

Dudley's Grant Homeowners Association  
Board Meeting Minutes  
March 29, 2021  
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 Tammy. A quorum was established.
- III. Cable Contract with Suddenlink Representative Hunter Turnage – Hunter joined to review the three options with the Board. He will send Amanda the options and Amanda will sent out to the Board.
  - A. Expanded Basic CATV (includes up to 2 HD DTA boxes) and will cost \$28 per unit. The HOA is currently paying \$36.37 today, which does not include taxes and fees. The 2 digital terminal adapters (basically little boxes) will be needed because Suddenlink will only be broadcasting in high definition digital in the future. When that happens have to have some kind of box. The owner or HOA will not be charged for the boxes under this contract. Suddenlink will handle the management of the boxes. The resident is responsible for the boxes not the HOA. Term is for 5 years and will be frozen for 2 years and can increase up to 4% in years 3, 4 and 5. There is no rental fee for the term of the agreement. Fees for \$28 would be about 11.12% of the video rate. Fees for cable only with fees and taxes included would be roughly \$33 per unit. We are currently paying \$43 dollars with taxes and fees.
  - B. Expanded Basic CATV & 200 meg Internet (includes up to 2 HT DTA CATV boxes and wireless modem) will cost \$65 per unit. Option 2 would be about \$70 with the taxes and fees.
  - C. 200 meg Internet only (includes wireless modem) will cost \$42 per unit.  
For Internet there are no fees like there is on cable. Question was asked if 200 the lowest speed? Hunter shared you can also get speeds of 100, 300, 400 and a gig. Was not sure if they could do 100 for a bulk account, but could check. If the HOA provides the basic, the individual could bump it up if they chose to do so, but it is not cheap. Hunter gave an example of how it works to pay for a higher speed. Price differences are higher on the bulk side. To move up from 200 meg to 400 meg would cost \$60. 200 mgs is a lot of bandwidth. Hunter stated that Suddenlink would only freeze a rate for 2 year on a contract. Internet does include the modem. Hunter stated our contract expires in August, but we don't have to wait until August to renew.
- IV. Review and Approval of November 16, 2020 Minutes – The Board reviewed the minutes. A motion to approve the minutes as written was made by Joy and seconded by Joe. The motion passed unanimously. Amanda will get these posted on the Website.
- V. Old Business
  - A. Cable Survey Response – Amanda pulled up and reviewed the responses for each question with the group. Amanda received 40 responses. Of our current HOA fee of \$90 per unit, \$43.82 of that is for cable. The Board felt Suddenlink was being pretty generous with the new rate for cable. The Internet only option is only a \$1 dollar reduction in what we are paying if there are no taxes and fees. With the Internet option there could be some concern about the speeds if people already have more than 200 meg. 200 meg would be more than enough for most people, but would be an issue for gamers. The consensus of the Board it to stick with

providing cable at the new rate. The Board does not want any automatic renewal for 5 years language in the contract. Amanda will check to see if it is an option to remove that language. If they play hardball on this issue we can unbundle and give people a 25 reduction in HOA dues. Other information to find out from Hunter is of the 261 units currently with Internet, what are the speeds? We need to make a decision by June. Next Board meeting is June 15<sup>th</sup> and making a decision then would be pushing it for the 60-day notice we need to give. Currently the Board is leaning towards video only for \$28. Amanda will get the requested information from Hunter and then get it out to the Board. The Board can then review and make their final decision through e-mail.

