

Cross Creek HOA

Board Meeting

February 27, 2018

A meeting of the Cross Creek Board of Directors was held at 6:00 p.m. on Tuesday, February 27, 2018 at Russell Property Management's office. The following members were present: Marissa Allen, Michael Daniels, and Tracy Watson. Amanda Blomefield of Russell Property Management (RPM) was also present and called the meeting to order at 6:10 PM.

The Board reviewed the November 20, 2017 meeting minutes. Marissa made a motion to accept the minutes. Seconded by Michael Daniels and the motion carried.

The Board then proceeded to review the financial reports beginning on page four.

Reviewed the Balance Sheet and noted the total amount in the escrow account and what was in the operating expense account. Amanda reviewed the accrued expenses for 2018 thus far and indicated that due to January being the only reportable month, as the months continue to roll forward, the year to date balances will reflect the total expenses per month.

The expense breakout on page five was briefly reviewed. It was pointed out that deposits had been issued for completion of the drainage project and the agreed upon tree replacements. No legal expenses had been incurred up to this point. The \$87.84 expense was the postage and delivery from the December 2017 Annual meeting packets.

Amanda commented that US Lawns should return to the property on a weekly basis beginning in March to maintain the common areas and to pick up any litter found on the property outside of trash disposal sites which should assist in keeping the property looking better. She also stated that Rocky Russell had spoken to the sanitation crew and communicated that since a secondary truck was required to pick up large items placed beside the dumpsters that the sanitation crew make note of the large items and communicate the need for the secondary trash removal.

Amanda also noted that she had spoken with Greenville Utilities to determine when the LED bulb replacements would occur. A deadline was not provided, but it was confirmed a work order was in place and would be completed as soon as possible.

On page six delinquent HOA dues were reviewed. Amanda pointed out that one unit had been turned over to legal counsel on February 21, 2018 due to no response from the demand letter and the dues were now three months in arrears. She also noted that the homeowner with the rooftop satellite dish removal had made great progress and only had a \$90 remaining balance.

Board agreed to waive the late fees on several units due to various issues in communication and new ownership. Due to new ownership on the property and limited visitor parking, the Board agreed to update the Rules and Regulations to note that parking is prohibited in the cul de sacs and towing is enforced.

Next, the Board reviewed the Violation Report on page seven. One unit has a violation requiring a hearing but due to timing and the date of the scheduled Board Meeting a hearing notice could not be sent. The unit has since been sent the violation notice and informed that the hearing date is to be determined. If violations corrected prior to hearing date, no hearing is necessary.

Continuing to page eight, the Board reviewed open work orders. All the open work orders pertain to fence repair issues. The Board agreed to have all open work orders completed on fences until a resolution can be found regarding the replacement of fences property wide.

On page nine, the Board reviewed proposals provided by Seegars Fence Company. One proposal was to replace the wood fences with wood fences. The second proposal was to replace the wood fences with PVC fences. Both quotes were high and required additional conversation. Marissa conferenced Michael Chandler into the meeting to discuss the fence issue. Several options were proposed.

1. HOA pays for all fence replacements with PVC in stages based on one building a year established by an assessment of damage.
2. Since the bi-laws state the homeowner can be assessed a fee, the HOA would split the cost of a PVC fence replacement with the homeowner.

No agreement could be reached and the Board determined to table further discussion regarding fence replacement until all Board members could be present. Additionally, the Board requested to obtain pricing if replacement fences were completed in stages.

At this time, Michael Daniels and Michael Chandler exited the meeting.

Amanda reviewed the final item on the agenda, new business with Marissa and Tracy. The new business was the request from a homeowner for cameras to be installed on the property. Amanda indicated that she discussed the individual requesting the cameras the cost associated with cameras and that the Board had previously considered installing cameras but found it too cost prohibitive to do so. It was recommended that the homeowner install trail cameras on their property themselves for cost reduction and the ability to monitor activity themselves and report any criminal acts to the proper authorities.

With no further items for discussion, the meeting adjourned.

Respectfully submitted,

Tracy Watson, Secretary

A meeting of the Cross Creek Board of Directors was held at 6:00PM on Monday, June 4, 2018 at Russell Property Management's Office. The following members were present: Marissa Allen, Michael Daniels, Michael Chandler, Sarah Hardison and Tracy Watson. Amanda Blomefield of Russell Property (RPM) was also present and called the meeting to order at 6:09 PM.

The Board reviewed the February 27, 2018 minutes. Marissa made a motion to accept the minutes. The motion was seconded by Michael Chandler and was carried.

On page four of the meeting packet, the Board reviewed the financial reports. There were no outstanding or noteworthy changes to the balance sheet or profit and loss performance report since the prior meeting.

On page six of the financials, it was noted that two units had received demand letters for past due HOA fees. The Board continued with a brief overview of the violations report. After noting several concerns on the violation report regarding parking, the Board had a lengthy discussion about the lack of response from the existing towing company and agreed to terminate services with Plaza Towing. The Committee agreed to have towing services to be provided by A& B Towing effective immediately.

