

Kittrell Duplexes HOA  
Board meeting minutes

April 23, 2019

Location: Russell Property Management

Quorum established with two of three directors present. Those present included Caroline Carrothers, Gopal Krishnan, and Chelsey Bennett (RPM). Alejandra Garzon was absent.

Director terms were established as follows:

- 1-year term (2019-2020) Alejandra Garzon
- 2-year term (2019-2021) Gopal Krishnan
- 3-year term (2019-2022) Caroline Carrothers

Officers were elected as follows:

President: Caroline Carrothers

Vice-President: Gopal Krishnan

Secretary & Treasurer: Alejandra Garzon

Financial reports were reviewed as of March 31, 2019.

Draft version of Rules and Regulations were reviewed and corrections/additions made. Approved version will be sent to all owners and will begin to be enforced as stated.

Contracts were reviewed regarding management, landscaping, and insurance. New management contract was signed with newly established Board of Directors in place. Board members will review landscaping contract for any changes to be made. D&O coverage was voted on and approved through Nationwide Insurance.

Collections policy was reviewed. Standard procedure will be followed – RPM to send 15-day demand letter once account reaches balance equivalent to 3-months of assessment. If no response or payment in full received, account will be turned over to Jordan Price Law Offices to pursue further legal action.

Updates from annual meeting included:

- Kittrell Townes will not allow access to the pool for Kittrell Duplexes residents.
- Children's use stop area to be further investigated with City officials.
- Estimate to be obtained for subdivision entrance sign. Board members would like a look similar to Kittrell Townes, but on a smaller scale.

Board meetings are to be held in January, April, July, and October of each year. Annual meeting will be held in December. Available dates will be emailed for the next Board meeting.

Kittrell Duplexes HOA  
Board meeting minutes

October 2, 2019

Location: Russell Property Management

Quorum was established with two Directors present, Caroline Carrothers and Gopal Krishnan. Also present was Amanda Blomefield from RPM (covering for Chelsey Bennett).

Violation hearings were held for the below addresses:

- re: needed pressure washing on rear of unit. Board voted to assess \$50 initial fine and start \$5 daily fine if not corrected by November 1, 2019.
- re: missing window screens. Owner noted screens are on order and should be delivered by 10.4.19. Board votes not to assess an initial fine; if not corrected by November 1, 2019 \$5 daily fine will be assessed.
- re: needed pressure washing on rear of unit. Board voted to assess \$50 initial fine and start \$5 daily fine if not corrected by November 1, 2019.
- re: needed pressure washing on side of unit. Board voted to assess \$50 initial fine and start \$5 daily fine if not corrected by November 1, 2019.
- re: missing screen Board voted to assess \$50 initial fine and start \$5 daily fine if not corrected by November 1, 2019.
- re: needed pressure washing on side of unit. Owner attended and reported complete (will be confirmed at next inspection). Board voted to assess no initial fine and start \$5 daily fine if not corrected by November 1, 2019.
- re: satellite dish in side yard. Owner attended. Dish has been moved to rear yard, original pole still remains in side yard and will be removed. Board voted to assess no initial fine and start \$5 daily fine if not corrected by November 1, 2019.
- re: damaged fence Owner attended and reported in progress (should be complete by October 10). Board voted to assess no initial fine and start \$5 daily fine if not corrected by November 1, 2019.

Minutes from April 23, 2019 meeting were reviewed and approved as submitted.

Financial reports as of September 30, 2019 were reviewed.

Estimate from Signsmith was reviewed for entrance column/sign. Board would like to bring to the membership at the annual meeting for review and vote on special assessment.

Annual meeting preparations included date/location confirmation (Wednesday, December 18, 2019 at Sheppard Memorial Library room A 6:00-7:00pm), 2020 draft budget review, and discussion of nominations for term expiring (currently vacant). Board wants to propose a \$5.00 monthly increase, if does not pass will increase by CPI only. Violation hearings will not be held at annual meeting – email will be sent for a separate Board meeting if needed.

RPM will construct an email for all owners with reminders about no vehicles allowed to park on the grass, utility lines buried, and pet regulations.

Meeting adjourned.

Kittrell Duplexes HOA  
Board meeting minutes

January 22, 2020

Location: Russell Property Management

Meeting called to order at 6:05 pm. Quorum was established with all three Directors present, Caroline Carrothers, Gopal Krishnan, and Adam Viverette. Also present was Chelsey Bennett from RPM as Community Association Manager.

