

Breezewood II HOA  
Board Meeting  
March 22, 2017 6:00 pm  
Russell Property Management Conference Room

Meeting Called to Order: 6:08 pm

Board members present: Dusty Carter, Patrick Everett, Randall Jones, Alex Kinney, Brian Massey, Willie Pollard.  
Amanda Blomefield representing Russell Property Management.

Election of Officers: Brian Massey nominates Randall Jones for President, Willie Pollard seconds the nomination, all other members in favor. Alex Kinney nominates Patrick Everett for Vice President, Willie Pollard seconds, all other members in favor. Nominations are closed.

Financials were reviewed by the Board. Willie Pollard made a motion to pursue a money judgement for  Alex Kinney seconds the motion, all other members in favor.

Amanda will investigate whether or not The Madison has the correct number of dumpsters, as it was noted the residents are still using Breezewood II dumpsters.

Rules and Regulations were reviewed by the Board. This was tabled until a later date. Changes be discussed through email and a special meeting can be called if necessary.

Rocky Russell from Russell Property Management came in to discuss with the Board the wood rot inspection report from Brown's Vinyl Siding. Three issues are present: 1) The half-moon above the upstairs balconies are just painted wood and there is a gap present between the wood and the vinyl that needs to be repaired. Upstairs will bear this expense. 2) The downstairs all need a synthetic shelf installed on their patio. Downstairs will bear this expense. 3) Repairs need to be made to rotten wood between units. The cost of these repairs will be split between upstairs and downstairs. HOA will pay for inspections of each and every unit. Alex Kinney motions to inspect, repair areas as needed and assess each owner. Willie Pollard seconds her motion. No discussion. All other members in favor.

Creech's Landscaping is owed final payment of \$525.00 for the landscaping project. Brian Massey motions to pay the total. Patrick Everett seconds that motion. All other members in favor.

Next Meeting: Thursday, June 22, 2017 6:00.

Adjournment: 7:39 pm

Breezewood II HOA  
Board Meeting  
June 22, 2017 6:00 pm  
Russell Property Management Conference Room

Meeting Called to Order: 6:02 pm

Board members present: Dusty Carter, Patrick Everett, Randall Jones, Alex Kinney, Brian Massey, Willie Pollard. Amanda Blomefield representing Russell Property Management.

Guest Speaker: [redacted] Shared concerns regarding the HOA not electing a Secretary, landscaping, and the homeowner vs. tenant ratio. Mr. Franks was in attendance for 10-15 minutes and President Randall Jones requested he email further concerns to him directly to be discussed at a later date.

Brian Massey motioned to approve minutes from the meeting on April 26, 2017, Alex Kinney seconds the motion, all members in favor. The minutes will be added to the website.

Amanda presented bids to the Board for removing dead barberry (purple) bushes for \$375 and a price to replace the bushes for \$2,000. The Board discussed the options, along with Brian's list of bushes throughout the community that have failed. The Board will hold off on removal or replacements at this time. Creech's will be invited to the next meeting to provide insight on replacements, why the bushes failed, mulch pricing, and answer other questions. Brian shared other landscaping concerns throughout the property that Amanda will have Creech's address, to include trimming and applying herbicide at each building.

Amanda presented options and pricing for dumpster signs to the Board. Brian Massey motions for purchase of signs and Dusty Carter seconds the motion. After discussion, Board determined signs to be ordered are (1) magnetic sign 12 x 18 to place on the front of the dumpster near the 3310 building, and (1) 18 x 24 to place on the fence. Signs to be white with red lettering and state "Breezewood Phase II use only." All Board members in favor.

Amanda presented pricing for a sidewalk repair near the 3308 building, at the handicap space. Pricing was presented to the Board from two vendors and included complete concrete replacement as well as grinding of the area as needed. Brian Massey motions to have the area grinded so it is even for \$750.00. Willie Pollard seconds the motion. Board members discuss the area being ADA compliant and the need for this to be done. All Board members in favor.

Amanda reviewed the Special Assessments to be billed to owner's accounts for leaks occurring within units. [redacted] was disputing the charge for the service call stating the leak was not from within the unit. RPM maintenance report stated the leak came from the bath tub. Owner of [redacted] sent receipt from plumber inspecting interior and no issues were found. Board reviewed details from the leak report and determined that due to the location of the leak, it could have been from the upstairs HVAC condensation line sweating. The Board approves the upstairs being billed for the service call. Board also approves [redacted] and [redacted] being billed for service calls. No dispute from these owners.