Next, the Board reviewed the 2019 Reserve Study repair report. It was noted that the primary repair in 2019 would be to reseal and stripe the parking lot. No other major repairs are required until 2022 according to the study unless there is a catastrophic event.

The Board then revisited the issue of repairing all fences on the property. Members were unable to come to a definitive solution. It was agreed to have open work orders for fences be completed and discussions regarding fencing options would continue until a resolution could be agreed upon.

With no further business to discuss, the meeting adjourned.

Respectfully submitted,

Tracy Watson

A meeting of the Cross Creek Board of Directors was held at 6:00PM on Thursday, August 30, 2018 at Russell Property Management's Office. The following members were present: Marissa Allen, Michael Daniels, and Michael Chandler. Amanda Blomefield of Russell Property (RPM) was also present and called the meeting to order at 6:24 PM.

Vicki Heath and Bill Freelove from US Lawns spoke to the Board about landscaping concerns and plans for maintenance in 2019. Vicki will schedule with Marissa a date to walk the property with available board members to note dead and missing bushes as well as replacement recommendations so an estimate for this can be reviewed by the Board. The Board requested mulch be placed out in November this year. US Lawns will price create a turf maintenance plan for the Board to review and possibly include in the 2019 budget as well and a yearly price for hedge trimming behind buildings E and F.

The Board reviewed the June 4, 2018 minutes. The minutes were approved.

On page four of the meeting packet, the Board reviewed the financial reports. The yearly pressure washing was coded to repairs and maintenance. Amanda will have accounting correct the transaction mapping so the charges are reflected properly in the future.

On page five of the financials, the Board reviewed one account who has not responded to collection efforts and Michael Chandler made a motion for the attorney to proceed with sending an intent to foreclose letter, Marissa seconds the motion. Motion carries. Prior to the foreclosure date being set, the Board will have to vote on this matter again. One unit had a lender foreclosure take place and the Board voted to write off the remaining HOA dues owed on the property.

Amanda will follow up with GUC as to why the lights around the mailbox and the circle have not been installed. In addition, it will be determined if Cross Creek HOA is currently paying for the lighting on the vacant lots. If so, the Board would like to proceed with changing these over to LED as well.

The Board reviewed traffic barriers for the vacant parking lot and agreed to move forward with purchasing them to be filled with sand and water, installed by RPM. Prior to install, Amanda will mark the area with spray paint for the Board to verify location.

The Board requested a suggestion on replacing fencing at the dumpsters. The angle of the fencing is wrong, so the dumpster is never put back in properly.

With no further business to discuss, the meeting adjourned.

Respectfully submitted,

Amanda Blomefield

A meeting of the Cross Creek Board of Directors was held at 6:00 pm on December 20, 2018. The following members were present: Marissa Allen, Michael Daniels, Sara Hardison, Michael Chandler and Tracy Watson. Amanda Blomefield of Russel Property Management (PRM) was also present and called the meeting to order at 6:05PM.

The Board reviewed the August 30, 2018 minutes. They were approved. Amanda gave brief review of the updates to the landscaping contract and advised that the community had and a new contact, Tom True. Amanda also reported that Tom was looking forward to meeting the Board and willing to listen to our concerns.

Next, The Board reviewed a hearing letter sent to a resident for reoccurring violations. The Board concurred to proceed with an initial fine of \$100 and daily fines of \$50 until resolved. Continuing on, there was a brief review of the financials on pages 4 & 5 of the meeting packet.

The Board then reviewed the recycling area and requested that US Lawns be reminded that they are to clean this area when on the property to ensure that trash is not escaping the enclosed area. Members also discussed options for different recycle containers and additional recycle locations. Sara indicated she has some contacts for recycling and would pursue reaching out to them and further researching additional options.

On page 6 of the meeting packet, the Board reviewed delinquent accounts. After much deliberation, there were 2 accounts in which the Board agreed to proceed with foreclosure. Amanda would contact legal to begin the process.

Concluding the meeting was a review of the 2019 budget and proposed expenses on page 10 of the meeting packet.

1. Parking lot Crack seal & Seal coat, Restripe – Marissa motioned and Michael Chandler seconded the motion to use Absolute Paving for this project.
2. Amanda confirmed that immediate action was required with regards to the retaining wall. She advised that Rocky Russell would provide the specifications for repairs in order to collect bids for the work needed.
3. The Committee agreed to replace for (1) one year the existing \$609 per year turf program with a more comprehensive year round turf program. The Committee also agreed to have the hedge along the backside of the property trimmed two times a year.
4. Lastly, the Board agreed to proceed with installing LED lights in the vacant lots for security purposes.

With no further items for discussion, the meeting was adjourned.

Respectfully submitted,

Tracy Watson