

Locksley Woods HOA  
Board Meeting  
Monday, January 07, 2013  
5:30 pm

1. Meeting called to order by President-Helen Pase
2. Quorum was established-6

Officers present:

Helen Pase-President

Julia Smith-Director

Julia Foote-Director

Susan Howard-Director

Lynn Woolard-Treasurer

Linda Hall-Secretary

Lori Snell

Rocky Russell

3. Old Business:

- Budget-there was an open discussion of the general needs of Locksley Woods, both present and future.

Lynn Woolard made a motion to increase dues by 5% effective April 1, 2013 and Julia Foote seconded the motion. The motion was carried.

- Locksley Woods HOA-will have a scheduled meeting the fourth Monday of each month.

4. New Business:

- Looking at present contracts with pest control and landscaping in ways to cut costs.

Julia Foote made a motion to increase the late fees on dues to an 18% flat rate or \$15.00, whichever is the greatest of the two amounts. Lynn Woolard seconded the motion. The motion was carried.

Linda Hall made a motion to adjourn the meeting. Lynn Woolard seconded the motion. The motion was carried.

Locksley Woods HOA Board Meeting  
Monday, April 22, 2013  
5:30 PM

1. Meeting called to order by President, Helen Pase
2. Establishment of Quorum:

Below are the names of the members present including HOA Managers

Helen Pase-President	Rocky Russell
Julia Smith-Vice President	Michele Johnson
Lynn Woolard-Treasurer	
Susan Howard-Director	
Ralph Thompson-Director	
Linda Hall-Secretary	

3. Review/Acceptance of minutes from March 25, 2013 meeting

Ralph Thompson motioned to accept minutes which was seconded by Susan Howard.

4. Old Business:  
Management report presented by Michele Johnson

Lynn Woolard motioned to approve East Carolina Asphalt's bid to patch and seal the pot holes in the parking lot. Ralph Thompson seconded the motion.

5. New Business:

Lynn Woolard made a motion to replenish the defective shrubbery at a cost of \$2,100.00. Ralph Thompson seconded the motion. All voted in favor.

Lynn Woolard motioned to adjourn the meeting which was seconded by Susan Howard.

Respectively Submitted,

Linda Hall  
Secretary

Locksley Woods HOA

Board Meeting

Monday, May 20<sup>th</sup>, 2013

5:30 p.m.

Meeting called to order by President, Helen Pase

Establishment of Quorum:

Below are the names of the members present including HOA Managers

Helen Pase-President

Rocky Russell HOA Manager

Julia Smith-Vice President

Michele Johnson

Julia Foote Crimp-Director

Ralph Thompson-Director

Susan Howard-Director

Linda Hall-Secretary

Review/Acceptance of minutes from Monday, April 22, 2013

Julia Foote Crimp motioned to accept minutes, motion was seconded by Julia Smith.

Old Business:

- Management report presented by Michele Johnson.
- Susan Howard will accept position as treasurer due to Lynn Woolard's resignation.

New Business:

- No open work orders.
- Pool Opening May 25, 2013
- Pressure Washing-will try washing one building and then will check for damage before proceeding.

Susan Howard made a motion to get a legal opinion from our lawyer's about how to proceed with Johan Bleicher's complaint. The motion was seconded by Ralph Thompson. All voted in favor.

Julia Smith made a motion to wave the late fee charge of \$82.83, or balance on Wallace Kennedy's account based on payment in full. Ralph Thompson seconded the motion. All voted in favor.

Next meeting scheduled for June 24, 2013.

Meeting was called to adjourn by Susan Howard. Motion seconded by Julia Foote Crimp

Respectfully submitted by Linda Hall

Locksley Woods HOA Board Meeting

Comment [b1]:

July 22, 2013

- I. Meeting called to order by President, Helen Pase
- II. Establishment of Quorum: 7

Members Present:

Helen Pase-President	Rocky Russell
Julia Smith-Vice President	Michelle Johnson
Julia Foote Crippen-Director	Mr. and Mrs. Tier-Homeowner
Susan Howard-Treasurer	
Ralph Thompson-Director	
Linda Hall-Secretary	

Mr. and Mrs. Tier came to address the board about some concerns around their home that is located in building 2231. Mr. Tier stated that the grill located behind his building was not accessible due to over grown grass, weeds and tree limbs. He also stated that the trees had some kind of bug infestation. Mr. Tier continued with his concerns, stating that the gutters behind his building were full of debris and in need of cleaning. Mr. Tier inquired about the liability issues surrounding the water guards on the roof. Mr. Tier questioned the board about prices of the full water guards, which was estimated at \$600. He also questioned the board in reference to replacement costs and the responsible parties. Mr. Tier was told that the board would maintain them. Mr. Tier also stated that his patio had been extended by the HOA and that there was a problem with standing water. Mrs. Tier brought to the boards attention that the dumpster near their building was rusting at the bottom. Mrs. Tier requested approval for them to paint their door. The Tiers brought pictures to help explain their concerns. Mr. Tier asked for a copy of current rules and regulations. The board explained that a copy was put on his door in April. Helen Pase, the board president, assured the Tiers that the landscaping issues would be addressed, and the board would discuss the issue of painting the doors on the units. Helen Pase also assured the Tiers that the issues concerning the landscaping would be addressed to B. T. Carrawan as well.

Review/Acceptance of minutes from Monday, May 20, 2013.

A motion was made to amend the spelling of Julia Foot Crippen's name in the minutes of the May 20, 2013 board meeting.

Julia Foote Crippen motioned to accept minutes, which was seconded by Ralph Thompson.

Old Business:

- Management Report presented by Michele Johnson.
- Requesting new quotes for parking lot striping for numbers to be placed on the ground, instead of the curb
- There were two recommendations for a work order concerning the berm. One recommendation is a temporary solution which states to backfill the area and replace with new sod for \$250.00. The permanent solution recommends to cover this area with geo-techstyle fabric and class B riprap rock to prevent further soil erosion for \$500.00.

Julia Foote Crippen made a motion to go with the permanent solution for the berm, motion seconded by Ralph Thompson.

- Work order concerning building 2221 Locksley Woods Drive states the grass in front of the building is dead, and homeowners are requesting the replacement of the bushes, which appear to be diseased.

Julia Smith made a motion to replace the dead grass with pine straw and diseased bushes with new holly bushes for a cost of \$250.00. Ralph Thompson seconded the motion.

- Pool pump will be replaced for approximately \$600.00.

New Business:

- Community Pool Party and Board Meeting planned for August 27, 2013, at 7:00 pm.

Meeting was called to adjourn by Susan Howard. Motion Seconded by Julia Smith.

Respectfully submitted by Linda Hall



Locksley Woods HOA

Board Meeting

Thursday, October 24, 2013

5:30 p.m.

Meeting called to order by President, Helen Pase

Establishment of Quorum:

Below are the names of the members present including HOA Managers

Helen Pase-President, Rocky Russell HOA Manager

Julia Smith-Vice President, Michele Johnson HOA Manager Representative

Julia Foote Crippen-Director, Susan Howard-Director

Review/Acceptance of minutes from July 22<sup>nd</sup> and August 27<sup>th</sup>, 2013 minutes with one amendment.

Susan Howard motioned to accept minutes. Motion was seconded by Julia Smith. All voted in favor.

Old Business:

- Management report presented by Michele Johnson.
- Open work orders reviewed.
- Board voted that email voting will be reviewed at the next regular board meeting.

Julia Crippen made a motion to amend the current directive in that once we retain an attorney, we will give 30 days for full payment in a foreclosure process or until foreclosure sale date, whichever comes first. The motion was seconded by Julia Smith. All voted in favor.

Julia Smith made a motion to accept and proceed with the new labeling of the parking lot using Asphalt Solutions. Susan Howard seconded the motion. Julia Smith, Susan Howard and Helen Pase voted in favor. Julia Crippen noted against. A majority vote was carried.

Julia Crippen made the motion to accept and proceed with the pressure washing by Tri City. Julia Smith seconded the motion. All voted in favor.

Susan Howard made the motion for repairs on [REDACTED] to be paid for by the owner. Julia Crippen seconded the motion. All voted in favor.

Julia Smith made the motion to accept and proceed with the new landscaping contract based on additional information concerning pine straw costs. Susan Howard seconded the motion. All voted in favor.

New Business

Board reviewed previous board notes on painting of doors and hardware.

Time and location of the annual meeting were discussed.

Meeting was adjourned at 7:55 pm. Next meeting is set for Tuesday, November 26, 2013 at 4:30 pm at Russell Property Management Company.

Respectfully submitted by Julia Crippen, filling in for Linda Hall, Secretary



Locksley Woods HOA

Board Meeting

December 12, 2013

5:30 pm

CALL TO ORDER-Susan Howard, Treasurer

ESTABLISHMENT OF QUORUM-4

Below is a list of those present:

Julia Smith-Vice President

Rocky Russell-HOA Manager

Susan Howard-Treasurer

Michele Johnson-HOA Representative

Ralph Thompson-Director

Linda Hall-Secretary

REVIEW/ACCEPTANCE OF MINUTES FROM: October 24, 2013

Linda Hall made a motion to accept the minutes. Ralph Thompson seconded the motion.

Old Business:

Management Report

Patio/Sun Room Assessments

New Business:

- 2014 Budget Proposal-based on not increasing dues.

Ralph Thompson made a motion for the budget to be approved, Linda Hall seconded motion. All voted in favor.

- The annual meeting for Locksley Woods HOA and homeowner's was decided to be held at Sheppard Memorial Library on January 28, 2014 at 6:30.
- Locksley Woods HOA board next meeting was scheduled for January 20, 2014.

A motion was made by Ralph Thompson to adjourn the meeting; the motion was seconded by Linda Hall.

Respectfully submitted by Linda Hall

## Locksley Woods HOA Board Meeting

March 24, 2014

5:30pm

Members Present: Helen Pase, Martha West, Susan Howard, Julia Smith, Frank Tier and Michele Johnson.

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Review of Financials, Work Orders, and Violations Reports.

### New Business

Reviewed with new members Board Members General Duties and Procedural Guidelines.

Helen Pase request that submissions for Board meeting agenda should sent to RPM.

Position of Board Secretary to be filled by Frank Tier.

Request by Frank Tier

Reviewed of request to remove grill located behind building 2133.

Grills to be evaluated by management

Request for addition information on patio extension located at 2133-C.

) Susan Howard made the motion to -

have the Patio and Drainage problem be review by Two qualified vendors for suggestion to correct problems - seconded by Martha West, motion passed.

Inspections and Violations: Martha West and Michele Johnson to meet at property on 4/9./14 for landscaping review.

Board Members to review Rules and Regulations for consistence standard's.

Michele Johnson Update Board on Dumpster repairs and recycling.

Reviewed increasing the number of walking inspections to monthly instead of quarterly.

Currently RPM walks the property quarterly and does a drive-through inspections the other months. Michele to review with Rocky for cost.

Meeting Schedule: Locksley Woods Board meeting will be held once a month, scheduled for the second Tuesday Thursday of the Month. Michele Johnson to prepare schedule thru the end of

2014.

Meeting adjourned at 7:01pm

Submitted by Frank Tier 3/26/2014.

## Locksley Woods HOA Board Meeting

April 10, 2014

6:00pm

Members Present: Julia Smith, Martha West, Susan Howard, Frank Tier, Amy Stevenson, Ralph Thomas and Michele Johnson.

Location: Russell Property Management.

Meeting called to order by Julia Smith, HOA Vice-President.

Quorum Established. 7 Members present.

Review/Acceptance of minutes from March 24, 2014.

Review of Financials, Work Orders, and Violations Reports.

Overage noted under Insurance, Stairwell/Houselights and Street Lights.

Michele to check on payment schedule.

### Old Business

Frank Tier elected Board Secretary, Motion by Ralph seconded by Susan, approved by board.

New dumpster delivery delayed 3-4 weeks, Dumpster not in stock/on order.

Board walk-thru inspection will be performed monthly starting in May for the next three months.

Reports need to be submitted by the 10th of the month to RPM.

Special assessment late fee's will start May 1st. as approved by Board. Greg Justice was scheduled to test a balcony for leaking with Bill Clark's representative on 4/14/2014. The appointment is rescheduled for Monday when Bill and his staff member as well as Rocky can be present.

Grill inspection report pending.

### New Business

RPM to present cost for purchase and installation of gutter guards. Work should be done at the same time as gutters are cleaned. RPM will also submit the cost and installation of gutter diverters.

Review of Pool Keys. The Board approved no more than Two Activated Pool Keys per unit.

Michele advised the Board that list of area's to be power washed has been received and is being reviewed.

Susan Howard request that Board Members submit a Wish List of projects for review and discussion.

### Review of Rules and Regulation:

Units for Sale will be address under the Category of Signage. The Board approved the change of ( under Units for Sale ) **When the units is sold, please contact the management company, too**  
**When the units is sold, the management company must be contacted.**

Security/Alarm Company signs will be restricted to One sign per Company, per Building. Size of sign will be discussed at the May Board meeting.

Ralph Thomas to present a Marketing Plan to the Board at the May Board Meeting for review.

Ideas and comments to the Marketing Plan should be submit via e-mail to Ralph prior the May Board meeting.

Due to time constraints Susan suggested that the May Board meeting be limited to the Rules and Regulation/Marketing Plan discussion. Michele will e-mail reports for review by Board members prior to the May board Meeting.

Meeting adjourned at 8:01pm

Submitted by Frank Tier 4/13/2014.

## Locksley Woods HOA Board Meeting

May 8, 2014

6:00pm

Members Present: Helen Pase, Julia Smith, Susan Howard, Frank Tier, Ralph Thomas, Jennifer Foley, Rocky Russell and Michele Johnson.

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 8 Members present.

Review/Acceptance of minutes from April 10, 2014.

Review of Financials, Work Orders, and Violations Reports.

### Old Business

Frank Tier elected Board Secretary, Motion by Ralph seconded by Susan, approved by board. New dumpster delivered others still on order.

Special assessment late fee's will start May 1st. as approved by Board. Greg Justice tested two balcony for leaking with Bill Clark's representative. Waiting on Bill Clarks decision as to contribute to cost.

Grill inspection report shows 23 to be in tree line. Michele will ask Bryan Smith for price to remove.

RPM to present cost for purchase and installation of gutter guards. Work should be done at the same time as gutters are cleaned. RPM will also submit the cost and installation of gutter diverters.

Landscaping work orders approved by HOA

Mr. and Mrs. Tier to submit Estimates to repair retaining wall. HOA Board at the end of meeting since Mr. Tier is a member of the Board.

Debris line caused by higher then normal pond levels not to be removed.

### New Business

Lynn Woolard complaint was reviewed. Michele explained to Lynn Woolard that complaints by other tenants/owners must be made to RPM and not passed along.

Board approved new signs for around pond to include no fishing, Michele will get cost estimate.

Board approved cleaning of the pond drain as suggested by Jennifer Foley.

