

Dudley's Grant Homeowners Association
Board Meeting Minutes
February 17, 2020
6:30 PM

- I. Meeting was called to order by Board President Joe Searles at 6:30 PM
- II. Board members present: Joe, Eric, Joy, Jeanie, and Tammy
A quorum was established.
- III. The review of the December 16, 2019 minutes occurred and a motion was made to approve by Eric and seconded by Joe.
- IV. Officers were elected as followed:
President: Joe Searles
Vice-President: Eric Reifschneider
Secretary: Tammy Rowland
Members: Joy Caroon, Mary Myers, Jeanie Hunter
- V. The review of reports was presented by Amanda Blomefield - it was noted that both Delinquencies and Violations were down.
Work Orders were discussed.
- VI. Board will rely on Greg Justice to continue to monitor the communities' roofs.
- VII. Old Business:
 - A. The Board approved a \$225,000 CD to be purchased with First Horizon for 8 months at 1.65% APY. Further discussion continued for selecting another bank to purchase another \$200,00 CD for the HOA. A motion was presented by Joy and a second by Eric to select Crescom to deposit \$200,000 for a CD with a 12 month rate of .99 and 1% APY. The motion was carried unanimously.
 - B. The Board also approved Asphalt Solutions painting the five speed bumps on Dudley's Grant Drive.
 - C. As previously discussed, the Board will continue to rely on Greg Justice to monitor the roofs at this time
 - D. At the last meeting, the Board received quotes from Bryan Smith for tree removal and seed mats. Those estimates were too high. Therefore, the Board requested that Amanda check on the possibility of ordering centipede mats. Amanda reported that a 50 square foot roll was \$37.64. Since it appeared that those would have to be watered, Eric has agreed to take care of them.
- VIII. New Business:
 - A. A request to look at the parking space for 4235 and see if it needs to be repainted. If it does Amanda suggested to have this done when the speedbumps are done.

Meeting Adjourned

Dudley's Grant Homeowners Association

Board Meeting Minutes

June 9, 2020

6:30 pm

- I. Meeting called to order by Board President Joe Searles at 6:30 pm
- II. Board members present: Joe, Eric, Joy, Jeanne and Mary. A quorum was established.
- III. The review of the February 17, 2020 minutes occurred and a motion was made to approve by Eric and was seconded by Joe. The motion passed unanimously.
- IV. Old Business
 - A. Recycling Centers – Discussed the information sent out by Amanda. The consensus was to place recycling centers between 4130 and 4140 and 4247 and 4251. Amanda will get quotes for what it will cost to place the recycling centers. She will get specks from the first quote and then once she has that, she will send it out to other contractors. She will add this topic to the next meeting agenda so the Board can make a decision.
 - B. Painting Entry Doors – Discussed the three quotes that were received. The company will need access to paint the doors. Someone will need to be home so the contractor can paint the doors while they are open. If the homeowner can't have someone at home, then the contractor will paint the door while it is closed. Amanda will coordinate times and send out a notification letter to homeowners. If the homeowner recently had their door painted and does not want it painted at this time, they can let Amanda know. A motion to approve using Slate Painting to paint the doors was made by Joe and seconded by Eric. The motion passed unanimously.
 - C. 4115-A Repairs – This has been an ongoing issue for several years. This is Board member Joy Caroon's unit. The Board wants to make sure that once the foundation has been sealed that it has been tested for leaks before proceeding with other necessary work. The decision was made to proceed with having the mold remediation done by NCSB for \$1,620 and the repairs done by Greg Justice for \$1,940. The Board also agreed to have the air quality test done for the price range stated (\$600 to \$750 per testing) and discussed the possible ramification if mold spores were found. Since this has been an ongoing issue for several years and the carpet needs to be replaced, the Board also agreed to reimburse 50% of the cost to install the new carpet where it needs to be replaced. Amanda will get a quote for the replacement of the carpet. A motion was made by Eric and seconded by Joe to approve the decisions made above. The motion passed unanimously with Joy Caroon abstaining from the voting.
 - D. 4247-F Patio Extension and Shed Request – The decision was made to approve the 7x7 foot shed with the height of the shed no more than 1 foot over the height of the patio fence. The request to extend the patio was denied. A motion to approve the decisions above was made by Joe and seconded by Eric. The motion passed unanimously.
 - E. 4165- H Building Request – Board member Mary Meyer is seeking approval, after the fact, for the building of a patio shed. Discussion occurred regarding the size and the location of the shed so close to the main unit. The consensus of the Board members is that it was too big and too close to the main unit and could be a safety issue. It is noted the policy was not followed regarding receiving prior approval before this shed was built. A motion to deny the approval of the shed and have it removed was made by Joe and seconded by Eric. The motion passed unanimously with Mary Meyer abstaining from the voting.