B. Roof Replacements – The Board voted to move forward with roof replacement at our January meeting. Do we schedule toward the beginning or end of year of this year. Discussed spreadsheet with the roof repairs listed. Just because a roof is older it may not need to be replaced first because some others have issues. Discussed quotes for replacing. Back in 2019 the HOA got a materials quotes for replacing the roof on the largest building on the property and it came out to approximately \$2,500 per unit. Any work that needs to be done that is outside of simply replacing the roof, would be billed separately. Amanda needs to know what buildings we want to start with and she will get a materials quote for them. Will the roofer give a recommendation as to the order of replacing the roofs? Greg Justice not interested in doing the roofing. Greg should be able to tell us what buildings need to be done first base on the roof work he has done for us in the past, or we can go off Amanda’s spreadsheet. The oldest buildings were built in 2004. These roofs are not even 15 years old yet, do we really need to replace now? Most roofs last 20 to 30 years. We may have several years left on these roofs. The Board initially discussed replacing some of them to address the issues we were finding. We are not seeing a lot of repair issues coming in for roofs at this time. Amanda is meeting with Rocky and will get his opinion on the roof replacement. Greg Justice has been holding on some roof work orders. We may need to look for another vendor if Greg can’t do the work. The Board recommended assigning one of the open work orders to James Company Painting and Home Repair and see how he comes in with pricing. We will table roof replacement until Amanda has had a chance to talk to Rocky about the roofs. The Board thanked Amanda for all her hard work on this.

VI. Review Reports – There are two items that need to be adjusted. Grass cutting looks like we are over for the year. We are currently at \$6,607.06 and should be \$6,240. This needs to be adjusted. Accounting coded something for dumpster maintenance to grass gutting. Management fees should be \$4,164 and are currently at \$4,349. Something was coded incorrectly there as well. Amanda will get accounting to make the necessary corrections for both budget items. A request was made to have them break out the Building Repairs by month. Budget shows 0 for monthly. Same thing with the Planned Repairs. Amanda will get them to do this.

- Joy requested and update on the cleaning of the ditch along 4115-A and 4125-H. We had gotten approval from the tenant. Amanda stated the landscaper still needs to get this done and it is still open. Amanda will remind them.
- Discussed Unit [REDACTED] – This is a lender foreclosure. The information has been sent to the HOA Attorney. The hearing has been pushed out to April (due to COVID) and they will continue to monitor. The owner is currently still living there. Check with the attorney and make sure we

stay on top of it. Clearly the owner is not even trying to make good on this. Hopefully the HOA will get a pay off in for foreclosure.

- Basketball goal lying beside 4152-A – Letters were sent to the owner and were returned. A letter was then sent to the tenant asking them to remove it and nothing has been done. It has been over two months. Do you want Russell Property Management (RPM) to remove it since this is in the common area? The Board approved that it be removed and the fee for doing so charged back to the owner. A motion to approve the decision to have the basketball goal removed by RPM was made by Joe and seconded by Eric. The motion passed unanimously.
- Commercial Vehicles – Discussed the tractor-trailer cab that has been parked on Dudley’s Grant Drive. Amanda has had people complain and has contacted the company listed on the truck. She has received no reply. She can’t get up on the truck to put a tag on it. Not sure our towing company can even tow it. Eric will stop by and get the tag to put up on the cab. Commercial vehicles should not be parked on the street. Discussed some of the other vehicles. Board Members can tag vehicles. It is just a matter of seeing and being able to tag.
- [REDACTED] – The blinds are torn up but all we can do now is just send two letters asking that they be replaced and then stop. [REDACTED]

#### IX. New Business

- A. Precision Safe Sidewalks Assessment – Email received by someone else in the RPM office. This company will identify any trip or fall hazards and make sure we meet OSHA and ADA compliance. They will do it as a free service and then give an estimate for the repair work. Amanda wanted to know if we are interested in this service. Since Amanda walks the property on a regular basis and she informs the Board of any issues, the Board decided not to use this service at this time.
- B. Additional Insurance Coverage – A question was raised if we have enough insurance coverage for outside property, which includes dumpster fencing, dumpsters and mailbox kiosks. We have \$20,000 allowed for outside property coverage. That will not be enough if everything is damaged at one time, but what are the odds of this happening. For the Kiosks it would be \$50,000, for the fencing \$20,000, and dumpsters about \$20,000. That would be \$90,000 vs. \$20,000 in coverage. The board did not feel this was necessary at this time. Amanda will still work to get a quote and see how much it would raise our premiums and bring this information back to the Board.