Work by Vendors will require a minimum of 48 hours notice to homeowners and renters. *NOT ALL WORK*

Michele to review Termite inspection contract and send E-mail to Board members.

For the news letter: any objects that penetrates the buildings envelope will be removed over the next 30 days.

Michele to solicited bids to paint doors and shutters.

The Board approved washing of cars in the parking lot, but will require that a nozzle be used to prevent wasting water.

### REVIEW OF RULES AND REGULATIONS

#### Signage

Suggestion by Helen Pase to allow Professional " For Sale" to be placed in flower beds in the front of units for sale approved by Board.

Alarm signage size will be restricted the standard size (1 square foot ) issued by alarm companies. With one sign per company, per building.

#### Grounds Maintenance

Plants or shrubs installed by residents ( with board approval ) must be in planters manufactured for that purpose.

Meeting adjourned at 8:11pm

## Locksley Woods HOA Board Meeting

June 12, 2014

6:03pm

Members Present: Helen Pase, Julia Smith, Frank Tier, Ralph Thomas, Jennifer Foley, Martha West, Amy Stevenson, Rocky Russell and Michele Johnson.

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 9 Members present.

Review/Acceptance of minutes from May 8, 2014 after one change requested by Michele Johnson. Property wide work by Vendors will require a minimum of 48 hours notice to homeowners and renters. Michele will e-mail a changed copy to Frank Tier.

Review of Financials, Work Orders, and Violations Reports.

### Old Business

New dumpster delivered others still on order.

Bill Clarks has informed RPM he will not contribute to cost for repairs to balcony repairs.

Grill inspection report shows 23 to be in tree line. Michele will ask Bryan Smith for price to remove.

The purchase and installation of gutter guards will be submitted in the fall after review of now the test gutter guards performed..

Landscaping work cost of \$1,500 approved by Board.

### New Business

HOA Board approved the following

1. Moving \$20,000 from the operating account to escrow account.

2.

3. Landscaping new plantings for sides ( five areas Michele to e-mail Board members building numbers) at a cost of \$1,820. Work is on hold until fall best weather conditions.

4. Removal of Christopher Lee delinquencies report at this time.

5. School buses will be allowed to drive thru Locksley Woods only for pickup and drop of students.

off

New signs for around pond to include no fishing will only be posted on the LW side of the pond.

Michele will request a plan of action from the landscaper for the dry pond area and bank plantings.

Meeting adjourned at 7:24pm

Submitted by Frank Tier 6/17/2014.

# Locksley Woods HOA Board Meeting

August 12, 2014

6:10pm

Members Present: Helen Pase, Julia Smith, Frank Tier, Ralph Thompson, Susan Howard, and Martha West,  
Members Absent: Jennifer Foley and Amy Stevenson.

Also present, Rocky Russell and Michele Johnson. RPM

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 6 Members present.

Review/Acceptance of minutes from June 17, 2014 after following changes requested by . Susan Howard and Ralph Thompson. Mr. Thompson's name was incorrectly listed as Thomas. Rocky Russell and Michele Johnson are not members of the HOA Board. In the future they will be listed under also presents Michele will e-mail a changed copy to Frank Tier.

Review of Financials, Work Orders, and Violations Reports.

## Old Business

Patio repairs have been completed at no additional cost.

Pond clean up has started with some delays due to wet weather.

Still waiting on a plan of action from the landscaper for the dry pond area and bank improvements.

Moving of \$20,000 from the operating account to escrow account Was moved back to this month due to the amount of bill received in June and July.

New signs for around pond to include no fishing will be installed later this month

## New Business

Pool party is set for Thr. 8/28/14 at 6:30pm.

Diverter installation was reviewed. Diversers can only be installed at locations that have a gutter.

Michelle will e-mail pictures of pool furniture to HOA Board for review.

RPM has added four new members to their HOA staff.

Susan request newsletter topics from Board members.

Feedback/Review of the posting of For Sale sign was positive.

HOA Board approved the following.

Window screen policy.

1. Homeowner has 30 days, from date of notification, to make repairs or replace missing screens. RPM will have sreens repaired or replaced. Homeowner will be charged for all cost.

Meeting adjourned at 7:42pm

Submitted by Frank Tier 8/18/2014.

## **Locksley Woods HOA Board Meeting**

September 11, 2014

6:00pm

Members Present: Helen Pase, Julia Smith, Ralph Thompson, Susan Howard.

Also present, Rocky Russell and Michele Johnson, RPM

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 4 Members present. (CORRECTED-6)

Review/Acceptance of minutes from August 12, 2014.

Review of Financials, Work Orders, and Violations Reports.

### **Old Business**

Pond clean up and drain clog fixed.

Still waiting on a plan of action from the landscaper for the dry pond area and bank improvements.

### **New Business**

Pool party review

Board approved Michele to get estimates for vinyl ceiling in all breezeways.

Discussed new pool rules and equipment to be in place before opening next year.

Pressure washing schedule set for October.

Discussed new landscaping to be done this fall.

Board members to be ready to discuss budget items at next meeting.

Reviewed pool parking area rules and established new procedure to enforce.

Discussed community events for future-yard sales, etc.

Board will establish more specific rules for use of common areas, patios, breezeways, and  
planting areas.

HOA Board discuss the following.

Members to write new rules and by e-mail and vote at October meeting is possible.

Meeting adjourned at 7:35pm

Submitted by Booger Thompson 10/07/2014.



## Locksley Woods HOA Board Meeting

October 9, 2014

6:03 pm

Members Present: Helen Pase, Julia Smith, Frank Tier, Ralph Thompson, Susan Howard, and Martha West,.

Members Absent: Jennifer Foley and Amy Stevenson.

Also present, Michele Johnson. RPM

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 6 Members present.

Review/Acceptance of minutes from September 11, 2014 after the following changes: Martha West present, Members Absent: Jennifer Foley, Frank Tier and Amy Stevenson. Quorum Established 5 Members present.

Review of Financials, Work Orders, and Violations Reports.

### Old Business

Dryer vent day reviewed. The Board agreed that a specified date would not be possible.

Rules and Regulations discussion tabled at this time.

Set dates for weekend walk thru. on going. Will ask Greg to submit items.

### New Business

Budget items will be reviewed at Nov meeting. HOA Board members please e-mail Susan with any wish list items.

11/13/14 Finale budget numbers to BOD.

12/11/14 Budget and Packet for Approval.

1/15/15 Annual meeting. Time and location will be posted after confirmation availability.

Hearings will be set for the 1/8/15 at 5:30 pm at RPM.

HOA reviewed Felipe Arce issues Mr. Arce must follow HOA By-laws to become a member of HOA Board.

Michelle to awaiting bids for door and shutter painting.

HOA Board approved the following.

Replacement of light fixtures at York RD entrance.

Power washing of building for a cost of \$14,475

Meeting adjourned at 8:05pm

Submitted by Frank Tier 10/20/2014.

## Locksley Woods HOA Board Meeting

November, 13 2014

6:03 pm

Members Present: Helen Pase, Julia Smith, Frank Tier, Ralph Thompson, Susan Howard, and Martha West,.

Members Absent: Jennifer Foley and Amy Stevenson.

Also present, Michele Johnson. RPM

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 6 Members present.

Review/Acceptance of minutes from Oct, 9 2014 after the following changes: Set dates for weekend walk thru.

Review of Financials, Work Orders, and Violations Reports.

### Old Business

Gutter guards installed for testing provided stopped gutters from getting clogged from leafs and pine needles. It was discovered that the material used allowed dirt and grains from shingles to clog both the material and gutters. The results would require the material to be cleaned or replace and the gutters requiring flushing out. The Board rejected this gutter guards and asked RPM to evaluate other type of gutter guards and the best location for these guards.

Dumpsters: Two will be repaired and one replaced.

Review of available squirrel guards products for dryer and other vents may require replacement of system ducts.

### New Business

The use of parking permits/ visitors parking passes was briefly discussed and placed on hold pending additional info on systems available.

The Board requested additional bibs for wet and dry detention operation and maintenance.

Annual Meeting:

12/11/14 Budget and Packet for Approval.

1/15/15 Annual meeting. Time : 6:30 pm

Location: SML Large room

Review of 2015 HOA Budget: Final Budget and package will be voted on at the December 11 HOA Board meeting.

HOA Board approved the following.

RPM to make monthly walk-thru inspection at an additional cost of \$1,424.00

Rules and Regulations: Violations and notice of Hearing date will be sent out the next day, following inspections. The Hearing date will be set for 5:30 pm at RPM office prior to the next HOA Board meeting.

The hiring of a pool monitor 3 days a week from 12pm to 8pm at est. cost of \$12.00 / hr.

Meeting adjourned at 10:20 pm

Submitted by Frank Tier 11/17/2014.

## Locksley Woods HOA Board Meeting

December, 17, 2014

6:03 pm

Members Present: Helen Pase, Frank Tier, Ralph Thompson, Susan Howard, and Martha West.,  
Members Absent: Jennifer Foley, Julia Smith and Amy Stevenson.

Also present, Michele Johnson. RPM

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 5 Members present.  
Review/Acceptance of minutes from Nov. 11, 2014.  
Review of Financials, Work Orders, and Violations Reports.

### Old Business

Annual Meeting:

12/17/14 Budget and Packet for Approval.

1/15/15 Annual meeting. Time : 7:00 pm. HOA Board to meet at 6:30 to review any issues  
Location: SML Large room

Review of 2015 HOA Budget: Finale Budget and package . Final changes made and approved.

### New Business

Violation Hearings held at 5:30 pm. Note: Reviewed violations hearings. All violation set for 12/17/14 not corrected during 12/18/14 walk thru will be fined . The next Violation Hearings will be held at 5:30 pm prtor to the Feb HOA meeting.

Review of Handicap Parking. Present Handicap parking is for visitors. Residents or Renters requiring Handicap parking must make a request to the HOA Board for a reasonable accommodation.

HOA Board approved the following:

Bids for Landscaping work, to be submitted by Jan 31st.

Otho's was approved as new pest/ Termite Control for LW.

LW HOA Board Meeting will be the 2nd Tuesday of the month.

Location: at RPM office.

Time: 6:00pm

RPM will store replace screens in the Storage room located in the pool area.

Meeting adjourned at 7:26 pm

Submitted by Frank Tier 12/22/2014.

# Locksley Woods HOA Board Meeting

February 12, 2015

5:56 pm

Members Present: Helen Pase, Frank Tier, Ralph Thompson, Susan Howard, Jennifer Foley, Julia Smith and Martha West,.

Members Absent: Amy Stevenson.

Also present, Michele Johnson. RPM

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 7 Members present.

Review/Acceptance of minutes from Dec 17, 2014. With noted spelling correction and Julia Smith present and Martha West absent.

Review of Financials, Work Orders, and Violations Reports.

## Old Business

Parking permits.

## New Business

Violation Hearings held at 5:30 pm. **Note: violations hearings.** Four violations reviewed will be sent a letter indicating they have five days to make correction or they will be fined \$25.00 a day. The next Violation Hearings will be held at 5:30 pm prior to the March HOA meeting.

## Election Of Officers:

The HOA Board has voted to use a mail out ballot for election of Officers and amendments to Bylaws:

A: Increase the # of voting Board members from 3 to min of 6 to a max of 10.

B: Changes to the Quorum for annual voting.

C: Requirements to remove Board Members.

The HOA Board will operate in the interim as follows:

A: A 3 member voting Board Consisting of President, Vice President and Treasurer.

An addition of 4 non-voting member consisting of Recording Secretary, Social Committee chairperson, Landscape Committee chairperson, and Marketing Committee chairperson.

## Voting Members

President: Helen Pase

Vice President : Julia Smith

Treasurer: Susan Howard

## Non-Voting Members

Recording Secretary : Frank Tier

Social Committee Chairperson : Jennifer Foley

Landscape Committee Chairperson : Martha West

Marketing Committee Chairperson: Ralph Thompson

## Bid Review

The Board reviewed bids for painting, landscaping and pond maintenance. The Board requested that the current vendor be asked to submit a bid for review on pond maintenance.

**Review of Rules and Regulations:**

The Board review for clarification questions raised during the last walk-thru inspection. Issues were included signs, flower pots, storing items off the patio area and under stair storage.

**HOA Board approved the following:**

- Parking Permits
- Interim board
- Carolina East Landscaping contract
- Hinson Painting doors and shutters

Submitted by Frank Tier 2/18/2014.

# Locksley Woods HOA Board Meeting

March 17, 2015

6:00 pm

Russell Property Management

Voting Members Present: Helen Pase, Susan Howard, Julia Smith

Voting Members Absent: none

Non-Voting Members Present:

Non-Voting Members Absent: Jennifer Foley, Frank Tier, Ralph Thompson, Martha West

Also Present: Michele Johnson (RPM)

- Meeting called to order by Helen Pase, HOA President.
  - Quorum Established 3 Voting Members Present
  - Review/Acceptance of Minutes from Feb 12, 2015 minutes (minor edit to complete by MJ)
  - Review of Monthly Reports: Financial, Work Orders, and Violation Reports
    - BOD unanimously agreed a demand letter and immediate action to forward balance due for 2217 D to attorney
  
- Old Business
  - BOD reviewed and approved unanimously the items for the written ballot.
  - BOD reviewed and approved (with corrections) unanimously the parking permit procedure and supplemental rules for the Rules and Regulations.
  - Photos of sheetrock ceiling issues reviewed. RPM instructed to contact Bill Clark Homes and to move forward with obtaining repair estimates.
  
- New Business
  - Landscaping estimates have been requested from new landscaper for special improvements.
  
- To review at the next meeting schedule of the following items
  - Permit issue
  - Pool opening
  - Ballots
  - Newsletter Items

Submitted by: Susan Howard 4/29/15

## Locksley Woods HOA Board Meeting

April 29, 2015

6:00 pm

Voting Members Present: Helen Pase, Susan Howard, and Julia Smith

Non-Voting Members Present: Frank Tier and Ralph Thompson

Members Absent: Amy Stevenson and Jennifer Foley and Martha West

Also present, Michele Johnson. RPM

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 3 Voting Members present.

Review/Acceptance of minutes from March 17, 2015 .

Review of Financials, Work Orders, and Violations Reports.

### Old Business

Parking permits: Two additions parking will be offered for rental at a rate of \$375.00 a year at the Pool parking area.

Pool staffing will be available 20 hours per week for the season. Staffing will be done on a random weekly schedule. Pool will open May 23rd and close Sept 7th.

BOD voting Ballots mailing will go out in August 2015.

Parking permits roll out changed to July 1st.

Lighting needs to be replaced at York St entrance. CLI will be asked to submit lighting suggestion and bid.

### New Business:

BOD approved Tri-city initial clean up Dry and Wet pond, including installing junipers. CLI will be given additional time to submit Monthly Mnt pond bids.

BOD approved landscaping quotes submitted CLI areas outside and inside pool area, behind 2231 and clean up behind buildings along fence/ tree line.

BOD approved dropping \$225.00 late fee from \$35 NSF for 2233-c if fee is paid in full within 5days of notification.