- F. Exterior AC Conduit Lines – Approval Procedure – Discussed the need to have this done when the old units are replaced. It was discussed that conduit lines can be run, but it has to be a low profile conduit cover that is similar in color to the building. A motion to approve allowing conduit lines was made by Joy and seconded by Joe. The motion passed unanimously.
- G. Rules and Regulation Review – Attorney Suggestions – The Board reviewed the attorney’s suggestion on pages 7 through 14. The Board had two items they wanted clarification on from the attorney before approving. The placement of satellite dishes and the replacement of torn screens. How can the HOA enforce blinds being maintained but not screens? The Board also wants a maintenance agreement for owners to sign when they install improvements stating that they will be responsible for improvements. Amanda will get clarification from the attorney on the items listed above and ask him to draft a maintenance agreement. Once this is done she will send the information out to the Board for final approval.
- H. Unlabeled Parking Spaces – Joy Caroon – Discussed the unlabeled parking spaces at the back of the development. It was decided to leave those spaces unlabeled. Most of them should be visitor spaces. Amanda also stated that the parking spaces for 4235 were looked at and are clearly labeled. There is no need to have it repainted at this time.
- I. Landscaping Encroachment – Eric Reifschneider – Trees are encroaching on some of the units at the very front behind 4130 and at the very back behind 4275. The recommendation is that we have someone come look at these areas and see what needs to be done. Also, the Board will table the purchase and installation of the seed mats until the fall
- J. Fence Installation Next Door – Eric Reifschneider – This was a concern about having a fence between the Dudley’s Grant units and the new apartment complex. The apartment complex has installed a fence between the two areas so this is no longer an issue.
- V. Review Reports – The Board reviewed the reports and made recommendations to Amanda on how to handle some of the outstanding issue. We are doing much better on our delinquent report. Some of the violations will need to be changed once we get the final clarification from the attorney on certain items.
- VI. General Discussion – Discussed the dog issue with [REDACTED] It was stated that the dog has not been seen since the letter went out to the tenant. Amanda will send a letter to the property management company and the owner of the unit letting them know if the dog has been removed from the property, there is not longer an issue.
- VII. Adjournment – A motion to adjourn the meeting was made by Eric and seconded by Joy. The motion passed unanimously.

Dudley's Grant Homeowners Association
Board Meeting Minutes
August 17, 2020
6:30 pm