Brief discussion regarding commercial vehicles that belong to The Hilton parking in the Breezewood II parking lot. Amanda to follow up to determine if they are privately owned vehicles or if they belong to The Hilton.

Amanda made the Board aware of the yearly increase by Suddenlink. Cable will now be \$32.86 per unit, rather than \$30.82.

Amanda presented information and pricing regarding Breezewood II becoming FHA and VA approved. The cost for both approvals is \$1350, when pursued together. Alex Kinney motions to pursue both and Brian Massey seconds her motion. The Board discusses the benefits of becoming FHA approved and would like to pursue to VA loan as well for a savings of \$350, if done together rather than one at a time. All Board members are in favor.

Randall questions the Board on exterior lights right outside the front doors and no one has a problem with colored lights.

Per Board request, Amanda will follow up on when the revaluation is and the number of handicap spaces needed for the parking lot.

Brian Massey motions to follow the Bylaws and dismember Debbie Sutton from the Board. Debbie was elected at the annual meeting but has not responded via email and has not attended any of the Board meetings. Willie Pollard seconds the motion. All board members are in favor.

Adjournment: 7:39 pm

Breezewood II HOA  
Board Meeting  
September 13, 2017 6:00 pm  
Russell Property Management Conference Room

Meeting Called to Order: 6:07 pm

Board members present: Dusty Carter, Patrick Everett, Alex Kinney, Brian Massey, Willie Pollard.  
Amanda Blomefield representing Russell Property Management.

3310H Leak Dispute: Owner present to dispute service call charge of \$144.45. RPM Maintenance investigated and determined the leak was coming from the shower drain. Owner provided documentation from plumber that shower was not leaking. Board reviewed this information at the June meeting and after felt the leak came from the HVAC condensation drain line. Owner from 3310 H states she was allowed in the downstairs unit and there are multiple water stains in the ceiling. The leak may be coming from the downstairs sweating duct work. Brian motions for Amanda to send a letter to the owner of 3310D to have his HVAC serviced by a professional technician and send report. If the leak is coming from his sweating duct work, he will be responsible for the \$144.45 service call. Letter will allow owner until September 30<sup>th</sup> to have this done. All assessments will be held until the matter is resolved and late fees will be waived no matter the outcome. Alex seconds the motion. No further discussion. All Board members in favor.

The Board reviewed the current financials, including accounts who still have assessments for gutter guards and wood rot. One account is currently being pursued by the attorney for a money judgement. No other account needs to be pursued further for collections at this time. Amanda explained the over-expenditures in the Bank Fees category were attributed to check supplies, overages in Grounds Maintenance is for a final payment issued to Creech's for landscaping project and fire ant treatment, and overage in plumbing is due to an increase in the cost of the annual back flow test.

The Board reviewed a bid from Creech's for \$2,000 to replace the dead/failing Red Ruby's with more Red Ruby's. The Board discussed the number of plants that needed to be replaced and Brian and Dusty decided to do a recount before voting on the estimate. Once the recount is complete, Amanda will provide the exact number of bushes to replace to Creech's and verify pricing.

The Board reviewed pricing from Creech's for freshening up the mulch property wide, at \$7,800. There are no additional funds available and after discussion there will be no action taken at this time.

After discussion of the current landscaping services and partially reviewing the landscaping contract, the Board reviewed landscaping bids provided by two new companies. At this time, Creech's will remain the landscaper and Amanda will follow up with them regarding several items to include: blowing pine straw off the bushes in the mulch beds, weeding the mulch beds, edging, blowing the parking lot, and picking up small storm debris. If no improvement is made, bids will be revisited. Amanda will request a bid from Little's Nursery, as suggested by Willie.

Rocky came in to discuss a landscaping concern received from the owner of 2597 C; when it rains, water is backing up on their porch due to uneven land elevation. Rocky explained this is an issue at most of the downstairs units and he believes the only long-term fix would be to regrade the area behind the unit with a tractor, at approximately \$500. After discussion, the Board requested more information from the homeowner before moving forward. Amanda will reach out and request pictures from the owner during the next rain to see how much the patio floods, and question if the water has come close to entering his unit due to the erosion.