BOD reviewed parking request for 2219-C . BOD found that all requested information was not submitted as requested and will not approve use of Handicap. parking spot. The owner will be permitted to install ( at their cost ) a metal ramp in one of their parking spots.

The City of Greenville has been contacted by RPM for permission to grid circle for additional parking spots to used by Locksley Woods.

Pool newsletter will go out the end of May.

Yoder Home Improvement will submit a recommendation for ceiling repairs.

Meeting adjourned at 7:54 pm. Next HOA board meeting is scheduled for June 11th, 2015

Submitted by Frank Tier 5/14/15

## Locksley Woods HOA Board Meeting

June 11, 2015

5:45 pm

Voting Members Present: Helen Pase and Julia Smith

Non-Voting Members Present: Frank Tier, Jennifer Foley ,Martha West and Ralph Thompson

Members Absent: Amy Stevenson

Also present Chelsey Bennett and Rocky Russell. RPM

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 2 Voting Members present.

Review/Acceptance of minutes from May, 2015 .

Review of Financials, Work Orders, and Violations Reports.

### Old Business

Signage for reserved parking by pool will be painted on asphalt.

Dumpster repairs going out to new contractor.

Additional chairs for pool will be delivered on June 15th. RPM will check on the cost of picnic table for the pool area.

Painting contractor will be contacting owner/tenants to schedule painting of doors.

### New Business:

Lighting replacement (at York Rd entrance) bids reviewed. Will be tabled. Rocky will seek information from lighting supplier

BOD approved Tri-city for pond maintenance a 2015 cost of \$3,750 .

BOD approved listing two cars for one parking permit sticker. A hanging tag should be used to displayed parking permit tag. This will be available for Owner/tenant that have three cars.

Yoder Home Improvement will submit a recommendation for ceiling repairs.

BOD request RPM to Replace present towing company. RPM will speak to Clays Towing.

BOD requested changes to Amendments: 6 Voting members from 3. A change of annual Quorum from 66% to 20%.

Meeting adjourned at 7:54 pm. Next HOA board meeting is scheduled for July 9th, 2015

Submitted by Frank Tier 6/21/15



## Locksley Woods HOA Board Meeting

July 27, 2015

6:00 pm

Voting Members Present: Helen Pase Susan Howard and Julia Smith

Non-Voting Members Present: Frank Tier, and Martha West.

Members Absent: Ralph Thompson

Also present Chelsey Bennett and Rocky Russell. RPM

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 3 Voting Members present.

Review/Acceptance of minutes from June, 2015 with noted changes: Jennifer Foley and Amy Stevenson removed as members of HOA. Susan Howard marked as absent voting member.

Review of Financials, Work Orders, and Violations Reports.

### Old Business

Dumpster repairs going out to new contractor.

RPM will check on the cost of picnic table for the pool area.

Chelsey to follow up on Painting contractor contacting owner/tenants to schedule painting of doors.

Chelsey to follow up on Yoder Home Improvement will submit a recommendation for ceiling repairs.

Helen Pase requested HOA members to review Parking stickers regulation for discussion next month.

### New Business:

Lighting replacement (at York Rd entrance) bids reviewed. Will be tabled. Rocky will seek information from lighting supplier

BOD approved Sea Gull Lighting to replace York St entrance lighting at a cost of \$950.00.

BOD approved listing two cars for one parking permit sticker. A hanging tag should be used to displayed parking permit tag. This will be available for Owner/tenant that have three cars.

Ballots for changes to Bylaws will be sent out the first week of August with a request return to RPM by September 2, 2015.

Clays Towing will be noted in the upcoming fall newsletter.

Meeting adjourned at 7:45 pm. Next HOA board meeting is scheduled for Tuesday, August, 25, 2015

Submitted by Frank Tier 8/6/15

## Locksley Woods HOA Board Meeting

Aug 25, 2015

6:00 pm

Voting Members Present: Helen Pase Susan Howard and Julia Smith

Non-Voting Members Present: Frank Tier, Ralph Thompson and Martha West.

Also present Chelsey Bennett and Rocky Russell. RPM

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 3 Voting Members present.

Review/Acceptance of minutes from July, 2015

Review of Financials, Work Orders, and Violations Reports.

### Old Business

Dumpster repairs going out to new contractor.

RPM submitted two picnic tables, for approval BOD for the pool area. BOA selected table from Sam's club. Will be included for 2016 pool season budget.

HOA approved waver of fines against Amanda McCarty and request RPM to have broken glass removed or covered with dirt behind 2231-B. WO will be sent to landscaper.

Chelsey to follow up on Painting contractor contacting owner/tenants to schedule painting of doors. HOA requested that a new contractor be found to complete the job.

Ballots for changes to Bylaws. RPM to send out e-mail and HOA Board members to call and follow up on those who have not submitted Ballots.

Lighting replaced at York Rd entrance.

### New Business:

HOA approved turning mail box around, this is needed so mail carrier has access to mail box.

HOA approved max of two bird feeders, only in back of building.

Window screen repairs. Owners will have 30 days to make repairs, if repairs are not made RPM will issue WO to vendor to make repairs.

HOA approved to let nature take its course on chemical treatment of pond.

BOD approved tree work by Al Shackelford for a total of \$2,800.

BOD approved WO0005189 repair without sod behind unit #2416 at an estimated cost of \$2,200-\$2,600.

Rocky Russell to speak to owner about suggested repairs to unit 2209-D erosion problem,

BOD approved parking permit fine and towing starting Sept 15th. Parking permit sign to be posted at Locksley Woods entrances.

Meeting adjourned at 8:10pm. Next HOA board meeting is scheduled for Thursday 10, 2015

Submitted by Frank Tier 8/6/15

## **Locksley Woods HOA Board Meeting**

Sept 10, 2015

5:40 pm

Voting Members Present: Helen Pase Susan Howard and Julia Smith

Non-Voting Members Present: Frank Tier, Ralph Thompson and Martha West.

Also present Chelsey Bennett

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 3 Voting Members present.

Review/Acceptance of minutes from Aug, 2015

Review of Financials, Work Orders, and Violations Reports.

### **Old Business**

Dumpster repairs going out to new contractor.

Chelsey to follow up on Painting contractor contacting owner/tenants to schedule painting of doors.

BOD requested that a new contractor be found to complete the job.

Ballots for changes to Bylaws was approved and will be filed by HOA attorney.

BOD requested additional breezeway bids for vinyl soffit

### **New Business:**

BOD approved repairs to 5 dumpsters at a cost of \$2,750.00

BOD approved foreclosure on Terri Williams and Joe Lavin.

BOD approved installation of box drain ( WO-0005219-A

BOD approved parking permit fine and towing starting Sept 15th. RPM to get additional bids for new parking permit signs . Signs must be installed by Sept 15th. Parking permit sign to be posted at Locksley Woods entrances.

Meeting adjourned at 7:40pm. Next HOA board meeting is scheduled for Tuesday Oct 6, 2015 @ 5:30pm

Submitted by Frank Tier 9/22/15

## Locksley Woods HOA Board Meeting

Oct 6, 2015

5:40 pm

Voting Members Present: Helen Pase Susan Howard and Julia Smith

Non-Voting Members Present: Frank Tier and Ralph Thompson

Also present Chelsey Bennett

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 3 Voting Members present.

Review/Acceptance of minutes from Sept, 2015

Review of Financials, Work Orders, and Violations Reports.

### Old Business

Dumpster repairs on going.

Chelsey to follow up on Painting contractor on the exact number of doors painted.

Chelsey will forward a signed copy of changes to Bylaws so they can be filed by HOA attorney.

BOD requested additional breezeway bids for vinyl soffit

Cobweb cleaning will be done once a year.

RPM will get bids for the installation of gutter guards.

### New Business:

BOD approved two payments of past due and fines, (2412-A) but it must be paid in full by Oct 15th.

BOD approved 2217-C to drop fines of \$115.00.

BOD approved foreclosure on Terri Williams and Joe Lavin.

Helen Pase requested all HOA board members review parking permit regulations for review.

BOD will review pool rules and regulations. Sign in pool area must be updated to include no alcohol.

No contractors work should be billed to HOA without Board approval. Screen replacements will be billed directly to Homeowner.

HOA disapproved pond fountain.

Landscaping issues to be tabled until HOA/vendor walk-thru can be scheduled.

Chelsey will obtain addition information on security cameras.

RPM will get quote foe speed bump at circle Willows Dr stop sign.

Meeting adjourned at 7:40pm. Next HOA board meeting is scheduled for Tuesday Nov 24, 2015 @ 5:30pm

Submitted by Frank Tier 10/30/15

## Locksley Woods HOA Board Meeting

Nov. 24, 2015

5:40 pm

Voting Members Present: Helen Pase Susan Howard, Julia Smith, Frank Tier and Ralph Thompson

Voting Members not Present: Martha West

Also present Chelsey Bennett and Rocky Russell

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established 5 Voting Members present.

Review/Acceptance of minutes from Oct, 2015

Review of Financials, Work Orders, and Violations Reports.

### Old Business

Dumpster repairs on going.

Chelsey to follow up on Painting contractor on the exact number of doors painted.

Voting on breezeway bids for vinyl soffit tabled at this time

Pressure washing will only be done once a year.

BOD will review pool rules and regulations. Sign in pool area must be updated to include no alcohol.

Helen Pase requested all HOA board members review parking permit regulations for review.

### New Business:

BOD approved foreclosure on 2217-D be placed on hold. 2217-D homeowner will be required to make all payments up to date. A letter from HOA Attorney outlining terms of decision .

BOD approved addition cost CEL contract from \$2,600 to \$3,100 a month does not include algae treatments.

No contractors work should be billed to HOA without Board approval. Rocky Russell indicated that RPM was not willing to agree to the options. Screen replacements will be billed directly to Homeowner.

Landscaping issues to be tabled until HOA/vendor walk-thru can be scheduled with Martha West

Waiting for cost on security cameras at pool

BOD approved asphalt speed bump at circle Wellons Dr stop sign.

BOD approved adding gutter guards to front of buildings by Tri City Insulation & Building for a total of \$6,500. Work should be coordinated with cleaning of gutters. Contract should include what type of repair work that will be included and what will be extra.

BOD approved an increase of 5% starting in 2016 for Locksey Woods homeowners fee's.

Meeting adjourned at 7:40pm. Next HOA board meeting is scheduled for Thursday Dec 10, 2015 @ 5:30pm

Submitted by Frank Tier 12/4/15

## Locksley Woods HOA Board Meeting

Dec, 10, 2015

5:40 pm

Voting Members Present: Helen Pase, Susan Howard, Julia Smith, Frank Tier, Martha West and Ralph Thompson

Also present Chelsey Bennett and Rocky Russell

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established. 6 Voting Members present.

Review/Acceptance of minutes from Nov, 2015 with changes.

Review of Financials, Work Orders, and Violations Reports.

### Old Business

Dumpster repairs on going. Three left to be painted.

Voting on breezeway bids for vinyl soffit tabled at this time

Waiting for cost on security cameras at pool

Landscaping issues to be tabled until HOA/vendor walk-thru can be scheduled with Martha West.

BOD requested info on start of asphalt speed bump at circle Wellons Dr stop sign.

BOD approved adding gutter guards to front of buildings by Tri City Insulation & Building for a total of \$6,500. Cost will be paid by HOA.

Rocky to check landscaping contract from cutting grass once a week to once every 10 days.

Rocky getting price for pine straw from other vendors.

### New Business:

BOD approved foreclosure on 2217-D be placed on hold. 2217-D homeowner will be required to make all payments up to date. 2217-D homeowner has until 5:00pm Dec 14th to submit payment plan or HOA will proceed with foreclosure...

BOD approved 2016 budget to be submitted at Annual Meeting.

BOD approved voting by e-mail. All members must vote on any requested e-mail and must be recorded in monthly minutes.

BOD approved CEL for gutter cleaning.

Rocky to visit Top Level Construction vinyl work done in the past to ensure quality of work.

BOD approved cost of vinyl soffits to be paid by special assessment.

Meeting adjourned at 7:40pm. Next HOA Annual meeting is scheduled for Thursday Jan 14, 2016 @ Sheppard Memorial Library 6:00pm. HOA Board to meet at 5:00pm

Submitted by Frank Tier 12/20/15

## Locksley Woods HOA Annual Meeting of the Members

Jan 14, 2016

6:00pm

Sheppard Memorial Library

Board Members Present: Helen Pase, Susan Howard, Julia Smith, Frank Tier, and Martha West.  
Board Members not present Ralph Thompson

Also present Chelsey Bennett and Rocky Russell

Location: Sheppard Memorial Library

Meeting called to order by Helen Pase, HOA President.

Quorum Established.

Introduction of Board of Directors.

Review of 2016 Profit and loss Budget.

Board of Directors Election Ballot.

Nominations made from the floor Randy Coks. Motion and seconded it.

Special assessment vote, on vinyl soffits at a cost of estimate of \$25,000 (\$140.00 per unit.)

### **New Business:**

Budget Review:

Review of 2015 and 2016 projects.

Dues increase 5% effective April 1, 2016. \$175.85 per month.

Rocky Russell spoke about the need for vinyl soffits.

Board of Directors Voting results:

Helen Pase: 47

Julia Smith: 34

Randy Coks: 10

Special Assessment Ballot Results:

Approved: 27

Not Approved: 17

Special Assessment not passed as it was not approved by a 2/3 vote.

### **Items to be review by HOA Board.**

Invoices: to include time in and out, service preformed and cost per hour.

Request to allow for rent signs in windows.

Pool hours and gate operations.

Replacement of grills that were removed. Unit 2219

Power washing, please do not use bleach and better notification.

### **Questioned asked:**

Dues increase.

How many bids are requested for projects?

Newsletter dryer vent est. \$55 vs \$90 for 20mins work.

What will replace pool monitor?

Meeting adjourned at 7:30pm. Next HOA board meeting set for Thu Feb 11, 2016 5:30 pm.

Submitted by Frank Tier 1/18/16

## Locksley Woods HOA Board Meeting

Feb. 11, 2016

5:40 pm

Voting Members Present: Helen Pase, Susan Howard, Julia Smith, Frank Tier, Martha West and Ralph Thompson

Also present Chelsey Bennett and Rocky Russell

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established. 6 Voting Members present.

Review/Acceptance of minutes from Dec, 2015 with changes.

Review of Financials, Work Orders, and Violations Reports.

### Old Business

Dumpster repairs on going. Three left to be painted.

Power washing tabled till March meeting

Rocky to check landscaping contract from cutting grass once a week to once every 10 days.

Replacement of missing or damaged screens to be the responsibility of home owner.

BOD approved moving forward on fines to home owners 2231-A and 2237-A

RPM will contact owner of 2229-B if they pay bill HOA will drop late fees.

### New Business:

BOD approved landscaping (removal of old bushes) and new plantings at a cost of \$11,609.

BOD approved cost of vinyl soffits to be paid from escrow and work to be done over two years.

BOD approved pine straw CEL if they will drop price to \$5.00 per bale. To be done after new plantings.