- I. Meeting called to order by Board President Joe Searles at 6:30 pm
- II. Board members present: Joe, Eric, Joy, Tammy and Jeanne. A quorum was established.
- III. Review and approval of June 9, 2020 Minutes – The review of the June 9, 2020 minutes occurred. Discussed the shed removal from 4165 H. The new owners stated that they plan to remove the shed by the end of the month. A motion to uphold the removal of the shed and have the owners subject to fines if it not removed in the time frame allotted was made by Joe and seconded by Eric. The motion passed unanimously. A motion to approve the June minutes as written was made by Eric and was seconded by Joe. The motion passed unanimously.
- IV. Old Business
 - A. 4115 Carpet Reimbursement – Discussed the information sent out by Amanda. The tenant, Board Member Joy Caroon, is requesting 100% replace of the Elite Flooring bid due to the amount of work that had to be done. Originally the Board approved reimbursing 50% of the cost for the replacement of the carpet. After discussion a motion was made by Joe and seconded by Eric to reimburse Joy for 100% of the Waters Carpet bid of \$2,557.17. The motion passed unanimously. Joy abstained from the voting.
 - B. 4135-A Repairs. Discussed the repairs done. The foundation outside of the unit has been sealed. The carpet has been dried out and will be. The moisture readings were not high and if we leave the carpet as is there is no risk of exposure to mold. Amanda will communicate to the owner that if there is any more leaking or water damage, she need to let Amanda know right away. A motion to not do any further work on the unit at this time was made by Tammy and seconded by Joe. The motion passed unanimously.
 - C. HOA Rules and Regulation Review – Final Approval with Maintenance Agreement – At the June meeting the Board reviewed the attorney's suggestions. The Board had two items they wanted clarification on from the attorney before approving. The placement of satellite dishes and the replacement of torn screens. Amanda received clarification from the attorney and sent an e-mail on June 23rd with his clarifications and the final draft of the HOA Rules and Regulations, as well as the Maintenance Agreement. A motion to accept the revised HOA Rules and Regulations and the Maintenance Agreement was made by Joe and seconded by Eric. The motion passes unanimously. Amanda will send out the revised HOA Rules and Regulations and the Maintenance Agreement to the tenants.
 - D. Recycling Centers at 4130 and 4247 – The Board approved these two additional sites. Amanda sent the specs for the concrete pads and the fencing out to the vendors. The quotes she received were listed on the agenda. After discussion, the decision was made to go with Absolute Paving (\$2,105) for the concrete pads and Specialty Fencing (\$500 per enclosure) for the fencing enclosures. A motion to approve the two vendors to perform the work was made by Eric and seconded by Joe. The motion passed unanimously. Even though the city is not picking up recycling at this time, we can go ahead and get this work done ahead of time. Discussed city replacing the lids that have been damaged on the dumpsters. The city is aware they need to be replaced and will get them replaced.

- E. Foundation Sealing & Gutter Quote – It was discussed at the June meeting to seal the foundations and provide gutters for the single level units in the complex to prevent water getting into the units and having to deal with water damage issues. Not all the single level units have had a problem. It is the ones who sit lower to the units next to them. It was agreed to table this topic until the next meeting and have Amanda walk the property and determine which of the single level units sit lower than the units next to them to determine which foundations may need to be sealed and possibly need gutters rather than sealing all unit and placing gutters on all units. We would also like to get an additional quote from Rocky. Amanda will report back at the next board meeting.
- F. Leash Law/Rule Information – Discussed the use of electronic leashes. There is a tenant who has their dog on an electronic leash. The Board’s decision is that the owner needs to have the dog on a physical leash. Joy will speak to the owner and give him that information.
- V. Review Reports – The Board reviewed the reports and made recommendations to Amanda on how to handle some of the outstanding issue. We are doing much better on our delinquent report. Discussed delinquent HOA account. The HOA attorney is monitoring the foreclosure. Overall our HOA dues are great considering the pandemic. Discussed the overgrown vegetation at [REDACTED]. Amanda will send the owner a letter on that one.
- VI. New Business
 - A. Tree Trimming Property wide. At the June meeting it was agreed we needed to have some of the trees trimmed back property wide. Amanda received a bid from Tree solutions for \$4,200. Discussed the areas they would be trimming. It would be the tree line down the left side of the property as you drive into Dudley’s Grant, the tree line at the back of the property and the tree line at the front of the property on the right as you first drive in. The landscapers are responsible for any trees on the property. They will be trimming the trees 20 feet up. A motion to approve using Tree Solutions to preform the work was made by Joe and was seconded by Joy. The motion passes unanimously.
- VII. Annual Meeting Discussion – Discussed having a virtual annual meeting. In the past the room the meeting has been held in would be plenty big for the number of people who have attended in the past few years. The consensus was to table this item until our November 16th meeting to see where we are with the pandemic.
- VIII. General Discussion – The Dudley’s Grant light is still out as you enter the property. Would like to get that fixed. Work orders have been entered for the shutters that came off during the hurricane. We may need to use longer screws. Discussed downed limbs that landscapers piled in the tree line after the storm rather than removing them from the property. Amanda will talk to the owner.
- IX. Adjournment – A motion to adjourn the meeting was made by Joe and seconded by Joy. The motion passed unanimously.