Amanda informed the Board of FHA Loan guidelines. In order to be approved, 20% of the yearly income would need to be contributed to the Reserves account and the Board would need to consider having a Reserve Study completed, at \$3,990. After discussion regarding the loan and property values, the Board chose not to further pursue the loan.

Amanda updated the Board on the next Revaluation, which is scheduled for 2020, as well as ADA Guidelines regarding parking spaces. According to these guidelines 201-300 spaces, (7) handicap spaces are required and (3) must be van accessible.

Meeting Adjourned 7:26

Breezewood II HOA  
Board Meeting  
December 13, 2017  
Russell Property Management Conference Room

Meeting Called to Order: 6:04 pm

Board members present: Dusty Carter, Patrick Everett, Randall Jones Alex Kinney, Brian Massey, Willie Pollard. Amanda Blomefield representing Russell Property Management.

Discussion regarding financials and delinquent accounts. Accounts who have a balance from gutter guards and wood rot are receiving statements monthly if an email is on file and quarterly if RPM only has a mailing address. Collections will be pursued once accounts reach the threshold of 3 months delinquent.

A hearing was scheduled with an owner at 6:15pm based on the following detailed written complaint received by Amanda: Reported on Saturday, November 25, 2017 at approximately 1:15 p.m. a guest of the residents living in this unit allowed a large brown dog to urinate on the left row of monkey grass when facing the building, just outside the breezeway entrance to the building. Reported on November 25, 2017 at approximately 1:15 pm, a guest of the residents living in this unit allowed a small dog to run around without a leash. Rules & Regulations which state: Pets may not urinate on trees, shrubbery, or in the grassy entrance areas to the buildings. If this occurs and the Association must replace any landscaping the homeowner will be billed for the expense of the replacement. City of Greenville Ordinance requires that dogs must be on a leash at all times. PET VIOALTIONS WILL RECEIVE A \$100 FINE. ALL FINES WILL BE ADDED TO THE HOMEOWNER'S ACCOUNT AND THEY WILL BE NOTIFIED IN WRITING. Alex made a motion to fine the owner \$100 per occurrence, Willie seconds the motion. Brian recused himself. All Board members in favor, motion carries.

The Board reviewed a list of projects to include with the 2018 budget.

- Pressure washing bids were reviewed from three vendors, the Board is staying with Coastal Docs, which completed pressure washing and gutter cleaning in 2017.
- New landscaping bids were reviewed. Amanda will email the Board a copy of the landscaping contract so each member has one on hand. The landscaper will be decided on later in the meeting with the budget is reviewed. Brian made the suggestion that if the landscaper is changed, the top two prospects should meet the Board on site and do a walk through to make suggestions for the property.
- Bids were reviewed from two vendors for painting exterior light fixtures at each building. Alex made a motion to move forward with this expense, Willie seconds the motion. Amanda will ask Slate Painting to move forward with this in 2018, to be included in the budget under "Maintenance and Repair". Amanda will ask Slate Painting if they will be able to straighten crooked fixtures at this time, or at least make a list of the ones that need extra attention or repair. All Board members were in favor.

- Parking lot bids were reviewed. Specs include: re-striping, crack filling, and sealcoating the parking lots on Mulberry and Thackery. The Board will discuss this further when the budget numbers are reviewed and if funds are available.

Amanda presented the 2018 tentative budget to the Board. Expenses from Jan – Nov 2017 were outlined, vs. what was budgeted for 2017. Budget also had a column for “No Increase” and “Increase by CPI”. The Board discussed what expenses could be cut in order to not increase dues. There are no expense to cut other than cable and pressure washing. Amanda will update the budget to include columns to reflect “No Increase” (showing a deficit) and “\$165 Increase” (with an income). Brian will create a visual to share at the annual meeting.

The Board discussed Amending the Restrictive Covenants per Rocky’s suggestion to include “one entity cannot own more than 10%”. Research will be conducted to see if this is a legal Amendment and the attorney will provide information on how the Board can pursue. Amanda indicated 67% of owners would have to agree to this Amendment. All Board members were in favor of mowing forward with this.

The Annual Meeting will be scheduled on the Amendment information is received from the attorney.

Meeting adjourned at 7:27 pm.