BOD voted not to approve the posting of FOR RENT signs in unit windows.

BOD voted on election of officers. Helen Pase, Pres, Julia Smith, Vice Pres, Susan Howard, Treasurer, and Frank Tier Secretary.

Pool Season to run from Sat 5/28/2016 to Sun 9/11/2016.

Meeting adjourned at 7:30pm. Next HOA Annual meeting is scheduled for Thursday March 10, 2016 @ RPM

Submitted by Frank Tier 2/16/2016



Locksley Woods HOA  
Board Meeting Minutes

**March 10, 2016**

Call to order: 5:45

Quorum established with 4 of 6 Board members present.

In attendance: Helen Pase (P), Julia Smith (VP), Marth West, Ralph Thompson, Chelsey Bennett (RPM), Rocky Russell (RPM)

Excused: Frank Tier (S), Susan Howard (T)

Violation hearings were held and decisions made for the following units:

2223 D Re: parking violation. Board voted to assess a onetime \$25 fine.

2400 A Re: window screen violation. Board voted to assess a daily \$25 fine until closed, starting 3.15.16

2207 F Re: window screen violation. Board voted to assess a daily \$25 fine until closed, starting 3.15.16

2223 B Re: window screen violation. Board voted to assess a daily \$25 fine until closed, starting 3.15.16

Minutes from February 11, 2016 meeting were approved as amended.

Board reviewed meetings reports as of 2.29.16 (Balance, Profit and Loss, Delinquents, Violations, and Work Orders). Collections actions included:

2205 A: RPM to send demand letter

2229 B: RPM to send letter requesting payment of remainder of damage fee assessment; Board approved to waive all late fees in regards to this DFA

2215 E: Board approved for Damage Fee Assessment to be applied to owner's account in relation to crack that was sealed on balcony.

2231 A: RPM to send demand letter

2237 A: RPM to send demand letter

Board discussed ongoing landscaping improvements. Shrub replacements and pine straw to be complete by the beginning of April. Board approved Carolina East Landscaping bid of \$800 to labor and materials to remove existing pine-straw, level area, and plant sod in front of building 2221.

Maintenance discussion included first set of buildings to receive vinyl soffits to include all on King Richard Ct, plus 2205, 2213, 2215, 2229, 2233 and 2235. Estimated start date is pending.

Board reviewed full pressure washing bids and decided to have bids amended to include areas of buildings that need immediate attention, all stairwells (soft washed to rid of cobs weds and dirt, as well as to avoid potential leaks), all sidewalks, all dumpster/recycle areas, and the entrance sign/columns.

Amended bids to be reviewed at April meeting.

Board requested RPM obtain three bids for seal-coating and re-painting the parking lot.

Board discussed replacement grills in common area and decided not interested at this time.

Next Board meeting scheduled for Thursday, April 14, 2016, 5:30 at RPM

## Locksley Woods HOA Board Meeting

April. 11, 2016

5:40 pm

Voting Members Present: Helen Pase, Julia Smith, Frank Tier, Martha West and Ralph Thompson  
Excused Susan Howard

Also present Chelsey Bennett and Rocky Russell

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established. 5 Voting Members present.

Review/Acceptance of minutes from March, 2015

Review of Financials, Work Orders, and Violations Reports.

### **Old Business.**

Rocky to check landscaping contract from cutting grass once a week to once every 10 days.

BOD approved moving forward on fines to home owners

Pool Season to run from Sat 5/28/2016 to Sun 9/11/2016.

Al Shackleford removed stumps and roots in front of building cost \$200 \$100 to be paid by

CEL

### **New Business:**

The BOD approved the purchase of two picnic tables for the pool area.

Pool hours of operations will be from 8am to 8pm.

Pool sign will be upgraded to reflect NO controlled substances nor alcohol are permitted.

BOD voted and approved Clean Pro Exteriors for a costs of \$4,833.55

BOD voted and approved the Locksley Woods Landscaping committee will install seasonal flowers at the entrance to neighborhood. (WO-6862)

BOD voted and approved (4-1 vote) to start soliciting new landscaping contractor bids at this time.

Meeting adjourned at 7:30pm.

Next HOA meeting is scheduled for Thursday May 12, 2016 @ RPM

Submitted by Frank Tier 4/28/16

## **Locksley Woods HOA Board Meeting**

May 12, 2016

5:40 pm

Voting Members Present: Helen Pase, Julia Smith, Frank Tier, Martha West, Ralph Thompson and Susan Howard

Also present Chelsey Bennett

Location: Russell Property Management.

Meeting called to order by Helen Pase, HOA President.

Quorum Established. 6 Voting Members present.

Review/Acceptance of minutes from April, 2016 with noted correction. Pool hours of operations will be from 8am to 9pm.

Review of Financials, Work Orders, and Violations Reports. Chelsey will check cable TV increase.

**Old Business.** Repairs to Vinyl soffits will begin June 1<sup>st</sup>

**New Business:** BOD agreed to new demand letter to

Parking lot Maintenance has been tabled at this time

Newsletter and Pool letter will going out the week of 5/23.

BOD requested that RPM inform CEL, starting immediately

1. Grass must be cut at no lower than 3"
2. Weed issue must be addressed.

BOD reviewed the landscaping contract.

Noting the following changes to

Mowing: Mower decks should be set as to cut the grass at a minimum height of 3".

Meeting adjourned at 7:30pm.

Next HOA meeting is scheduled for Thursday June 9, 2016 @ RPM

Submitted by Frank Tier 4/28/16

## Locksley Woods HOA Board Meeting

June 16, 2016

5:30 pm

Voting Members Present: Helen Pase, Julia Smith, Frank Tier, Martha West, Ralph Thompson and Susan Howard

Also present Chelsey Bennett and Rocky Russell

Location: Russell Property Management.

Meeting called to order by Helen Pase

Quorum Established 6 Voting Members present.

Review/ Acceptance of May 12 2016 minutes.

Review/ Acceptance of Financials, Work Orders and Violations Reports.

2<sup>nd</sup> letter sent for collection.

HOA Board voted to continue to collect money.

approved DFA of \$243.21 be billed to home owner.

HOA Board approved fines of \$50.00 for parking lot violations @

### **Old Business:**

**Landscaping Contract.** HOA Board voted to approve ( 5/0 with 1 abstaining vote) Hawk Landscaping as new Landscaper @ a cost of \$39,303.40.

**Vinyl soffits:** Work to start June 28th.

### **New Business:**

FHA Approval. HOA Board Decided not to pursue approval at this time.

Parking Lot: The Board will move forward on a Special Assessment meeting. Date will be set for either July or August. Meeting will be held at the Pool.

The Board considered homeowners expanding patios with concrete to solve problems with muddy yards.

Landscaping Committee to review problems with new landscaper for possible solutions to problem.

Meeting Adjourned at 8:15pm

Next HOA meeting is set for Wed July 6 2016 @RPM

Locksley Woods HOA  
Board of Directors Meeting Minutes  
July 6, 2016

Meeting called to order at 5:45.

Quorum was established with 5 of 6 Board members present.

Present: Helen Pase (President), Julia Smith (Vice-President), Susan Howard (Treasurer), Martha West, Ralph Thompson

June 16, 2016 minutes were reviewed. S. Howard motion to approve as amended. R. Thompson second. All approved.

Violation hearing was held for \_\_\_\_\_ in regards to the For Rent sign in the front window. S. Howard motion to fine \$25 per daily starting July 11, 2016 until corrected. J. Smith second. All approved.

Meeting reports (as of June 30, 2016) were reviewed.

New landscaping contract with Hawk Creek Landscaping was effective July 1, 2016.

Landscaping Committee Chair noted the new company is willing to submit a bid for erosion issues behind \_\_\_\_\_. Once submitted Board will review – may be included in 2017 budget.

Three bids were reviewed for parking lot maintenance. J. Smith made motion to accept Absolute Pavement Services bid of \$19,997, pending the vote at for the special assessment. M. West second. All approve. Meeting packet was reviewed and approved as amended.

Vinyl soffit installation is in progress for buildings \_\_\_\_\_, and \_\_\_\_\_. Building \_\_\_\_\_, and \_\_\_\_\_ will be completed in the next grouping.

Next meeting is August 11, 2016 at 5:30, to be located at RPM's office.

## Locksley Woods HOA Board Meeting

Aug 11, 2016

5:30 pm

Voting Members Present: Helen Pase, Julia Smith, Frank Tier, Martha West, Ralph Thompson and Susan Howard

Also present Chelsey Bennett

Location: Russell Property Management.

Meeting called to order by Helen Pase

Quorum Established 6 Voting Members present.

Review/ Acceptance of July HOA minutes.

Review/ Acceptance of Financials, Work Orders and Violations Reports.

### **BOD voted to fine the following for violations:**

Personal items stored in common area.

Working on car.

Chalk on side walk.

### **Old Business:**

Parking lot work to begin Aug 15th notices to hung of doors by Friday Aug 12.

**Vinyl soffits:** Work completed on buildings , and . BOD has stop any addition work on soffits because of problems with cost.

RMP to contact CEL for return or replacement of plant pots used at pool last year.

### **New Business:**

BOD vote to approve repairs to A/C condensate drainage line at a cost of \$450

BOD vote to approve to remove and grind stumps by Tree Solutions Service at a cost of \$2,400

BOD vote to approve removal of dead shrubs and replace with low growing gardenias at a cost of #400

BOD vote and approved to purchase additional signs for chemical spraying in beds. Landscaper must put out flags when spraying chemical.

Dumpster signs and Rules and Regulations update has been tabled at this time.

RPM will get estimate to fix area of pond where dirt has washed into pond.

Landscaper should go through RPM and not Martha West.

Meeting Adjourned at 7:05pm

Next HOA meeting is set for (not set at this time) @RPM

## Locksley Woods HOA Board Meeting

Sept 08, 2016

6:00 pm

Voting Members Present: Helen Pase, Julia Smith, Frank Tier, Martha West, Ralph Thompson and Susan Howard

Also present Rocky Russell

Location: Russell Property Management.

Meeting called to order by Helen Pase

Quorum Established 6 Voting Members present.

Review/ Acceptance of August HOA minutes with exception of # changed to \$400

Review/ Acceptance of Financials, Work Orders and Violations Reports.

### Old Business:

**Vinyl soffits:** Work completed on buildings \_\_\_\_\_, and \_\_\_\_\_. BOD has stop any addition work on soffits because of problems with cost.  
RMP to contact CEL for return or replacement of plant pots used at pool last year.  
Dumpster signs and Rules and Regulations update has been tabled at this time.  
Landscaping issues should go through RPM.

### New Business:

**Vinyl soffits:** Work completed on buildings \_\_\_\_\_, and \_\_\_\_\_. BOD has stop any addition work on soffits because of problems with cost. Rocky clarified the reason for additional cost.  
.BOD approved to continue Vinyl Soffits project of 12 building, with addition 11 buildings at total cost estimate of \$61,000.  
BOD request that RPM contact landscaper to and review repairs to Dry pond with Martha West.  
RPM to review irrigation runs times and the number of days system should run with Landscaper.  
Ralph Thompson to look at fencing option over culvert to stop trespassing. Building 2109 area.  
Frank Tier request that BOD review the failure of Board members to follow its Locksley Woods Rules and Regulations. Meeting was adjourned before a request to vote on issue.

Submitted Sept 8<sup>th</sup>, 2016

Meeting Adjourned at 7:20pm

Next HOA meeting is set for Oct 6<sup>th</sup> @RPM

## Locksley Woods HOA Board Meeting

Oct 20, 2016

6:00 pm

Voting Members Present: Julia Smith, Frank Tier, Martha West, Ralph Thompson and Susan Howard

Voting Members Not Present: Helen Pase,  
Also present Chelsey Bennett

Location: Russell Property Management.

Meeting called to order by Julia Smith

Quorum Established 5 Voting Members present.

Review/ Acceptance of Sept HOA minutes.

Review/ Acceptance of Financials, Work Orders and Violations Reports.

### Old Business:

**Vinyl soffits:** BOD approved to continue Vinyl Soffits project of 12 building, with addition 11 buildings at total cost estimate of \$61,000. Work completed on buildings , and

Landscaping issues should go through RPM

Ralph Thompson to look at fencing option over culvert to stop trespassing. Building area.

BOD request that RPM contact landscaper to and review repairs to Dry pond with Marta West.

RPM to review irrigation runs times and the number of days system should run with Landscaper.

### New Business:

HOA approved a Discretionary fund for landscaping. The fund is limited to a max of \$250.00 per month.

This fund is limited to the removal and replace of dead bushes and does not include entrance flower beds.

The Landscaping committee will approve all work and inform RPM so a work order can be issued.

RPM to look at possible dates for annual HOA meeting in January 2017.

Parking lot repairs should be revisited within the next few weeks.

BOD reviewed Rules and Regulations.

Submitted Oct 26<sup>th</sup>, 2016

Meeting Adjourned at 7:20pm

Next HOA meeting is set for Nov 10<sup>th</sup> @RPM



Locksley Woods HOA  
Board Meeting Minutes  
November 10, 2016

Meeting called to order at 5:35 pm by President, Helen Pase. Quorum was established with 4 of 6 Board members present, which included Susan Howard (Treasurer), Helen Pase (President), Julia Smith (VP), and Martha West.

Minutes from October 20, 2016 meeting were reviewed and approved as amended. Motion made by S. Howard, seconded by M. West. All approved.

Meeting reports were reviewed including balance sheet, profit and loss, delinquencies, violations, and work orders. All reports were ran as of October 30, 2016.

Board decided to hold discussion about the following items until all members could be present at the December meeting - no motions or decisions made:

- Rules and Regulations update
- Fence at ditch near
- Light bulb replacement and other general small maintenance items

H. Pase motioned to operate with 7 Board members for the 2017 fiscal year. F. Tier and M. West are at the end of their terms – 3 positions will be represented on ballot for January 2017 annual meeting of the members. J. Smith second. All approved. Available dates for annual meeting will be emailed.

M. West motion to accept estimate from Hawk Creek Landscaping for dry pond repairs. Estimate is for \$500 total (\$250 for shrubs, \$250 for labor to install). J. Smith seconded. All approved.

Hurricane damage expenses were reviewed. Thus far, the repairs total \$10,272.58. Insurance adjuster is currently in the process of inspecting all roofs for wind damage. Discussion to be had at December meeting with full insurance claim. HOA's deductible is \$5,000. H. Pace motioned to have HOA pay full deductible and to not assess homeowners for their share. S. Howard seconded. All approved.

Meeting adjourned 6:39pm

Next meeting: December 8, 2016, 5:30 pm at RPM

## **Locksley Woods HOA Board Meeting**

Des 8, 2016

5:30 pm

Voting Members Present: Helen Pase, Julia Smith, Frank Tier, Martha West and Susan Howard

Also present: Chelsey Bennett, Rocky Russell

Location: Russell Property Management.

Meeting called to order by Helen Pase

Quorum Established 5 Voting Members present. 6, Late to meeting Ralph Thompson

Review/ Acceptance of Nov HOA minutes.

