

Dudley's Grant Homeowners Association Board Meeting
Minutes September 28, 2023
6:30 pm

- I. Establishment of Quorum – Members present were Joe Searles, Eric Reifschneider, Joy Caroon, Michael Goodhart and Jeanne Hunter.
- II. Meeting called to order by Board President Joe Searles at 6:30 pm
- III. Review and Approve Minutes from Previous Meeting June 5, 2023 – The minutes were reviewed by the Committee. A motion to approve the minutes as written was made by Joe Searles and seconded by Joy Caroon. The motion passed unanimously.
- IV. Review Reports
 - A. Amber informed the Committee that Bryan Smith Landscaping would not be correcting the issue with the pine straw (did not remove old, before adding new).
 - B. Delinquent Report was reviewed
 - o – this was sent to attorney back in April and is on a payment plan. Amber will monitor to make sure it is being paid. If not, we will start foreclosure proceedings.
 - o – owner was sent a reminder letter at the end of April. Has made some payments, but is not keeping up. Amber will send a demand letter and if not caught up will turn over to the attorney.
 - o – the Board approved a payment plan. Amber will check to make sure September payment was received.
 - o – if owner does not respond about previous balance send it to the attorney.
 - o – send to attorney if no response to demand letter.
 - C. The committee asked Amber to clean up the Work Orders report. Would like to have everything that is canceled or closed removed from the report. Only want to see the open work orders that have not been addressed. Currently we have 10 pages of work orders. Also,
 - o 4222 F, 4243 B and 4251 H – Amber will check to make sure the fences have been repaired.
- V. Old Business
 - A. Update on Financial Reports – When reviewing the reports in June it was stated that part of the problem was confusion between the two types of software used (Property Boss & Quick Books). The plan was to switch everything to a new software that could do everything. However, that plan is on hold at the present time due to some issues with the software's ability to give us accurate reporting. Committee asked where we are with having Jeff Moore review our financials. Amber is having difficulty getting up with him. It was recommended she stay on top of him.
- VI. New Business
 - A. Landscaping quotes for next year – The committee was provided with quotes for BT Carawan and WAC Corporation. There is one more quote to come in. The Committee agreed to discuss and make a final decision at the December meeting once we have all quotes.
 - B. Foreclosure– The owner stated he is selling and will pay outstanding HOA dues when the property is sold. If the property is not sold on October 10th, then the attorney will start foreclosure procedures on October 11th. A motion to approve starting foreclosure

procedures on October 11th if the property has not sold was made by Joy Caroon and was seconded by Eric Reifschneider. The motion passed unanimously.

- C. 2024 Annual Meeting – would like to schedule for mid to late January and would like to hold at the same place as we did last year. Amber will check with the church on availability and will let us know at our December meeting.
- D. Dead trees/Cutting back trees for fall – There is a need to have some overgrown trees cut back around the property and on the property. The trees on the property line were cut back a few years ago. Amber will check with Amanda on who performed that service and work to get a quote before our December meeting. We will need to walk the property and see which trees may need to be trimmed. The trees should be 8 feet from any structure. Joy Caroon stated that there is a Crepe Myrtle tree between 4115 and 4125 at the back that needs to be but down or cut back. The Committee stated we would leave the tree in place and cut it back.

VII. General Discussion

- A. Plant Growth in Patios – There are several patios that have trees growing above the patio fence and several reach to the second story. Amber and Jeanne will walk the property before the December meeting to see where the issues are located.
- B. Amber stated there was a dumpster fire this past weekend. The dumpster is still usable. Jeanne Hunter stated there is a bad dumpster in the horse shoe area and when she walks the property with Amber, she will show her which one. If we still have funds to replace dumpsters, this is one that should be replaced.
- C. Fence Repairs – The HOA is responsible for fence repair, but if it is caused by someone trying to break into the property and it happens on more than one occasion, then a conversation with the owner needs happen as to why this is a pattern.
- D. Airconditioning Unit– This unit has been in the front window since July. Committee agreed it needs to be removed. Amber stated she has sent a letter. If it is not removed, the tenant will need to be fined.

- VIII. Adjournment – A motion to adjourn the meeting was made by Joy Caroon and was seconded by Joe Searles. The motion passed unanimously. The meeting was adjourned at 7:28 pm

Next Meeting changed to December 14th @ 6:30 pm.

Dudley's Grant Homeowners Association Board Meeting
Minutes March 25, 2024
6:30 pm