Violation hearings were held for the below addresses:

- re: damages yard from parking/driving on grass. Board voted to assess \$50 initial fine and start \$5 daily fine if not corrected/addressed by January 28, 2020.
- re: missing window screen in front first floor. Board voted to assess \$50 initial fine and start \$5 daily fine if not corrected/addressed by January 28, 2020.
- re: missing window screen/s in 2<sup>nd</sup> floor windows. Board voted to not assess any fines at this time as owner reported complete prior to start of meeting

Minutes from October 2, 2019 meeting were reviewed and approved as submitted.

Financial reports as of December 31, 2019 were reviewed.

Board reviewed various items centered around collections items.

- Owner of requested to have fines removed; fines totaled \$350.00 (violation was corrected). Board voted to remove all but \$50.00 of fines.
- Review of foreclosure process. Board established a ruling to not vote on proceeding with foreclosure at a until the balance is around \$1,000.00. Normal collections process will still be followed through intent to foreclose.

Mailboxes variances were documented after concern raised at annual meeting. Board agreed to have violation letters mailed. If current incorrect mailbox was installed by builder of the duplex and not the owner, Board may allow to remain.

Updates about entrance sign/s include:

- Special assessment of \$43.15 was approved at annual meeting by membership. Once finals plans are approved for sign, Board will determine assessment date and payment period.
- Both property owners next to Hunt Ln have indicated they are willing to sign an agreement to allow the sign installed on their land. Paperwork will be completed when sign/s are ready to be installed.
- Signsmith will be contacting 811 for an underground utility survey to determine what/where the underground utilities are in order to determine the best location for the sign to be installed on the 2224 A Chavis side (if even feasible). Board is concerned about overcrowding with current utility boxes and stop sign; requested to have Signsmith send some design suggestions for one larger sign installed on the 2300 B Chavis side. Board will review via email.
- The original quote has expired and will need to be requoted. However, Signsmith does not foresee much of a change, maybe only slightly. Second sign may not be the full cost of a single sign as there may be a discount with additional bulk materials.

Adam Viverette discussed recently discovered building defect at his unit (2304 B Chavis) and will keep the Board up to date with repairs.

Meeting adjourned at 7:10 pm.

Kittrell Duplexes Homeowner's Association, Inc.  
Board Meeting Minutes

July 22, 2020

Meeting called to order at 6:03 pm.

Quorum established with three of three members present. Those present included Caroline Carrothers (President), Gopala Krishnan (V.P.), and Adam Vivette (Secretary/Treasurer), as well as Chelsey Bennett (Community Association Manager).

Minutes from January 22, 2020 Board meeting were reviewed and approved as submitted.

Financials from June 30, 2020 were reviewed.

Violations were reviewed. Board directed RPM to contact owners about replacing mailboxes again; any discrepancies shall be solved between owners.

Estimates for entrance sign/s continue to be review, no decision made at this time.

Suggestion from RPM to have Rules and Regulations reviewed by an attorney based on recent education. Board members will review current document before deciding to send to attorney or not.

Information about virtual annual meetings was reviewed, no decision made at this time.

Meeting adjourned at 6:31 pm.

Next meeting is scheduled for October 21, 2020, 6:00 pm at RPM and/or online.

Kittrell Duplexes Homeowners Association Inc.  
Board Meeting Minutes

December 7, 2020

Location: virtually via GoToMeeting

Meeting called to order at 6:01 pm. Quorum was established with two of three Directors present. Those present included Caroline Carrothers (President), Gopal Krishnan (V.P.), and Chelsey Bennett (Manager). Third position is currently vacant as Adam Vivette sold his home and is no longer an owner.

Minutes from previous Board meeting, July 22 2020, were reviewed and approved as submitted.

Financial reports as of November 30, 2020 were reviewed.

Estimates from multiple vendors were reviewed for entrance sign options, including 1 larger sign as well as other option for two smaller column monuments. Board voted to proceed with 1 larger sign to be constructed by Signsmith – pending approval of lot owner of Chavis Dr and easement agreement signed.

Rules and Regulations were reviewed regarding authority to assess fines. Decision was made to not make any changes and continue to send standard violation letters as most owners address with one or two letters. If a violation reaches hearing status Board will review again at a later date.

Preparation for 2021 annual meeting included:

- Budget for 2021 fiscal year approved with no dues assessment increase and will be included with annual meeting packet for the membership to ratify.
- Annual meeting will be held virtually via GoToMeeting. Dates to be reviewed via email. Mail ballots to be received approximately one week after virtual session.
- Two positions will be available for election to the Board of Directors, current vacant unexpired term through 2022 and one full 3-year term (2021-2024). No interested parties at the time of this meeting.

Meeting adjourned at 6:36 pm.