Review/ Acceptance of Financials, Work Orders and Violations Reports.

### **Old Business:**

Parking lot repairs should be revisited within the next few weeks.

BOD reviewed Rules and Regulations.

Fence near ditch at , tabled at this time.

Get quote for dryer vent cleaning from Hawk creek.

### **New Business:**

ANNUAL MEETING

Date/ Time/ location of January 26, 2017, 7:30 Sheppard Memorial. Approved by BOD

2017 Budget to be reviewed by e-mail after update.

BOD approved Tree Solutions tree line trimming at a cost of \$2550.00.

Catch Basin repair BOD requested clarifications of bid.

Pond Repairs to be spring meeting.

BOD approved RPM to move forward on roof repairs from Matthew.

BOD approved Rules and Regulations,

BOD approved payment of \$408.00 for repair work unit

Submitted Dec 28th, 2016

Meeting Adjourned at 7:20pm

Next HOA meeting is set for Jan12<sup>th</sup> @RPM

Locksley Woods HOA  
Board Meeting Minutes  
January 12, 2017  
5:30 @ Russell Property Management

Meeting called to order at 5:45 pm. Quorum established with 5 of 6 Board members present - Helen Pase (president), Julia Smith (VP), Martha West, Susan Howard (treasurer) and Ralph Thompson.  
Also present: Chelsey Bennett

Owner of \_\_\_\_\_, attended meeting to discuss damages to interior of unit. No decisions were made during this time.

Minutes from December 8, 2016 meeting were reviewed and approved as amended. Motion made by R. Thompson, seconded by J. Smith.

Old Business:

- Fence near ditch at \_\_\_\_\_ – waiting on response from City official to see if a fence is allowed. If allowed, RPM will gather estimates for a wrought iron and green chain-link fence section.
- Annual meeting will be held January 26, 2017 at Sheppard Memorial Library, 7:30 pm. After amendment, motion made by S. Howard, seconded by J. Smith was adopted: Accept 2017 proposed budget with NO INCREASE. Vote: 3 approve, 1 reject, 1 abstained
- Catch basin repair behind 2233 (WO8574) to be reviewed and approved through email.

New Business:

- Board will review pressure washing estimates at next meeting. Spot cleaning/as-needed will occur in late spring (after pollen has settled).
- Quotes for pine straw installation to be reviewed at next meeting.

Meeting was adjourned at 8:09 pm.

Next meeting is scheduled for February 9, 2017, 5:30 at RPM's office.

## **Locksley Woods HOA Board Meeting**

February 9, 2017

5:30 pm

Voting Members Present: Helen Pase, Julia Smith, Frank Tier, Martha West, Ralph Thompson and Susan Howard

Not in attendance: Kevin Wallace.

Also present Chelsey Bennett

Location: Russell Property Management.

Meeting called to order by Helen Pase

Quorum Established 6 Voting Members present.

Review/ Acceptance of Jan HOA minutes.

Review/ Acceptance of Financials, Work Orders and Violations Reports.

BOD voted to move forward on Delinquent accounts.

### **BOD voted to fine the following for violations:**

#### **Old Business:**

Fence section by 2209. BOD voted no fence,

BOD voted no to reimburse

BOD voted to approve E&J framing for roof repairs.

BOD reviewed power washing bids. Vote to let Costal Docs clean buildings 2207 and 2209. BOD will revisit bids after review of work by Costal Docs.

#### **New Business:**

BOD vote to approve Roof/Gutter cleaning by Hawk Creek landscaping

BOD vote no to have Dumpster signs made and installed.

BOD voted to Damage fee assessments for            and            sent to owners.

RPM will get estimate to fix area of pond banks and suggestion on type of repair

RPM to cost estimates for Reserve bid study.

Meeting Adjourned at 7:05pm

Next HOA meeting is set for March 9, 2017

Submitted 2/21 by F. Tier

## Locksley Woods HOA Board Meeting

March 9, 20017

5:30 pm

Voting Members Present: Helen Pase, Julia Smith, Frank Tier, Kevin Wallace , Ralph Thompson and Susan Howard

Not in attendance: Martha West

Also present Chelsey Bennett

Location: Russell Property Management.

Meeting called to order by Helen Pase

Quorum Established 6 Voting Members present.

Review/ Acceptance of Feb HOA minutes.

Review/ Acceptance of Financials, Work Orders and Violations Reports.

BOD voted to move forward on Delinquent accounts.

### **BOD voted to fine the following for violations:**

#### **Old Business:**

BOD voted to approve Damage fee assessments to \_\_\_\_\_ and \_\_\_\_\_

BOD reviewed power washing bids. Vote to let Costal Docs clean buildings 2207 and 2209. BOD

will revisit bids after review of work by Costal Docs.

#### **New Business:**

Pool; Looking for new Maintenance

BOD vote to approve WO 8960 Hawk Creek landscaping.

WO 8575 on hold until review with Hawk Creek

WO.8992 on hold BOD looking at using carp to up clean and maintain pond.

BOD voted to remove fines for \_\_\_\_\_ and \_\_\_\_\_

BOD vote to move forward with Reserve study, requested more info on vendors.

BOD voted to approved WO7442 repairs by Asphalt Solutions \$1,750

BOD vote to drop violation against \_\_\_\_\_

Meeting Adjourned at 7:15pm

Next HOA meeting is set for April 13, 2017

Submitted 3/21 by F. Tier

## Locksley Woods HOA Board Meeting

April 12, 2017

5:30 pm

Voting Members Present: Helen Pase, Julia Smith, Frank Tier, Martha West, Ralph Thompson and Susan Howard

Kevin Wallace is no longer a homeowner at Locksley Woods and has resigned.

Also present Chelsey Bennett

Location: Russell Property Management.

Meeting called to order by Helen Pase

Quorum Established 6 Voting Members present.

Review/ Acceptance of March HOA minutes.

Review/ Acceptance of Financials, Work Orders and Violations Reports.

BOD voted to move forward on Delinquent accounts.

### **BOD voted to fine the following for violations:**

BOD voted to suspend fine for broken blinds \$350 Fine for window A/C unit must be paid, \$375.

### **Old Business:**

BOD requested to table Reserve Study vote until May meeting and member read all proposals.

### **New Business:**

BOD approved Elite Pools contract for \$9680. RPM to ask for a discount.

BOD voted to approve Damage fee assessments to

and

BOD approved Hawk Creek WO8575 for erosion problem behind buildings 2229/2231. The BOD also approved a bid estimate of \$1,000 to install gutters on the back of building . This will be a Special assessment to homeowners of building only.

BOD voted to keep the number of BOD at 6 voting members.

Meeting Adjourned at 7:15pm

Next HOA meeting is set for May 11, 2017

Submitted 4/21 by F. Tier

## Locksley Woods HOA Board Meeting

May11, 20017

5:30 pm

Voting Members Present: Helen Pase, Julia Smith, Frank Tier, Martha West, Ralph Thompson and Susan Howard

Also present Rocky Russell

Location: Russell Property Management.

Meeting called to order by Helen Pase

Quorum Established 6 Voting Members present.

Review/ Acceptance of April HOA minutes.

Review/ Acceptance of Financials, Work Orders and Violations Reports.

### **BOD voted to fine the following for violations:**

BOD voted to suspend fine for broken blinds \$.

### **Old Business:**

BOD voted 4-2 for approval of Reserve Study by Association Reserves for a cost of \$3,329.

BOD voted 6-0 to approve Julie Crippen to replace Frank Tier as a voting member of HOA board.

BOD voted 6-0 Fines for window A/C unit must be paid for . \$375

BOD asked Rocky Russell to check on request for discount from Elite Pools contract.

BOD tabled Master Insurance Policy vote requested additional bids.

### **New Business:**

RPM to get additional bids for weeds / turf maintenance.

BOD Approved request from to plant hydrangeas and day lilies in common area.

BOD to revisit power washing of buildings. Not satisfied with work by Coastal Docs.

BOD approved the use of carp and spraying to control weeds in pond. Spraying of pond will only be done in area by behind buildings and . Hawk Creek must take responsibility for proper permits.

Meeting Adjourned at 7:00pm

Next HOA meeting is set for May 8, 2017

Submitted 5/15 by F. Tier

**Locksley Woods Board Meeting HOA Board Meeting**

**June 8, 2017**

**5:30 pm**

Voting Members Present: Helen Pase, Julia Smith, Julie Crippen, Martha West, Ralph Thompson, and Susan Howard

Also present: Chelsey Bennett

Location: Russell Property Management

Meeting called to order by Helen Pase

Quorum established 6 voting members present

Review/Acceptance of May HOA minutes with corrections

Review/Acceptance of financials, work orders and violations reports

BOD voted 6-0 to accept Clean Team's bid for pressure washing for entire complex

BOD tabled weeds/turf maintenance vote, requested additional information

BOD voted 6-0 to award the Master Insurance Policy to Nationwide

BOD voted 6-0 to change assessment late date for Building , late fees to begin September 1

BOD voted 6-0 to deactivate pool cards upon conditions noted

BOD voted 6-0 to send letter to , playing in parking lot warning

Meeting adjourned 7:00 pm

Next HOA Meeting set for July 13, 2017, 5:30 pm at RPM

Submitted 6/14 by J. Crippen



**Locksley Woods Board Meeting HOA Board Meeting**

**July 13, 2017**

**5:30 pm**

Voting Members Present: Helen Pase, Julia Smith, Julie Crippen, Martha West, and Susan Howard

Absent: Ralph Thompson

Also present: Chelsey Bennett

Location: Russell Property Management

Meeting called to order by Helen Pase

Quorum established 5 voting members present

Review/Acceptance of June HOA minutes with corrections

Review/Acceptance of financials, work orders and violation reports

BOD voted 5-0 to accept parking permits and stated that they must be visible

BOD tabled irrigation discussion, requested additional information, and established three members to attend the July 31<sup>st</sup> meeting re: Yorkshire Pond maintenance

BOD voted 5-0 to not replace mirrors in bathrooms

BOD tabled door painting additional bids requested

BOD tabled replacement card system

BOD discussed maintenance, high water bills, proposed City to check meter

Meeting adjourned 6:30 pm

Next HOA Meeting set for August 10, 2017, 5:30 pm at RPM

Submitted 7/31/17 by J. Crippen

**Locksley Woods Board Meeting HOA Board Meeting**

**August 10, 2017**

**5:30 pm**

Voting Members Present: Helen Pase, Julia Smith, Julie Crippen, Susan Howard, Ralph Thompson

Absent: Martha West

Also present: Chelsey Bennett

Location: Russell Property Management

Meeting called to order by Helen Pase

Quorum established 5 voting members present

Review/Acceptance of July HOA minutes

Review/Acceptance of financials, work orders and violation reports

BOD voted to move forward with work order on irrigation repairs

BOD will review water bills at next meeting, following repairs of irrigation line

BOD voted to move forward with pond maintenance

BOD discussed Suddenlink increase, in Year 4 of 7-year contract

BOD voted to assess a damage fee for refuse if established which unit refuse came from, \$50 per occurrence.

BOD made aware of annual back-flow test

BOD discussed retaining wall near building

BOD agree to walk property, give warning tickets to those without stickers if first warning, call towing company on repeat offenders

BOD discussed pool cleanliness

Meeting adjourned 6:40 pm

Next HOA Meeting set for September 28, 2017, 5:30 pm at RPM

Submitted 9/6/17 by J. Crippen

**Locksley Woods Board Meeting HOA Board Meeting**

**September 28, 2017**

**5:30 pm**

Voting Members Present: Helen Pase, Julia Smith, Julie Crippen, Susan Howard, Ralph Thompson, Martha West

Also present: Chelsey Bennett

Location: Russell Property Management

Meeting called to order by Helen Pase

Quorum established 6 voting members present

Review/Acceptance of August HOA minutes

Review/Acceptance of financials, work orders and violation reports

BOD voted to allow bike storage per request.

BOD voted to send letter with no fine for parking on access per

BOD voted to change policy for homeowner's to directly request Mr. Beamon for repairs, individual charge for maintenance that is not part of LW HOA

BOD reviewed homeowner's request for screen damage, email to be sent

BOD voted to have trees trimmed back in front of 2217

BOD voted to send letter, no fine for , leaving pet waste outside of unit

BOD voted to amend trash by door will fine as a damage fee assessment for new violations

BOD reviewed irrigation repairs, repairs will continue next month

BOD voted to request bids for silt removal in pond area, share info with Yorkshire, have NRCS involvement.

BOD tabled reserve study

BOD tabled budget preparation

BOD voted to have RPM obtain bid for doorbell replacement, then will decide if cost will be RPM or shared with Homeowner

BOD voted to review bids for maintenance issues behind 2213

BOD voted to install laminated signs on dumpsters, Ralph Thompson will complete

Meeting adjourned 8:50 pm

Next HOA Meeting set for Thursday, October 19, 2017, 5:30 pm at RPM

Submitted 10/7/17 by J. Crippen

Locksley Woods HOA  
Board Meeting Minutes  
October 19, 2017

Directors Present: Helen Pase, Julia Smith, Susan Howard, Ralph Thompson, Martha West  
Also Present: Chelsey Bennett

Location: Russell Property Management

Meeting called to order by Helen Pase at 5:37  
Quorum established with 5 members present.

Review/acceptance of September minutes with noted corrections.

Review of financials, work order, and violation reports.

Reserve study will be reviewed at special meeting.

Some Board members will get together before the next meeting to create a draft of the 2018 budget.

BOD decided there was not definitive enough proof to hold the vendor responsible for the doorbell at . Owner is responsible for replacement or if preferred through HOA, this would be considered a limited common element repair.

Conversations have begun with pond specialist regarding what repairs are needed. BOD will review estimates once submitted to Martha West.

Discussion was had about charging owners damage fee assessments for limited common elements repairs. Reference 7.2 of the Declaration.

Parking permits rules will be reviewed and may be amended.

BOD will hold on decisions about the foreclosure unit ( ) until attorney provides information.

BOD reviewed edited signed to be laminated and installed on dumpster. Ralph Thompson will complete.

Meeting adjourned 6:54 pm.

Next Board meeting is scheduled for Thursday, November 9, 2017 at 5:30 pm at RPM.

Locksley Woods HOA  
Board Meeting Minutes  
November 9, 2017

Directors Present: Susan Howard, Helen Pase, Julia Smith, Ralph Thompson  
Also Present: Chelsey Bennett (RPM)

Location: Russell Property Management

Meeting called to order by President, Helen Pase at 5:35.  
Quorum was established with 4 members present.

Violation hearing was held for unit                    regarding grill stored on balcony; member did not attend –  
Board voted to assess a \$25 daily fine until removed.

Review/acceptance of October 19, 2017 minutes as presented.

Review of financials, work order, and violations reports. Violations and work orders from November  
inspection were reviewed and will be submitted/mailed as needed.

Landscaping Chair, Martha West, and Chelsey Bennett (RPM) will continue to follow up with vendors  
regarding having the pond cleared of debris/trash buildup. Bids to reviewed upon receipt.