- I. Establishment of Quorum – Members present were, Eric Reifschneider, Joy Caroon, Michael Goodhart and Jeanne Hunter.
- II. Meeting called to order by Eric Reifschneider. A moment of silence was held to honor Joe Searles for his years of service on the Board. Joe passed away on March 13th. He will be greatly missed.
- III. Hearing– The letter from the owner was reviewed by board members before she joined the meeting to speak. We let the owner know that we had photos. O stated the dogs she had were too hard to handle and one was returned to the animal shelter. After discussion with the owner the decision of the Board was to suspend the \$100 fine for this incident, but if it happened again the owner would have to pay this fine as well as the new fine for a total of \$200.
- IV. Review and Approve Minutes from Previous Meeting December 13, 2023 – Amber did not have the minutes. Jeanne reminded Amber that she was not at the December meeting as she was sick with the flu. Amber took some notes during that meeting.
- V. Review Reports
 - A. Delinquent & Prepaid Reports were reviewed and the Board consensus that any owner that is over 3 months overdue, they would automatically be sent to the lawyer to be dealt with. Board did appreciate the Prepaid Report which shows how many units we have that do prepay.
 - B. Work Orders Report – Amber worked to clean up the report and has gotten it down to 4 pages. The Board only wants to see the open work orders that have not been addressed or shows billing. Anything complete or canceled can be removed from the report.
 - o W0025241 for trash – Please make sure the landscapers know that is it their responsibility to pick up the trash around the dumpsters and large branches that have fallen down due to a storm. So far WAC Landscaping has not done a good job of taking care of this. Amber will follow up with WAC.
 - o W0024793 for flooding behind 4105 C has been completed. A French Drain has been dug behind the units. This will be marked complete and removed from the report if payment for the work has been made.
 - o Unit 4150 – Discussed washed out area behind this unit being fixed. Amber will make sure it has been completed.
 - o Unit 4182 G– Mike stated that he has Window World coming out to replace the window.
 - C. Violations – If violations have not been taken care of in a timely manner and the status is subsequent, the next step is to bring the owner in for a hearing. We do not need to have subsequent violations listed on this report that are over a year old.
 - o Torn Screens and blinds on several units – Although we can no longer fine for screens or blinds, we can still send a letter to the owners asking that they be replaced. Amber will send a letter to the owners of these units letting them know they need to be replaced.

- 4282 – Discussed the clean-up that needs to happen behind this unit area. Amber will follow-up and make sure it happens.
- Discussed owners parking horizontally in their two parking spaces. If they park that way and they are within their two spaces, there is not much we can do. If they park this way and are encroaching on another tenants parking spaces, then they can be towed. For any vehicles that you see are doubled parked, you can call the Greenville Police Department.

VI. Old Business

- A. Quotes for Tree Limb Removal – We received 3 quotes, WAC (\$5,500.00), H&H Lawn Care & Landscaping (\$9,200.00) & Landscaping and BuckHout, Inc. (\$24,400.00). After discussion regarding the quality of service we have been receiving from WAC and BuckHout, Inc. coming in very high a motion was made by Joy Caroon and seconded by Eric Reifschneider to go with H&H Lawn Care & Landscaping. The motion passed unanimously. The Board requested that when Amber gets quotes in the future for work requested that she develops a spreadsheet showing all the bids in one spreadsheet so it will make it easier for the Board to compare. Also, to make sure that the statement of work being sent out to each contractor has the same information so we are comparing apples to apples.
- B. Pine Straw vs Mulch – The Board had a discussion on the benefits of switching from pine straw to mulch. Mulch is not as big of a fire hazard, is not a hiding place for many insects, and it looks better then pine straw. The first two will be more expensive because we will need to get a good base. Eric did ask Amber to check on our insurance to make sure we have enough coverage in case of a fire to a unit that starts from the outside. We received 2 quotes, WAC (\$36,375) and H&H Lawn Care (\$31,450 @ 3 inches). A motion to approve going with mulch and awarding the contract to H&H Lawn Care & Landscaping was made by Eric Reifschneider and seconded by Joy Caroon. The motion passes unanimously.

VII. New Business

- A. Election of Officers – With the passing of Joe Searles, we needed to reelect officers.
 - Eric Reifschneider will serve as President
 - Joy Caroon will serve as Vice President
 - Jeanne Hunter will serve as Secretary
 - Michael Goodheart will serve as a Member At Large
- B. Pressure Washing Quote – The quote from Clean Team Pressure Washing was reviewed by the Board. The amount is \$11,000. A motion to approve awarding the contract to Clean Team Pressure Washing, Inc. was made by Eric Reifschneider and seconded by Jeanne Hunter. The motion passed unanimously. The Board agreed that the pressure washing would be completed before the new mulch was installed.
- C. Yard Art – When walking the property, it was noticed there is yard art lining some of the sidewalks up to the front doors of units and in the pine straw area in front. Discussion ensued regarding what should be allowed. After discussion, it was decided that any decorations need to stay in the area with pine straw and not extend to grassy area. For the little solar lights leading up to the unit, they can stay, but they have to be right up against the sidewalk and can't interfere with the landscaper's ability to mow the grass.

VIII. General Discussion

- A. There is a need to get our newsletter started up again. The Board asked Amber to pull one of the old newsletters we sent out in the past (Spring & Summer) and get one prepared in the next few weeks. It should include the information on proper garbage disposal, calling the city for bulk item pickup (do not block the trash dumpsters with these big items), information discussed above regarding yard art, no window air conditioners allowed in any windows, reminder to service units for summer, and any hoses out front need to be rolled up, etc. Amber will get one worked up and sent out for approval.
- B. Eric Reifschneider did ask Amber to find out how many feet a car needs to be parked from a fire hydrant.
- C. Pond Inspection – Amber will keep the Board updated on when the pond inspection will be.

IX. Adjournment – A motion to adjourn the meeting was made by Joy Caroon and was seconded by Jeanne Hunter. The motion passed unanimously. The meeting was adjourned at 7:43 pm

Next Meeting will be June 17th @ 6:30 pm.