Next Meeting: Monday, November 16, 2020 at 6:30 pm

Dudley's Grant Homeowners Association
Board Meeting Minutes
November 16, 2020
6:30 pm

- I. Meeting called to order by Board President Joe Searles at 6:30 pm
- II. Board members present: Joe, Eric, Joy, and Jeanne. A quorum was established.
- III. Review and approval of August 17, 2020 Minutes – A motion to approve the August minutes as written was made by Eric and was seconded by Joe. The motion passed unanimously.
- IV. Homeowner Concerns – Ms. Smith, the owner of a towed vehicle who lives at 4175-D wanted to speak to the board. She said the vehicle parked on Dudley's Grant Drive is her third vehicle. She stated she received no notice that her vehicle would be towed. She also stated the towing company was rude. Amanda showed the picture of the towing notice on the windshield of her vehicle. The board explained the circumstances of when a vehicle is towed when it is parked on Dudley Grant's Drive so she could avoid any future expense.

Donita McClary – 4251 B made a request to speak with the Board regarding some neighborhood concerns. She did not let Amanda know the nature of the concerns nor did she show up for the meeting.
- V. Hearing – [REDACTED] at 7:00 pm. The Board called the owner of the unit. There were complaints of the current tenant not having the dog on a leash. Amanda had a picture. The owner said the tenant is moving and he will be selling the unit. The Board discussed the situation and told the current owner if they will get the current tenant out and the unit listed in 30 days there would be no fine. The owner agreed to those terms. A motion to forgive the fine if the current tenant is gone and the unit is listed for sale in 30 day was made by Eric and seconded by Joe. The motion passed unanimously.
- VI. Old Business
 - A. Concrete Pad – Complete – This is for the two additional recycling areas at 4130 and 4247.
 - B. Fencing – Specialty Fencing was approved for \$500 (x2) for wooden fence around the areas, but has submitted an estimate for vinyl fencing \$700 (x2). The Board decided the vinyl fencing would be more aesthetically appealing. A motion to approve the vinyl fencing for the recycling areas was made by Joe and seconded by Eric. The motion passed unanimously.
 - C. Foundation Sealing & Gutter Quote (page 4) – It was discussed at the August meeting to seal the foundations and provide gutters for the single level units in the complex to prevent future water damage issues. It was agreed to table this topic until today's meeting and have Amanda walk the property and determine which of the single level units sit lower than the units next to them to determine which foundations may need to be sealed and have front gutters installed. The Board reviewed the recommendations by Amanda and made the decision to work on 4 units at this time. The units are 4125 G/H, and 4150 A/B. Justice Home Improvements will seal foundations at lower units (\$840), add gutters with guards (\$405) and remove siding on those that have a higher unit porch next to them (\$365). Unit 4125 H will not need the gutter in front because those have already been installed. A motion to approve the foundation sealing

and gutters for the units listed above was made by Joe and seconded by Eric. The motion passed unanimously.

- D. 4170 G Patio Drainage (page 5) – This came up after the August meeting and the attached e-mail was sent out to the Board. The estimate to put in a French Drain behind the unit came in at \$1,850, which some Board members felt was excessive. Since that time, Amanda has learned the unit has been sold. The decision was made to table this agenda item at this time and see if the new owners have a problem with the patio drainage.