Board members reviewed estimates for turf maintenance only; it was determined that the landscaping  
company with the current contract, Hawk Creek Landscaping, will continue to maintain the  
turf/weeds.

Information from Jordan Price Law Offices regarding the status of unit                    foreclosure was reviewed;  
Board members decided once possession is obtained to review an estimate for RPM to turn unit  
and have it rented out.

Estimate for repairs to dumpsters at various locations throughout the property was reviewed and  
approved as submitted. Board would like to proceed with these repairs now instead of waiting  
until next fiscal year to avoid further damage.

Annual meeting needs to be scheduled. Availability of dates (preferred Tuesday or Thursday) and rooms  
are to be researched at the County Home Complex for Pitt County. A draft version of the 2018  
budget was reviewed; full draft to be presented at December Board meeting.

Owner of                    submitted a written request to have fines removed; Board denied request – fines will  
remain as assessed.

Locksley Woods HOA  
Board Meeting Minutes  
December 5, 2017

Directors present: Susan Howard, Helen Pase, Julia Smith, Ralph Thompson, Martha West  
Also present: Chelsey Bennett (RPM)

Location: Russell Property Management

Meeting called to order by President, Helen Pase, at 5:32 pm.  
Quorum was established with 5 members present.

Violation hearing held for the following units:

re: oil spots in parking space – Owner attended. Board voted to not assess fine as new car was purchased and spots will be addressed.

re: missing screen on rear of unit – Owner did not attend. Board voted to assess a \$25 daily fine starting December 11, 2017. \*HOA foreclosure unit – once possession is obtained HOA may rent out unit. Fine will only accrue on previous owner's account until new deed is recorded.

re: missing screen on front of unit – Owner did not attend. Board voted to assess a \$25 daily fine starting December 11, 2017 until the violation is corrected.

re: oil spots in parking space - Board voted to assess a \$25 daily fine starting December 11, 2017 until the violation is corrected.

Owner of unit \_\_\_\_\_, attended meeting to discuss additional request for fine removal. Board voted to reduce fines to \$100 (4 approve, 1 oppose).

Review/acceptance of November 9, 2017 Board meeting minutes with corrections noted.

Review of financials, work order, and violations reports. Work orders and violations from December inspection were reviewed and will be submitted/mailed as needed. It was requested that demand letters be sent to owners of units \_\_\_\_\_ and \_\_\_\_\_ for balance that remains from parking lot special assessment. Demand letter will also be sent to the listed owner/heirs of unit \_\_\_\_\_ (owner passed away 4.3.17, RPM received anonymous letter stating the estate will not pay HOA dues and unit will be transferred to the bank, OPIS not updated as of 12.4.17).

WAC Landscaping submitted an estimate of \$2,800 to remove leaf litter/debris from drainage ditch by building 2213 leading into the pond. Board approved estimate and requested that Yorkshire HOA be contacted about splitting the bill.

Budget for 2018 was reviewed. A dues increase to \$225.00 per month (effective April 2018) will be proposed for a vote at the annual meeting. If the increase is voted down, dues will be \$184.64 effective April 1, 2018. Annual meeting will be held on Tuesday, January 23, 2018, 6:00 pm at Pitt Co. Schools and Rec. (4561 County Home Rd), packets will be reviewed at January Board meeting.

Next meeting is scheduled for Thursday, January 11, 2018, 5:30 at RPM.

**Locksley Woods Board Meeting HOA Board Meeting**

**January 11, 2018**

**5:30 pm**

Voting Members Present: Helen Pase, Julia Smith, Julie Crippen, Susan Howard, Ralph Thompson, Martha West

Also present: Chelsey Bennett

Location: Russell Property Management

Meeting called to order by Helen Pase

Quorum established 6 voting members present

Review/Acceptance of December HOA minutes

Review/Acceptance of financials, work orders and violation reports

BOD voted to send violations letter following review

BOD voted to request presence of Yorkshire Village Board at next meeting to discuss pond

BOD voted to amend 2018 Budget packet for meeting

BOD tabled pool card system replacement

BOD voted to have Hawkcreek Landscaping erosion area behind building 2235 completed

BOD tabled retaining wall discussion behind 2213 D

BOD voted to have inclement weather procedure established where contractor will use judgement for plowing and sanding roads

BOD agreed to meet at 5:30 on Tuesday, Jan. 23<sup>rd</sup> for annual meeting at 4561 County Home Road

Meeting adjourned 8:50 pm

Next HOA Meeting set for Thursday, February 15, 2018, 5:30 pm at RPM

Submitted 1/31/18 by J. Crippen

Locksley Woods HOA  
Board Meeting Minutes

February 15, 2018

Meeting called to order and quorum was established with 4 of 6 Directors present. Those present included: Helen Pase (President), Julia Smith (Vice-President), Susan Howard (Treasurer), Martha West (Directors / Landscaping Committee Chair), and Chelsey Bennett (RPM).

owners of of unit attended, along with their property manager, Trey Williams of Conway and Williams Properties, to discuss the violation fines that were assessed for a missing screen. After discussion, the Board voted to remove all of the fines.

A member of the Yorkshire Village Board of Directors attended the meeting to discuss joined pond maintenance. No actions take at this time. It was requested to have a combined meeting with both Boards.

Officers were elected as follows:

President – Helen Pase

Vice President – Julia Smith

Treasurer – Susan Howard

Secretary – Julie Crippen

Minutes from January 11, 2018 Board meeting were reviewed and approved as corrected.

Financial reports were reviewed, including Balance Sheet, Profit & Loss, Delinquents, Violations, and Work Orders. Results of February inspection were reviewed – violation letters to be sent accordingly, and work orders to be assigned to vendors as needed.

Items were discussed as a follow-up from the annual meeting.

- An owner expressed concern about mold build up under/around newly installed vinyl soffit by unit Rocky Russell investigated after the meeting and was unable to determine an issue. Owner replied to a follow up email stating the tenant may have cleaned it up at this time, but will alert RPM the next time it is present to allow for further investigation.
- An owner expressed concern about a potential sink hole forming by the 2404 building. Rocky Russell investigated and determined no issue was present – some parking spaces have a slope to them to allow for proper water runoff.
- Owners requested estimates for the master insurance policy to be reviewed. Estimates were already being collected and will be reviewed at the March Board meeting.
- Owner requested Board to review violation procedure to send 1 warning letter prior to the notice of hearing letter. Board voted to continue to operate by not sending a warning letter prior to the notice of hearing letter as to not drag out the length of time for violations to be addressed.
- An owner questioned when the winter pre-treatment for weeds would occur. Hawk Creek Landscaping indicated this would be complete the week of February 19, 2018 (weather permitting).
- Board members discussed the possibility of having the annual meeting on a Saturday to allow more owners the opportunity to attend.

Pool maintenance vendors were reviewed for the 2018 season. Board approved to proceed with Time to Swim. Pool will open Memorial Day weekend (May 26) and will close the weekend after Labor Day (September 9).



Owner requested the HOA pay for interior repairs to the unit as a result of a roof leak that occurred. This building received a new roof after damages from Hurricane Matthew. Board requested to review estimate and additional details before making a final decision.

Concerns were raised regarding some residents abusing handicap spaces by using them as a third parking space. If the vehicles have valid handicap permits/tags they cannot be towed. C. Bennett will research the attorney's response from before for further discussion at next meeting.

A suggestion was brought up to have motion lights installed behind building 2231 and 2221. No decision was made at this time.

M. West will investigate options for a small metal sign to be installed in flower beds to inform residents to not allow their dogs to pee in these areas.

Next Board meeting is scheduled for Thursday, March 8, 2018, 5:30 at Russell Property Management.

**Locksley Woods Board Meeting HOA Board Meeting**

**March 8, 2018**

**5:30 pm**

Voting Members Present: Helen Pase, Julia Smith, Julie Crippen, Martha West

Also present: Chelsey Bennett

Location: Russell Property Management

Meeting called to order by Helen Pase

Quorum established 4 voting members present

Review/Acceptance of February HOA minutes

Review/Acceptance of financials, work orders and violation reports

BOD met Yorkshire Village Board re: pond

BOD voted to send violation letters following review

BOD voted to make roof repairs under \$5,000, pursue claims for more than \$5,000

BOD voted to approve Martha West meeting with WAC re: landscaping

BOD voted to table flower bed discussion

BOD discussed damage fee assessments, water bills. Agreed to send letters to residents in buildings affected.

Meeting adjourned 8:00 pm

Next HOA Meeting: Thursday, April 26, 5:30 pm at RPM

Submitted 4/6/18 by J. Crippen

## Locksley Woods Board Meeting HOA Board Meeting

April 26, 2018

5:30 pm

Voting Members Present: Helen Pase, Julia Smith, Julie Crippen, Martha West. Karen Gilkey, Susan Howard

Also present: Chelsey Bennett

Location: Russell Property Management

### **Meeting called to order by Helen Pase.**

Quorum established 6 voting members present

BOD Review/Acceptance of March HOA minutes

BOD reviewed request by owner/real estate agent to purchase Fidelity Insurance coverage. Coverage is for HOA employee dishonesty. Board voted not to purchase new coverage. Update: On 4/27 local real estate agent volunteered to pay the \$189 coverage for one year for this insurance. Board members requested to approve to this change via email.

### **Report Review:**

BOD Review/Acceptance of financials, work orders and violation reports with the following notes:

-Board requested that Chelsey view property 4/27. Upon review she sent an email asking board members to make individual determinations. She did not see anything that violated the current policy. Collections- BOD approved motion to write off the overdue fees for as the unit is sold and it is unlikely we would collect from the estate.

- BOD approved motion carried to ask lawyer about the possibility of filing in small claims court and the costs associated with that filing.

### **Old Business:**

BOD Drainage ditch. Discussion about the actual definition of the ditch and the pond. Map of area was displayed. Conflicting views of definition of area and work completed to BOD's satisfaction were presented. BOD feels miscommunication is an issue. BOD requests meeting with Rocky Russell for further discussion and to relay concerns of paying the contractor without approval from the board. BOD President will contact R. Russell for meeting and requested board members presence at the meeting. BOD approved motion for attorney to draft a letter regarding the two car per resident rule. M. West requested and BOD approved the placing of yellow tape around new shrubs to allow them to grow properly. Concern expressed that dog waste is destroying flowers and areas of lawn.

### **New Business:**

BOD voted to send damage fee assessments to units reported.

BOD voted to spend \$1100.00 on shrub removal and replacement, major trimming.

BOD voted to allow Irrigation company to turn rain sprinklers on as part of post winter check.

BOD tabled discussion of the pond maintenance agreement between Locksley Woods and Yorkshire Village.

BOD tabled discussion on Lawn Maintenance Contract until next meeting.

BOD tabled discussion of pool rules and opening until next meeting.

BOD approved motion to return homeowner claim. Claim does not meet guidelines for HOA payment.

BOD discussed importance of maintaining second Thursday of each month as routine meeting schedule.

If an emergency meeting is required this will be a second meeting within the month.

K. Gilkey will take notes at the next meeting as J. Crippen will be absent.

Meeting adjourned 8:14 pm

Next HOA Meeting: Thursday, May 10, 5:30 pm at RPM

Submitted 4/6/18 by J. Crippen

## **Locksley Woods Board Meeting HOA Board Meeting**

**May 9, 2018**

**6:00 pm**

Voting Members Present: Helen Pase, Julia Smith, Julie Crippen, Martha West, Susan Howard

Location: Martha West's home, Locksley Woods, Greenville, NC

### **Meeting called to order by Helen Pase.**

Quorum established 5 voting members present

BOD Reviewed Landscape contract. Please note the following changes to be applied to the new contract that will be sent out for bidding.

Lawn Maintenance and Landscaping Contract- additions and deletions to numbered items.

#3 Add cutting underbrush with weed eater in the back of the property on either side of subdivision.

#5 Litter removal-add weekly at the end of the sentence after the words gravel and sand.

Add #10a President, Vice President and Treasurer will use discretion in directing the snow removal following storms. All three will need to vote and majority rules. Landscaper will be paid at an hourly labor rate.

#14 change h to read once per month.

The board requests that the Landscaping and Lawn Maintenance bid be sent out and a minimum of three bids will need to be received.

### **Old Business:**

BOD directs HOA manager to:

- 1) Bid out a separate contract for the pond maintenance agreement items and remove those items from the above Lawn Maintenance Contract.
- 2) Obtain estimate from Bennett Dilda and also obtain bid from other companies that work on sprinkler systems for work to be done to turn on the sprinkler system and adding a faucet near the main entrance. Ask Dilda if he would like to send in a contract or what his hourly rate would be and have him provide an estimate.
- 3) Obtain estimate(s) for herbicide spraying.
- 4) Contact landscaping company and explain to them that since the spraying was not done this year the HOA would like a reduction in the bill for the cost of the spraying. This should be reflected in the next bill.

It is the board's opinion that any separate contracts for sprinklers, snow removal, spraying should either be included in the landscaper's costs or that the contract for landscaping and lawn maintenance should come in at a lower price point than this past contract. Reasoning is that the contractor will be doing less work if an outside contractor is fulfilling some of the contracted items.

BOD decided to write up a notice and give to the residents of the building where the dog has been excreting in areas that are not allowed. The notice includes the warning and violation of \$100 upon any further occurrences.

BOD states that any future work orders will need approval of the board and final authority of the board's president to move forward for payment release to a vendor.

**New Business:**

BOD agreed that the Wildlife Commission Office in Greenville will complete an inspection of Locksley Woods property on 5/10/2018 and further agrees that muskrat removal will be taken care of by Wildlife Officer if deemed appropriate at the rate of \$25.00 per animal. Board Member has made appointment for 5/10/2018.

Any complaints made to the HOA by residents that are not followed up on in a reasonable manner should be provided to the HOA board.

Next HOA Meeting: Thursday, May 10, 5:30 pm at RPM

Submitted 5/9/18 by J. Crippen

Locksley Woods Board Meeting HOA Board Minutes  
May 10, 2018

**Voting Members Present:** Helen Pase, Julia Smith, Martha West, Susan Howard, Karen Gilkey

**Voting Members Absent:** Julie Crippen

**Other Present:** Chelsey Bennett

**Location:** Russell Property Management Office

**I.** Meeting called to order by Helen Pase.

**II.** Established Quorum - 5

**III.** Violation Hearings - None

**IV.** Review and Approval prior minutes: April 26, 2018 and May 9, 2018

- April 26, 2018 minutes were approved as submitted.
- May 9, 2018 minutes were approved as submitted.

**V.** Review Reports

- May Inspections:
  - Work Orders - dryer vent cover blown off. Property owner will repair or we will make repairs and bill them.
- Chelsey Bennett: Will e-mail to Board the Pool Contract
- Martha West: Will review budget questions concerning Management Fee and Pool Fees
- Chelsey Bennett: Work Order for pool repairs
- New pine straw will be delayed until fall.