IX. General Discussion – New recycle centers have been completed. Discussed solar lights next to walkway. Does this cause a problem for the mowers? Amanda did not think there was a specification for this, but can check. As long as the mowers are not complaining about the lights we can let it go. Some of the work orders for sealing foundations that have been assigned to Greg still remain open and Amanda will follow up with Greg. Amanda will send out pictures and an estimate tomorrow on a leak at unit 4182-B. She received it too late this afternoon to present to the Board tonight.

IX. Adjournment – A motion to adjourn the meeting was made by Joe and seconded by Eric. The motion passed unanimously.

Next Meeting: Tuesday, June 15, 2021 at 6:30 pm

Dudley's Grant Homeowners Association  
Board Meeting Minutes  
June 15, 2021  
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 the March 29, 2021 Minutes – The review of the March 29<sup>th</sup> minutes did not occur because the minutes were not submitted to Amanda prior to the meeting. Our goal is to get the minutes before the next meeting. Tammy did not have minutes so Jeanne was asked to listen to the recording and take minutes from that recording. Amanda will see if she can forward the recording to Jeanne.
- IV. Old Business
  - A. Roof Replacements – The Board previously approved beginning roof replacements this year. Even with the work orders we have for roofs, the roofs have been inspected and the vendor felt it was not necessary to replace them yet. The shingles are 25-year shingles. It is not a good time to begin replacement now due to the pandemic and the fact that costs for labor and materials are higher than normal. Estimated that we should wait until 2026 to begin roof replacements. A motion to hold off on replacing the roofs this year was made by Joe and seconded by Eric. The motion passed unanimously.
  - B. Pond Inspection – This was not on the agenda, but Amanda wanted to make the Board aware that the inspection is coming up and an engineer from the city will be coming out. Once it is scheduled she will let the Board know the date in case anyone wants to be in attendance. The pond work is listed in the work order section of the report.
- V. Review Reports – The Board reviewed the reports and made recommendations to Amanda on how to handle some of the outstanding issues.
  - Discussed delinquencies of [REDACTED] and [REDACTED]. On [REDACTED], the foreclosure is still pending and we will wait to see if the foreclosure happens the end of June. The HOA attorney is monitoring the foreclosure. For [REDACTED] a demand letter was sent and the HOA received and e-check of \$386. We will continue to monitor this one.
  - Discussed [REDACTED] pet violation. The Board waived the \$100 fee because the owner said he was getting the tenant out and selling the unit. Amanda did not think the unit had sold, but will check to make sure. If it has not sold as the owner stated, then he needs to pay the fine. He has had other violations in the past. A motion to approve sending a letter to the owner and charging the fine was made by Eric and seconded by Joe. The motion passed unanimously.
  - Jeanne questioned the aging work order for 4135-C which has been opened since 2/24/2020. Had a brief discussion regarding using Greg Justice. Jeanne stated that she did not think the front of her unit had been sealed as requested. Amanda was going to look into it. Jeanne was also concerned about the gutter that was put on the back of 4125-G without an extender placed on it and the amount of water it was dropping near her foundation during rains.

VI. New Business

- A. Shutter Quotes – Now that the doors have been painted there was concern by some tenants that the shutters looked bad. Amanda received a quote and it would cost around \$30,000. It is high because some of the units have three or four sets of shutters. It was decided to table this decision for now. Joe suggested we make a list of the shutters that look bad and we will revisit this at another meeting.
- B. Parking Lot Painting – Would like to get some of the cracks filled in and have it seal coated and striped. It has been a while since this was last done. Amanda will get at least 2 quotes and will bring it back to the Board for discussion at our next meeting.
- C. Owner Concern – Basketball Goal in Parking Lot – Tenants of unit 4242-E are frequently pulling a basketball goal into the parking lot between buildings 4238 and 4242. A reminder letter was sent to the owner and tenant reminding them that residents should not be playing, grilling or congregating in the parking lot for the safety of all residents and guests. Play or congregating in parking lot throughout the property is strictly prohibited. The consensus of the Board at this time was to monitor the situation.
- D. Newsletter – The Board reviewed the Spring/Summer 2021 newsletter. Recommendations to add an HVAC service reminder and have AC unit drain line cleaned out. This should be done yearly. Under parking add that no cars should be blocking the dumpster.