- VII. Review Reports pages 6-15 – The delinquent and prepaid report is down to one page. The Board thanked Amanda for her hard work on keeping those down.

VIII. New Business

- A. Pond Maintenance Contract (pages 16-18) – Discussed the yearly pond maintenance meeting with the inspector and the items that needed to be addressed. The report was sent to Clay Tyre to get a quote, but he went ahead and did the work. Sent an invoice for \$1,450. We also got bids from another company to manage pond maintenance throughout the year. The annual bid was \$3,600 and the Bi-annual bid was \$2,900. After discussion a motion was made by Joe and seconded by Eric to stay with the yearly inspections and then have necessary items taken care of upon completion of the annual inspection. The motion passed unanimously.
- B. Review of 2021 Budget (pages 19-20) – Discussed the expense of Cable TV. Would like to send out a survey on the use of cable to the members and get feed back in time for the Annual meeting in January. Amanda has a survey that can be sent out and will do that before December. Our contract with Sudden Link ends in April of 2021. We will increase the Landscaping Improvements line item to \$15,000 for property wide Pine Straw. The Building Repairs line item will be increased to \$17,500 and Amanda will add a line for Planned Building Upgrades of \$15,000 for foundation sealing and gutters. For the pressure washing line item, we would like to get 3 bids (Clean Team, Coastal Docs & SOR) without including pressure washing the sidewalks this year. All buildings will be done in April/May. Once we decide which vendor to use, Amanda will upgrade that line item. Would like to look at getting a quote from another vendor for pest control. Discussed increasing the HOA dues to \$90 a month. If we do increase the dues to \$90 a month we will start replacing the roofs at the front of the complex and will look at possibly decreasing them if the members decided they do not want to continue our cable contract. A motion to approve the 2021 budget as listed above was made by Joe and seconded by Jeanne. The motion passed unanimously.
- C. Review Owner Requests
 - 4145 A – Would like to remove the rose bushes they planted and replace them with plants approve by the HOA. Amanda will look into the type of plants.
 - 4242 I Vehicles – The owners are requesting 2 more weeks to bring the tags current on their vehicles. A motion to approve the time extension was made by Joe and seconded by Eric. The motion passed unanimously.
 - 4243 – Dryer Vent Louvers – The owner is looking to be paid to have the vent cleaned and replace the vent cover. Said the vent Louvers were not working properly. The owner will need to provide a receipt showing that the vent was cleaned. Will look at this again once the receipt is provided.

- D. Ditch Trimming Besides 4115 A – The drainage ditch is getting over grown again and needs to be cleaned out again. The landscaper said the owner of the property said they could not be on his property. Joy and Jeanne will reach out to the homeowner to see if they can get his permission to clean out the ditch.
 - E. Hurricane Isaias Damage Assessments (page 21-22) – Shows the damage done to property by the hurricane and the cost of repairs made. The practice is to assess the damages back to the homeowner for payment. A motion to approve assessing the costs back to the homeowner was made by Joy and seconded by Eric. The motion passed unanimously. Amanda will send out bills to the homeowners.
 - F. Review Current Insurance Coverage – Amanda noticed the mailbox houses are not currently covered. She will reach out to the insurance company and see how much it will cost to add them to the policy.
- IX. Annual Meeting Discussion – The annual meeting will be held January 12th at Christ Church and there will be no virtual option. The meeting room is big enough to allow for proper social distancing based on the number of members who have attended in the past few years. Amanda will send out the necessary information in advance of the meeting.
- X. General Discussion – There were no other general discussion items.
- XI. Adjournment – A motion to adjourn the meeting at 8:42 pm was made by Joe and seconded by Joy. The motion passed unanimously.

Next Meeting: Annual Meeting on Tuesday, January 12, 2021 at 6:30 pm.