**VI.** Old Business

- A. Abuse of handicapped parking: Send violator letter from Board. Attorney to draft rules to clarify use of third parking space requirements and visitor parking.
- B. Flower bed signs: Too expensive continue to hold
- C. Landscaping:
  - 1. Pond Maintenance:
    - Table signing of agreement until definition what constitutes the pond and what is the ditch
    - Muskrat/nurtia removal: will contact Fish and Wildlife officials

2. Landscaping Contract: in review
3. Irrigation: table until receive repair cost estimate
- D. Pool package review

**VII.** New Business

A. Pool Repairs

WO11859 – Board voted to proceed with Time to Swim subcontractor to complete repairs.

WO11860 – Board voted to hold off on valve replacements until 2019 season, if able. Time to Swim will investigate and replace if needed to open for 2018 season.

**VIII.** Meeting Adjourned at 7:35 pm

Submitted by Karen Gilkey



## **Locksley Woods Board Meeting HOA Board Meeting**

**June 14, 2018**

**5:30 pm**

Voting Members Present: Helen Pase, Julia Smith, Julie Crippen, Martha West, Susan Howard  
Absent: Karen Gilkey

Also present: Chelsey Bennett

Location: Russell Property Management, Greenville, NC

### **Meeting called to order by Helen Pase.**

Quorum established 5 voting members present

Vendor Presentation for turf maintenance. BOD passed motion for \$7,000 for 7 applications, \$500 fertilizer and \$500 follow up treatment. This is for fertilizer applications.

### **Old Business:**

1. BOD did not have minutes from last meeting. BOD will review next meeting.
2. Violation hearings reviewed. BOD voted to not issue fines after consideration for three units and letters will be sent for remaining three units per review of regulations.
3. BOD reviewed violation reports and work orders.
4. Old Business Maintenance Agreement with revisions voted to send out for bids.
5. Nutria removal approved for \$450 for pond and dam maintenance.
6. Irrigation reviewed as part of contract. BOD approved taking out of contract.
7. BOD voted to approve caregivers may park during the day on site without penalty.

### **New Business:**

BOD directed RPM to order new pool cards.

BOD voted not to pressure wash, gather bids.

BOD was made aware of resident concern of snake and no trespassing.

BOD discussed new pool procedures. Will review next meeting.

Next HOA Meeting: Thursday, July 12, 5:30 pm at RPM

Submitted 7/9/18 by J. Crippen

## **Locksley Woods Board Meeting HOA Board Meeting**

**July 12, 2018**

**5:30 pm**

Voting Members Present: Helen Pase, Julia Smith, Julie Crippen, Karen Gilkey, Susan Howard

Absent: Martha West

Also present: Chelsey Bennett

Location: Russell Property Management, Greenville, NC

- I. Meeting called to order by Helen Pase.
- II. Quorum established 5 voting members present
- III. Violation hearings. Motion made to dismiss and quorum voted not to pursue handicap parking fines. Violation letters sent for blind that are no longer in good condition.
- IV. Reviewed and approved prior meeting minutes for May and June.
- V. Reviewed Reports, approved to remove charge for second visit for King Richard unit.

### **Old Business:**

1. BOD voted to approve landscaping contract with Hawk Creek Landscaping with tree line maintenance to be clarified.
2. BOD voted to approve pond maintenance contract with Hawk Creek Landscaping.
3. BOD voted to approve Clean Choice Cuts for Turf Maintenance and to delay maintenance for one week per request of company.
4. BOD voted to table the irrigation repair until next meeting.

### **New Business:**

- A. BOD reviewed violation reports and work orders.
- B. BOD reviewed pond maintenance and work currently being undertaken to remove rodents.
- C. BOD voted to approve installation of No Trespassing signs of \$40 each, plus labor to install.
- D. BOD reviewed, tabled enlargement of recycling station until Spring.
- E. BOD approved March installation of new pool gate key system.
- F. BOD tabled Pressure Washing bid review until August meeting.

Next HOA Meeting: Thursday, August 9, 5:30 pm at RPM

Submitted 8/4/18 by J. Crippen

## Locksley Woods Board Meeting HOA Board Meeting

August 9, 2018

5:30 pm

Voting Members Present: Julia Smith, Julie Crippen, Martha West, Susan Howard

Absent: Helen Pase, Karen Gilkey

### Meeting called to order by Julia Smith.

Quorum established 4 voting members present

BOD Reviewed Violation hearing. BOD treasurer suggested direct contact with \_\_\_\_\_ regarding unit's missing window glass. Note: Chelsey emailed board following Wednesday, glass will be replaced.

BOD reviewed, approved prior minutes.

### Old Business:

Landscaping- Mr. Beamon gave a verbal estimate of \$250 -\$300 for pond maintenance. BOD voted if bill is over \$800 Board will need to be notified and will review, otherwise work will progress.

Irrigation -BOD noted water irrigation system is turned off. BOD approved 12 water sensors @ \$175 apiece for hubs.

Pine Straw- BOD voted to approve Hawk Creek landscaping \$7.00 per bale (estimate of 1010 bales) for September 2018.

BOD voted to delay pressure washing until spring 2019.

### New Business:

BOD voted to expand recycling area pad projected costs \$1440.00 which includes \$450 for fencing and \$970 for pad.

BOD voted to bill \_\_\_\_\_ downstairs unit for costs associated with water damage per information provided by Chelsey after RPM attempted visit.

BOD voted to send bill to \_\_\_\_\_ for water repair costs.

BOD votes to instruct Chelsey to contact M. Beamon about lightbulb replacement work by 8/24, if not done RPM will do.

BOD discussed allotment that M. West has for landscaping. Determined three trees would come out 2 at 2217 and 1 at 2219 with an estimate given of \$200 per tree to cut down. This will come out of West's discretionary \$250 per month landscaping fund.

Next HOA Meeting: Thursday, September 13th, 5:30 pm at RPM

Submitted 5/9/18 by J. Crippen

**Locksley Woods Board Meeting HOA Board Meeting**

**September 24, 2018**

**5:30 pm**

Voting Members Present: Julia Smith, Julie Crippen, Martha West, Susan Howard, Helen Pase

Absent: Karen Gilkey

Also present: Rocky Russell, Chelsey Bennett

**Meeting called to order by Helen Pase at 5:39 pm.**

Quorum established 5 voting members present

BOD reviewed violation hearings. Violation hearings- letters will be re-sent for October meeting.

BOD reviewed, approved prior minutes.

**Old Business:**

Hurricane repairs-BOD voted to approve hurricane repairs. Estimated cost is \$1200 total. Chelsey will contact board if repairs are greater than estimated costs.

BOD voted to send notices to owners regarding fixing dryer vents. Owners will have 30 days to repair or replace.

Landscaping- Mr. Beamon filled in the area by the pond with concrete, rocks, and dirt.

Two trees were cut down, additional trees at 2217 and 2219 voted on in August are next to be cut.

Irrigation rain gauge sensors discussion -tabled until next meeting.

Weeds in flower bed discussed. Homeowner complaints reviewed. Mr. Beamon had removed some weeds last month. There are many weeds visible. M. West to discuss with Mr. Beamon.

Pine straw. Noted that pine straw voted at the August meeting \$7.00 per bale (estimate of 1010 bales) to be placed in September has not been started. Mr. Beamon stated that he will need to complete the gutters first. 5 gutters were approved for cleaning in August. Since work has not been done, M. West will speak directly to Hawk Creek Landscaping and ask for a timeline for completion of gutters and placing pine straw. If HCL cannot meet timeline, board will review other bidders and determine at the October meeting how to move forward.

BOD voted to delay pressure washing until spring 2019. Noted by RPM that many condo associations establish a time line and regular maintenance routines are carried out.

**New Business:**

BOD voted to expand recycling area pad by building 2221 projected costs \$1440.00 which includes \$450 for fencing and \$970 for pad.

BOD voted to bill units for water damage and water repair costs listed in reports and per information provided by Chelsey after RPM attempted visit and review of sequence of events.  
BOD votes to instruct Chelsey to contact M. Beamon about lightbulb replacement work by 8/24, if not done RPM will do.

BOD discussed landscaping allotment and renewed discussion of trees that will be removed. Per the August meeting 2 trees at the 2217 building and 1 tree at the 2219 will be cut down. An estimate was given at that time for \$200 per tree.

Replacement squirrel cages were discussed. Rocky Russell will look into new cages and provide costs.  
BOD reviewed grill rules, board member related observations.

BOD directs all future work orders to be approved by vote of the entire board. Final authorization of the board will be followed by an email. R. Russell asked the board to consider allowing work orders under \$200.00 to be sent in by individual residents and board members without approval of the board. This will be discussed at the next meeting.

BOD agreed to hold a Community Yard Sale and Get Together on October 20<sup>th</sup>. Details will be given out in the newsletter.

BOD reviewed the board meeting notice. 72-hour advance notice is required for any board meeting to take place.

BOD voted to change the start time of the board meetings to 6:30 pm effective on the October meeting.

BOD discussed communication issues with RPM.

Fines were assessed for new inspection listed findings.

Meeting ended at 8:35 pm.

Next meeting is scheduled for October 11, 2018 6:30 pm, at Russell Property Management.

Submitted 10/3/18 by J. Crippen

**Locksley Woods Board Meeting HOA Board Meeting**

**October 29, 2018**

**6:30 pm**

Voting Members Present: Julia Smith, Julie Crippen, Martha West, Susan Howard, Helen Pase

Also present: Chelsey Bennett

Karen Gilkey submitted her resignation in writing via email prior to the meeting. As a result there is an open board member position.

**Meeting called to order by Julia Smith at 6:34 pm.**

Quorum established 5 voting members present.

Homeowner Discussion Period.

request reviewed. Board voted to not remove damage fee assessment.

Board requested that RPM review records for onsite visit. Information will be relayed to board. If records show visit damage fee assessment will remain.

did not attend meeting. Board voted each owner will be responsible for repairs to their own unit.

BOD reviewed, approved prior minutes.

Review Reports -Board reviewed October inspection results- noted catch basin for Building 2237 and 2404 was not installed, order placed in January 2018. Board noted also that 2408 has not been fixed, vendor stated he needed to contact 811. RPM will check on this as 811 has a set amount of days to come out.

Other dates noted with work not completed. Board directed RPM to contact Hawk Creek Landscaping. No new violations reviewed to be reviewed at this time.

**Old Business:**

Pine Straw has been completed on one side of units. Hawk Creek is completing shrub and limb cutting. Board requested timeline at September's meeting for completion schedule.

M. West will remind Hawk Creek to cut down trees located at 2217 and 2219 (voted on in August).

Squirrel cages discussed. Discussion tabled.

**New Business:**

Vacant position discussed.

Damage fee assessments, board reviewed and agreed to assess per legal documents. Unit bill will be sent to B unit.

Annual meeting date will be Monday, January 28, 6:30 pm, Alice Keene Center

Pressure washing will be scheduled for April 2019

Owner request for patio extension unit 2223B. RPM will send letter with accepted notice, minus the request for the fence. Board directed RPM to request that owner obtain city permit and register with the city.

Board established a schedule for annual maintenance for pine straw in November, pressure washing in April each year, and roofs blown off/gutter clean-out in December.

Board voted that all board positions up for election will not be able to vote for their own position by proxy during the annual meeting. As the President and Vice President are up for election this year, the Treasurer will vote be noted on the proxy.

Meeting ended at 8:15 pm.

Next meeting is scheduled for November 8, 2018 6:30 pm, at Russell Property Management.  
Submitted 11/5/18 by J. Crippen

**Locksley Woods Board Meeting HOA Board Meeting**

**November 8, 2018**

**5:30 pm**

Voting Members Present: Julia Smith, Julie Crippen, Martha West, Susan Howard, Helen Pase

Also present: Rocky Russell, Chelsey Bennett

**Meeting called to order by Helen Pase at 5:33 pm.**

Quorum established 5 voting members present

BOD reviewed violation hearings. Violation hearings- directed HOA manager to send two violation letters with fines.

BOD reviewed, approved prior meeting minutes.

November inspection results will be ready to review after November 9<sup>th</sup>.

**Old Business:**

Vacant position- potential board member will begin in January. Excused from December meeting.

BOD discussed the bank erosion next to Building 2209.

BOD discussed the pond, hole needs to be filled with rock. Martha West will discuss with Mr. Beamon.

BOD discussed shared pond issue. HOA president will contact Rick Smiley about the bank erosion ongoing issue.

BOD noted that catch basin has not been installed and trees have not been cut down. Work orders placed in January and August still need attention. HOA manager will contact Mr. Beamon.

BOD requested the HOA manager to contact Clean Team for gutter cleaning as Hawk Creek Landscaping has not completed the gutters.

BOD discussed the dumpsters on King Richard Ct side discussed. To remain in compliance with the City code, the dumpsters should remain in their sites. A new recycle center also discussed.

Rain gage sensors discussion tabled until next meeting.

**New Business:**

BOD reviewed 2019 Budget. Will review in depth at the December meeting. January meeting at Alice Keene Park. Notices will be sent to residents.

HOA Manager explained that GUC billed incorrectly and late fees were charged then credited.

Board adjourned at 7:45 pm.

Next meeting is scheduled for December 13, 2018 6:30 pm, at Russell Property Management.

Submitted 11/27/18 by J. Crippen



**Locksley Woods HOA**

**Board Meeting Agenda**

**Thursday, January 10, 2019**

1. Meeting called to order by HOA President, Helen Pase, at 05:30 p.m.
2. Establishment of Quorum
3. Members Present  
Chelsey Bennett-representing Russell Property Management  
Linda Hall  
Susan Howard  
Helen Pase  
Danny Smith  
Julia Smith  
Martha West
4. Motion made by Danny Smith to fill secretary position by Linda Hall. Motion was seconded by Helen Pase. All present voted in favor of motion.
5. Meeting minutes from prior board meeting being held over to next meeting for approval.
6. Motion made by Susan Howard that the \$25.00 fines are to be applied each day after the 5<sup>th</sup> day following a hearing for HOA property violations, if they are not corrected. Julia Smith seconded the motion. All present voted in favor of motion.
7. Motion made by Danny Smith that no fines are to be applied toward Morgan Sauls on HOA violations. Martha West seconded the motion. All present voted in favor of motion.
8. Board requesting estimate from Hawk Creek Landscaping regarding pond trash clean out by end of drainage ditch.
9. RPM will check with David Barham regarding interest and pricing for changing light bulbs and replacing vent covers.
10. Locksley Woods annual meeting to be held January 28, 2019, from 6:00-7:30.
11. Meeting adjourned by Helen Pase- President at 7:00.
12. Next meeting will be held Thursday, March 14, 5:30 at Russell Property Management. Board voted to skip February's normally scheduled meeting as it falls on a holiday and due to meeting twice in January.