VII. General Discussion – There was no other general discussion.

VIII. Adjournment – A motion to adjourn the meeting was made by Joe and seconded by Joy. The motion passed unanimously.

Next Meeting: Tuesday, September 21, 2021 at 6:30 pm

Dudley's Grant Homeowners Association  
Board Meeting Minutes  
September 13, 2021  
6:30 pm

- I. Meeting called to order by Board Member Joy Caroon at 6:40 pm
- II. Board members present: Joy, Tammie and Jeanne. A quorum was established.
- III. Review and approval of the March 29, 2021 Board Minutes and the June 15, 2021 Board Minutes – A motion to approve both sets of minutes as written was made by Tammie and was seconded by Joy. The motion passed unanimously.
- IV. Old Business
  - A. Shutter Evaluation – Joe was working to make a list of the shutters that may need repainting. Amanda had not received the list from Joe yet, so we will table this item until Joe gets Amanda the list.
  - B. Parking Lot Quotes – Amanda has requested a quote for sealcoating, crack filling and restriping all parking lots throughout the neighborhood and the main street into Dudley's Grant. Typically this has been done every 5 years in the past. Asphalt Solutions did the project back in 2016 and noted that only one application of seal coat was used. The quote amounts were listed on the agenda for the September 13<sup>th</sup> meeting. Those present reviewed the quotes. Cavalier Companies came in the lowest at \$29,949 due to the process they use and the fact that only one coat is needed. We have not used them in the past. The consensus was to possibly use Cavalier. The committee asked Amanda to get a list of locations from Cavalier so we could see their work and make a decision. Amanda will send that information out to the Board. The Board will make a final determination of which company to use after members have had a chance to view Cavalier's work. When a decision is made, Amanda recommended transferring the funds from either one of our CDs or the escrow account.
  - C. ██████ Fine Assessed – The owner now has a new renter and asked that the pet violation fine from the old renter be waived. The committee discussed the situation. A motion **not to waive** the fine was made by Joy and seconded by Tammie. The motion passed unanimously. Amanda will get a letter out to the owner informing them of the Board's decision.
- V. Review Reports – The Board reviewed the reports and made recommendations to Amanda on how to handle some of the outstanding issue.
  - Budget Performance – We are seeing savings of approximately \$40,000 on our new cable contract. Insurance is over by approximately \$250 and this is for increased coverage. Building repairs are over by approximately \$7,000. This is due to some additional repairs needed on some units. Otho's will be performing their yearly termite inspection sometime in October. The Board discussed receiving follow-up from the company. Would like to know the findings for each section of units. Amanda will discuss this with them. Amanda stated she has also learned of another company we could possibly use and she will get that information so we can discuss at our December Budget Meeting. We are on target to move \$9,080 into our escrow account this year.
  - Delinquents and Prepays Report - On 4140-H, the HOA Attorney got a promise to pay the balance of the delinquencies by December. The HOA Attorney will monitor. If the balance is

not paid by December, the HOA Board can vote to foreclose. On 4 [REDACTED] the HOA Attorney has received an e-mail stating the account will be paid by 9/3. Amanda will follow-up with the attorney to see if it has been paid. On [REDACTED] a demand letter has been sent. We will monitor this one to ensure payment is made.

