA

Phone: (252) 329-7368

Fax: (252) 355-9641



Release 10.03

<i>Date Created</i> (14 Shown)	<i>Status</i>	<i>Violation</i>	<i>Member</i>	<i>Home</i>	<i>Violation Description</i>	<i>Date of Hearing</i>
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5/29/2024 16:37	Open	V0026405	Taylor, Cody L	Sterling Pointe Dr 3921 LL07	Window Blinds: It was documented during May inspection tha the upstairs blinds are broken, per the Rules and Regulations, Window treatments are mandatory to maintain the uniformity and integrity of the property. White horizontal blinds must cover all windows and must be well-maintained. Remains open in June inspection.	
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Work Orders - WO One Assoc Open

Phone: (252) 329-7368

Fax: (252) 355-9641

Release 10.03

Work Order (13 Shown)	Status	Short Description	Association Name	Home	Long Description	Assigned To	Original Schedule Date
W0026438	Open Outside	HOA Inspection	Sterling Pointe Townhomes Se		Conduct monthly drive through of association to document violations and work orders.	property inspector	7/1/2024 09:00
					Conduct quarterly walk throughs of association on months: Mar June Sept Dec		
W0026384	Open Outside	Ponds	Sterling Pointe Townhomes Se		During the monthly inspection of this association, please inspect the following items at the storm water detention ponds	property inspector	7/1/2024 09:00
					RETENTION POND BEHIND 3911		
					1. Pond banks need to be mowed. 2. Pond orifice is clear of debris. 3. Pond overflow structure is free of obstructions. 4. Outlet structures are free of debris. 5. Woody vegetation or cattails that need to be removed by the landscaper. 6. Excessive erosion or bank failures that need to be addressed		
					TAKE PICTURES OF WEIR and any noted issues - email to manager		
W0026093	Open Outside	Gutters and Down Spouts	Sterling Pointe Townhomes Se		It has been reported that a gutter needs to be reconnected on the backside of building 3911, either unit OO9 or OO10. Please repair.	Marlow James	5/7/2024 12:28
					If gate is locked, call Gena Braley at 252-916-1432.		
W0026073	Open Outside	Fences	Sterling Pointe Townhomes Se		It was documented during April inspection that the fence around the dumpster, in front of building 3909 needs repair.	Specialty FDR, LLC	4/30/2024 11:54
					Please repair/replace.		

Work Orders - WO One Assoc Open

Phone: (252) 329-7368
 Fax: (252) 355-9641

Release 10.03

Work Order (13 Shown)	Status	Short Description	Association Name	Home	Long Description	Assigned To	Original Schedule Date
W0025827	Open	Building Exterior	Sterling Pointe Townhomes Se		It was documented during March inspection that Blg. 3902 does not have a wooden numeric sign. Spec are: 7 7/8"L x 15 7/8"W. Corresponding with Jennifer at Signsnow for a replacement. 03.29.2024-JHC Signsnow-\$199.34 Have not sent to the BOD for approval yet do to multiple signs need replacement	Jennifer Clements	3/29/2024 13:22
W0026295	Open Outside	Fences	Sterling Pointe Townhomes Se	Sterling Pointe Dr 3901 EE0	Tenant reported the gate is not closing on the fence at this unit. Please repair as this is a security issue. Tenant: Adriane 347-354-8091	Specialty FDR, LLC	6/12/2024 14:10
W0025308	Open Outside	Fences	Sterling Pointe Townhomes Se	Sterling Pointe Dr 3903 PP	Storm damaged fence at this unit. Please assess and repair.	Specialty Fencing an	1/10/2024 16:16
W0025333		Open Outside	Open Outside	Open Outside			
W0026459							
W0025632		Open				Building Exterior	
W0023672		Open				Building Exterior Fences	

Work Orders - WO One Assoc Open

Phone: (252) 329-7368
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R e s t r i c	h a t h e n	u s e d b y f	such maintenance, replacements, or repairs, shall be added to and become a part of the assessment to which such Lot is subject. This means, exterior repairs will be coordinated through the HOA, but may be assessed back to the owner. Owners will be responsible for any interior repairs. It would be wise to contact your individual insurance company (HO-3 policy holder) if your unit receives any damages.		
Sterling i v e C o	Pointe Townhomes e d f o r	Se Sterling Pointe Dr 3904 BB r e , i	It has been reported on the homeowners back patio that her down spout has fallen and needs to be remounted. please repair. Contact her so she can let you in her back patio. Tasha Jones 252-903-3760	Marlow James	2/28/2024 08:43
Sterling n a n	Pointe Townhomes a n t	Se Sterling Pointe Dr 3907 GG h t e	Property manager reported that front columns are in need of repair. Please repair.		
Sterling n	Pointe Townhomes n t	Se Sterling Pointe Dr 3909 HH e	Tenant reports gate is broken at the unit and will not latch. Please repair.	Marlow James	3/28/2023 16:30
Sterling s , r t i c l e V l S e c t i o n : l n t h e e v e n t t	Pointe Townhomes n a n c e n t i s c a	Se Sterling Pointe Dr 3909 HH n g , w i d s t o r m , h a i l , e t c h e o r m c o s t o f	Please repair the fence gate of this unit so that it opens/closes properly.	Specialty FDR, LLC Specialty FDR, LLC	1/17/2024 08:08 7/2/2024 15:07

Work Orders - WO One Assoc Open

Phone: (252) 329-7368

Fax: (252) 355-9641

Release 10.03

Work Order (13 Shown)	Status	Short Description	Association Name	Home	Long Description	Assigned To	Original Schedule Date
W0022893	Open	Building Exterior	Sterling Pointe Townhomes	Se Sterling Pointe Dr 3921 LL0	There are two pieces of warped vinyl under the second story window on the front of the unit. Please repair.	Marlow James	10/24/2022 12:06
W0025668	Open Outside	Fences	Sterling Pointe Townhomes	Se Sterling Pointe Dr 3921 LL0	It has been reported that the fence is in need of repair.	Specialty FDR, LLC	3/1/2024 13:26