- HOA Open Violations were reviewed – [REDACTED] installed a storm door on the front of his unit that does not comply with the rules and regulations for storm doors. The owner was asked to remove the storm door that was installed and replace it with a door that meets the rule requirements. The Board discussed the weeds in patios. We can't fine for weeds, screens or blinds, but we can send the owner of the unit a letter stating that they will be fined if the issues are not addressed and have them come to a meeting. This may prompt the owner to take care of the issue even though a fine can't be assessed. A motion to approve Amanda proceeding with sending fine letters where appropriate was made by Joy and seconded by Tammie. The motion passes unanimously.
- Work orders were reviewed – 4130-C was discussed. Amanda just received notice that this owner was experiencing a water leak similar to neighboring units A and B. They believe the leak is coming from the foundation. Amanda showed the Board a picture of the damage, but the damage did not look like it was recent. Amanda will check to make sure there is an extender on the down spouts to move the water away from the unit and make sure the HOA had the gutters installed. Amanda will also make sure that extenders are added to the downspouts if the HOA installed them. Amanda will have Greg Justice investigate the unit and see if there are any active leaks now. Jeanne noted that she has a few loose shingles on the back of her unit (4125-H) and Joy stated her unit (4115-A) also has a few as well on the back. Amanda stated that she would put in a work order with James Co Painting to go up and inspect the roofs and fix any loose shingles. Jeanne had a question about the extender on the neighboring gutter on the back patio of 4125-G. She asked if there is any way to make sure the owner of the unit keeps the extender on the downspout. Amanda said there is not. Discussed having the extender placed in the patio of 4125-H because if that downspout is removed because the owner decides he does not like it on his patio, then we could be in the same situation with water leaking into 4125-H again. Amanda said she would put in a work order for James Co Painting to come out and see if the downspout could be placed on the patio of 4125-H.

VI. General Discussion – Leaf and Limb a tree trimming company came to Dudley's Grant and walked the property and will give Amanda an estimate. This is for trees on the property and not the ones lining the property, which were recently trimmed. She will bring the estimate back to the Board during our December 7<sup>th</sup> Budget Meeting.

VII. Adjournment – A motion to adjourn the meeting was made by Tammie and seconded by Jeanne. The motion passed unanimously.

Next Meeting: Tuesday, December 7, 2021 at 6:30 pm

Dudley's Grant Homeowners Association  
Board Meeting Minutes  
December 7, 2021  
6:30 pm

- I. Meeting called to order by Board President Joe Searles at 6:40 pm
- II. Board members present: Joe Searles, Joy Caroon and Jeanne Hunter. A quorum was established.
- III. Review and approval of the September 13<sup>th</sup> Board Minutes – A motion to approve the minutes as written was made by Joe and was seconded by Joy. The motion passed unanimously.
  
- IV. Old Business
  - A. 4130-C Reimbursement: Paul Powers. At the previous board meeting the consensus of the Board was not to reimburse for the damage as the pictures made it look like the damage was older than stated and there was no active leak or moisture found by David Justice. Amanda sent an email to the homeowner conveying the decision. Mr. Powers had his own vendor complete the interior repairs in the amount of \$925. His request is to have the Board reconsider their decision, and he came to the Board meeting to state his case.
  - B. Shutter Evaluation – Amanda received a quote to paint 2 pairs of shutters for each unit. This would be property wide and it would cost \$21,000. Some units have more than 2 pairs of shutter. After discussion, the consensus was to look at paint for those who want then painted and we would look at it on a per case basis. Amanda will get some quotes on painting the ones needed and even ask the vendor if he thought painting would make a difference. The Board will review and make a decision at the March meeting.
  - C. Parking Lot Quotes – Went went over the three quotes received and the consensus of the Board was to go with Cavalier Companies for \$29,949.
    - APS - \$30,247.75
    - Asphalt Solutions - \$37,313
    - Cavalier Companies - \$29,949Jeanne went and saw some of the work they had done at a local McDonalds stated the parking lot looked good. Joe stated that the speed bumps are low and that they are not slowing cars down. He asked Amanda to get s quote for increasing the heights of the speed bumps. Amanda investigate will add this cost into the 2022 Budget if appropriate.
  
- V. 7:00 pm Hearing – Homeowner 4130-C Paul Powers – The homeowner stated that he noticed the leak in early 2020 but thought it might be from a bathroom upstairs. He was unaware of the leak issue the homeowners next to him were having. When a plumber came and opened up the wall he learned that the leak was not do to a leaking pipe. He felt the damage was clearly due to the same leak that caused damage to his neighbors' units. After discussion the Board agreed to reimburse Mr. powers for the repairs made. The invoice for the repairs had very little detail and the Board asked him to get an itemized invoice for the work that was done and a copy of the canceled check. Once those items are received, Amanda will proceed with getting him reimbursed. A motion to approve reimbursing Mr. Powers for the work done was made by Joe and seconded by Joy. The motion passed unanimously.



VI. Review Reports – The Board reviewed the reports and made recommendations to Amanda on how to handle some of the outstanding issue. One issue was a torn screen at unit [REDACTED] Noted in the April inspection but nothing has been done. A letter was sent to the homeowner back in September, but nothing has happened. The Board discussed the issue and instructed Amanda to send another letter and fine \$50 initially and \$10 dollars daily until the issue is resolved. The homeowner was given the opportunity to appear before the board tonight but did not appear. A motion to approve sending the second letter was made by Joe and seconded by Joy. The motion passed unanimously. Amanda will be doing another walking inspection sometime in the near future. The foreclosure for this homeowner has been withdrawn and they are working to bring past dues current. The goal is to have all past dues current by December. Amanda will keep the Board updated. The Board thanked Amanda for all her hard work to keep our Delinquents Report short.

VII. New Business

A. Property Wide Pruning – We previously had a pruning done for the perimeter of the property. This is a pruning for trees inside the property. We received two quotes.

Leaf & Limb \$3,300

Third Street Landscaping Services \$4,700

The consensus of the Board is to award the job to Leaf and Limb. A motion to accept the bid from Leaf and Limb and get the job done as soon as possible was made by Joe and seconded by Joy. The motion passed unanimously.

B. Pest USA – This company has submitted a bid for our pest service.

1. Termite Contract \$12,480 annually vs. \$4,695 with out current vendor, Othos.

2. Pest Contract \$6,240 annually vs. \$5,634 with our current vendor, Othos

Although there are some concerns about Othos living up to their contract, Amanda will talk to them about being more responsive and more service oriented. A motion to stay with our current vendor for next year was made by Joy and seconded by Joe. The motion passed unanimously.

C. Review 2022 Budget – The budget was reviewed for next year and will be presented at the January Annual Meeting. It was recommended that we increase dues by CPI for 2022. Board President Joe Searles stated he does not want to increase dues again this year since we just increased them to \$90 last year. The budget was reviewed. A motion was made by Jeanne to approve the budget, without an increase in the HOA dues this year, and was seconded by Joy. The motion passed unanimously. Amanda will make the changes for the items that were approved above for the 2022 budget that will be presented at the annual meeting.

VIII. General Discussion – Jeanne had a concern about the blocks on top of the retaining wall falling onto the sidewalk and breaking. She has seen this several times while out walking. Amanda stated it is the state’s responsibility to take care of the retaining wall and will send a letter with our concerns so it can be inspected.

Joe stated he would like to get a quote on what it would cost to put a sidewalk down the left side of Dudley’s Grant as you enter the property. It would be so nice for homeowners and tenants not to have to walk in the road. Amanda will talk to Rocky about this.

IX. Adjournment – A motion to adjourn the meeting was made by Joy and seconded by Jeanne. The motion passed unanimously.

Next Meeting: Annual Meeting, Monday, January 10, 2022 at 6:30 pm