Locksley Woods HOA

Board Meeting

February 20, 2019

1. Meeting called to order by HOA vice-President, Julia Smith, at 05:30 p.m.
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett-representing Russell Property Management  
Julia Smith  
Danny Smith  
Linda Hall  
Martha West  
Susan Howard
4. Motion Made by Martha West to accept minutes from January 10, 2019, meeting.  
Danny Smith seconded motion.
5. Letters being sent out for violations.
6. Work orders going forward.
7. Susan made a motion to charge off cost of                      repair done, due to sell of unit.  
Motion was seconded by Martha West.
8. Danny Smith made motion to keep Nationwide Insurance, at \$5,000.00 deductible as our insurance carrier. Motion was seconded by Julia Smith.
9. Discussion for new pool system tabled.
10. Discussion for painting fencing around pool tabled.
11. Susan Howard made a motion to replace pool multiport valves costing \$350.00 x 2. Danny Smith seconded motion.
12. Martha West made a motion to replace rain gauges, on Hunter wireless rain sensors, lawn irrigation system. Motion was seconded by Julia Smith.
13. March 14, 2019, will be date of next monthly board meeting.
14. Meeting adjourned by Julia Smith, vice-President at 7:00 p.m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

March 14, 2019

1. Meeting called to order by HOA President, Helen Pase at 05:30 p.m.
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett- Russell Property Management  
Helen Pase  
Julia Smith  
Danny Smith  
Susan Howard  
Martha West  
Linda Hall
4. Motion was made to accept minutes from February 20, 2019. All in favor.
5. The owner of \_\_\_\_\_, presented her request to the board to mediate with her neighbor in repair expenses. This is the owner's responsibility not the board, a letter will be sent.
6. A presentation by Melissa Froelich from Pair Electronics was given on how efficient and the cost of cameras in the pool area for security. They offered the price of a camera at \$3,003.49, for four cameras's to be strategically placed around the pool to cover 24-7. If the board decides to go that route they are scheduling 3 weeks out.
7. A motion was made to give an extension to the owner of \_\_\_\_\_ as of March 22, 2019 for violations, starting 03/22/19.
8. A motion was passed to fine at a rate of \$25.00 a day, starting 5 days after a hearing for violations.
9. Pressure washing is being scheduled and the HOA will try to send out notes to the homeowner's in an appropriate time frame, to allow them to move objects that could possibly be damaged.
10. Motion was made to order pool cameras. All in favor.
11. The HOA will send out notices for dues increase to \$193.87 starting 04/01/19.
12. Motion was made to reduce fines to Unit \_\_\_\_\_ from \$1,065.00 to \$525.00.

13. Motion was made to send damage fee assessment to Unit of \$125.00.

14. Meeting Adjourned at 08:15 p.m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

April 11, 2019

1. Meeting called to order by HOA President, Helen Pase at 05:35 p.m.
2. Establishment of Quorum
3. Members Present:
  - Chelsey Bennett-Russell Property Management
  - Helen Pase
  - Julia Smith
  - Danny Smith
  - Susan Howard
  - Linda Hall
4. Motion was made to accept minutes for HOA meeting held March 14, 2019. All in favor.
5. Motion was made to keep violation fines of unit 2404F King Richard Court at \$525.00 and to not reduce. All in favor.
6. Motion made to paint and patch the dumpster located by unit 2408A. All in favor.
7. Pool cards will be ready for distribution the first week in May. If original card is lost there will be a replacement cost of \$50.00.
8. Community yard sale scheduled for May 11, 2019. The time allotted will be from 7:00 a.m. to 12:00 p.m. The set up time starts at 6:30 a.m. and should be cleaned up by 1:00 p.m.
9. The yard sale will be advertised in the newspaper.
10. Members of the HOA board will be available from 7:00 a.m. thru 1:00 p.m. to hand out new pool cards.

11. Motion made to include installation of internet for \$69.99 a month and to buy a router for \$100.00. Which are needed for pool safety camera's. All in favor.
12. Motion made to keep on going fines for unit as is until all violations are corrected.  
All in favor.
13. Send a letter to unit for loud noise and music violations.
14. Estimate of \$2500 from Hawk Creek Landscaping to clean out trash and debris in pond behind buildings 2213 and 2215 was reviewed and approved via email prior to meeting.
15. Estimate of \$600 from Hawk Creek Landscaping to remove exposed roots in path along York Rd was reviewed and approved via email prior to meeting.
16. Pond storm drain repair was approved via email prior to meeting. Cost of \$475 will be split with Yorkshire Village (40:60).
17. USDA Wildlife Specialist Brandon Cross was approved via email to proceed with trapping muskrats again at the pond. Brandon Cross will investigate if a year long contracts are available.
18. Meeting adjourned at 08:19 p.m.
19. Next called meeting will be held May 9, 2019, at 05:30 p.m.

Respectfully, Linda Hall

Locksley Woods HOA

Emergency Meeting

April 27, 2019

1. Meeting called to order by HOA President, Helen Pase at 10:21 a.m.
2. Establishment of Quorum
3. Members present:
  - Helen Pase
  - Danny Smith
  - Martha West
  - Susan Howard
  - Julia Smith
  - Linda Hall
4. Motion was made to contact the company Asphalt Solutions to repair and resolve the problem of the sink hole in the Locksley Woods parking lot. All in favor.
5. Rocky Russell was called and he will proceed with getting that portion of the parking lot blocked off.
6. Meeting adjourned at 10:50 a.m.

Respectfully, Linda Hall

Locksley Woods HOA  
Board Meeting @ RPM  
May 9, 2019

Members Present:

- Helen Pase (Pres.), Danny Smith, Martha West, Susan Howard (Treas.), and Julia Smith (VP)

Members Absent:

- Linda Hall (Sec.)

Also Present

- Chelsey Bennett (RPM)

- I. Meeting called to order and quorum established at 5:23 PM by Helen Pase
- II. Homeowner discussion period
  - a)            scheduled to appear to discuss fines. Did not appear.
  - b)            appeared to discuss reduction of fines. Board approved settlement of \$25 pending May inspection.
- III. Violation Hearing
  - a)            and            scheduled. No one appeared. Fines of \$25 dollars a day to begin pending May inspection.
- IV. Vendor Presentation
  - a) Mark Gorentez, Clean Cut Lawns, presentation was moved to end of meeting at his request. Presentation regarded status of turf maintenance and ground pearls. Motion was made and seconded to allow for the treatment of ground pearls at a cost of \$300 per application with an estimate of 3-4 applications necessary. Motion approved.
- V. Prior meeting minutes
  - a) Motion was made and seconded to approve the minutes from the April 11, 2019 scheduled meeting and the April 27, 2019 called meeting. Motion approved
  - b) Minutes from the December 13, 2018 meeting were officially declared lost.
- VI. Review of Reports
  - a) Monthly financial reports reviewed by BOD. Outstanding work orders to be reviewed by BOD at home with questions emailed to Chelsey by May 16, 2019.
- VII. Old Business
  - a) Pool
    - i) Member Pool Packet was reviewed and approved with corrections to be distributed to owners and residents of Locksley Woods. New card distribution is scheduled for May 11 at the pool by BOD members. Owners may also pick up their pool cards at RPM.
    - ii) BOD members established weekly rotation to spot check pool usage and rule compliance with one BOD member taking responsibility for each week until the next monthly meeting. Weeks run Saturday-Friday. Schedule: May 25-31 (Susan), June 1 – 7 (Julia), and June 8- 14 (Helen).
  - b) CAI Presentation



- i) BOD members who recently attended a presentation by the Community Associations Institute recapped what they learned. Presentation emailed to BOD by Chelsey.
- c) 2229 Ditch Repair
  - i) Motion was made and seconded to allow Hawk's Landscaping to repair ditch forming behind 2229 D. Estimated cost of repair \$175. Motion approved.
- VIII. New Business
  - a) Damage Fee Assessments
    - i) Motion was made and seconded to assess LCE repairs made to (\$350), (\$120), and (\$250) by Justice Home Improvements to the respective owners. Motion approved.
  - b) Email Votes
    - i) 2223 B garden addition approved provided owner installs and maintains proper moisture barrier to protect building
  - c) Sink Hole Repair Complete
    - i) A special meeting was called on April 27, 2019 to address a sink hole that formed near the main entrance to LW. Asphalt Solutions was approved to complete the repair at a cost of \$2750. Chelsey presented an update on the completed repair with pictures from the vendor.
  - d) Landscape Committee Updates
    - i) Building 2223
      - (1) Martha West reports a French drain might be necessary for building 2223. Matter referred to Hawk's Landscaping for opinion and estimate.
      - (2) Martha West reports the possible formation of sink hole in parking spot 2223 E. Matter referred to Asphalt Solutions for opinion and estimate.
- IX. Meeting Adjourned by Helen Pase at 7:11 PM
- X. Next scheduled meeting to be held 5:30 PM Thursday, June 13, 2019 at RPM

Respectfully, Susan Howard

Locksley Woods HOA  
Board of Directors meeting

June 13, 2019

\*Board of Directors requested for Chelsey Bennett (RPM) to document minutes as secretary was absent.

Meeting called to order 5:28 pm

Present: Helen Pase (President), Julia Smith (Vice President), Susan Howard (Treasurer), Danny Smith, Martha West, and Chelsey Bennett (RPM)

Absent: Linda Hall (Secretary) \*2<sup>nd</sup> consecutive absence

Minutes from May 9, 2019 were reviewed and approved as submitted.

Board reviewed request from owner of \_\_\_\_\_ to remove fines for violations (tripping hazard decorations by front door and nail installed in brick by rear door). Both violations noted corrected. Assessed fines totaled \$2,565.00. Motion was made to reduce fines to \$500 total and shall be paid in full by July 1. All in favor.

Work orders and violations documented at July inspection were reviewed. Board will review specifics during walk through (scheduled for June 14 at 2:00 pm) and will email RPM for direction.

- Window frame at 2416 D King Richard Ct was noted to be damaged. Hawk Creek Landscaping reviewed and does not believe this was damaged during routine mowing. New owner has purchased unit, since Board believes damages occurred before their ownership, agreed to have repair paid for by HOA general fund, not assessed to owner.

- Requesting additional estimate for parking lot area in front of 2223 to include adding a new layer of asphalt from dumpster to pond to help with water draining properly.

- Board approved for Hawk Creek Landscaping to proceed with either installing a French drain or regarding area behind 2213 at a cost of \$250.00

Martha West reported trees behind 2217 and 2223 may have been cut in fall but limbs have grown back. Board will review during walk through before deciding how to proceed.

More estimates for cabinet in pump room will be requested.

Estimate is needed for French drain behind 2223 building.

Estimate is needed for adding large rocks (rip rap) at end of wall beside 2209 D.

Damage fee assessments approved to be added to owner accounts.

Weekly pool check schedule was established as follows:

June 15-21 = Martha West June 22-28 Danny Smith June 29-July 5 = Linda Hall July 6-12 Susan Howard

Board discussed concerns and complaints from owners/residents about new pool rules and enforcement, which mainly included:

- wearing bands on body vs just have in possession (Board agreed to allow to have just in possession, regulations will be updated for new season)

- address on outside of band can be read by other (safety concern; no decision made)

- limiting to 5 bands is unfair for larger families (Board agreed to allow a 5<sup>th</sup> band upon request and would be at the manager's discretion; allowed for residents only, not intended to allow for a 5<sup>th</sup> outside guest)
- Board members and residents attitudes towards each other.

Owner requests were reviewed.

- resident permitted to obtain 5<sup>th</sup> pool band
- enhanced area request to be reviewed during walk through
- only one pool card per unit, 2<sup>nd</sup> card will not be provided to offsite owner (relinquished rights to pool when moved out, did the right thing by giving the tenant access to the pool)
- owner requested to have gutters installed on building, estimate will be obtained for rear gutters and guards. Suggested to have storm door installed to aid with water issue around side door
- owner approved to lease 3<sup>rd</sup> parking space. Asphalt Solutions will relabel one visitor space to "RESERVED"; also discussed temporarily allowing visitors to park behind designated space by unit, Board agreed there is no issue as previous residents parked in this matter as well (allowed for a few hours, not overnight)

Irrigation head at 2223 building is spraying up sidewalk, work order needs to be submitted to Bennett's Irrigation for adjustment.

Meeting adjourned.

Respectfully, Chelsey Bennett, CMCA

Locksley Woods HOA

Board Meeting

July 11, 2019

1. Meeting called to order by HOA President, Helen Pase at 05:30 p.m.
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett-Russell Property Management  
Helen Pase  
Julia Smith  
Danny Smith  
Linda Hall
4. Linda Hall made a motion to reduce the fine for from \$2,873.73 to \$500.00.  
Julia Smith seconded the motion.
5. Motion was made by Julia Smith to accept amended minutes.  
Linda Hall seconded the motion.
6. No violation hearings at this meeting.
7. Board met and walked the community June 17, 2019.
8. Chelsey will check into the high water bills for Units in 2223.
9. Chelsey is sending pool camera apps to the board members so they can view the pool at any time.
10. Pond has been sprayed twice this year to help kill the algae.
11. Meeting adjourned by Helen Pase-President at 07:05 p.m.

Respectfully Linda Hall

Locksley Woods HOA  
Board of Directors Meeting Minutes

August 8, 2019

Meeting called to order at 5:35 pm. Quorum was established with five of six Directors present. Those present included Helen Pase (President), Julia Smith (Vice President), Susan Howard (Treasurer), Danny Smith, and Marth West, along with Chelsey Bennett (RPM). Linda Hall was absent.

Violation hearing was held for \_\_\_\_\_, regarding a fence installation without permission. Motion was made to allow the fence to remain as installed, 4 approved 1 opposed. Motioned carried allowing owner to keep fence as installed. Fence will be owner's responsibility to maintain and owner will be held liable (not the HOA) for an instance that may occur.

Minutes from July 11, 2019 Board meeting were not submitted prior. Will be reviewed and approved at next meeting.

Results from August inspection were reviewed. Letters and work orders are to be sent accordingly. Board voted to have vent cages installed on all vent covers at buildings 2404 and 2235 due to frequent damages caused by animals – owners in these buildings will be assessed for an equal share of the final invoice.

Weekly pool check schedule will be as follows: August 10-16 = Martha West, August 17-23 = Susan Howard, August 24-30 = Helen Pase or Linda Hall, August 31 – September 6 = Julia Smith, September 7-8 Linda Hall or Helen Pase.

Roofing repair estimate for 2215 building will be submitted by vendor. Board plans to review via email.

Estimate for window sash replacement for 2416 D King Richard Ct is being put on hold. Repair is costly and cosmetic only. Board agreed previously to pay for repair out of general HOA fund instead of assessing the new owner.

Additional estimates to be collected for the pool equipment cabinet. This will be reviewed for a 2020 budget item.

Board reviewed list of current damage fee assessments and agreed to assess to owners as noted.

High water bills will continue to be monitored for 2215 building (July bill was lower than extremely high June bill). Buildings 2400 and 2412 will be monitored as well - no letters to be sent at this time. High water bill notification to be sent to buildings 2205 and 2217.

Requests from owners were reviewing and voted on as stated below:

- \_\_\_\_\_ request to install metal handle on left side of rear door to allow for easier access was approved.
- \_\_\_\_\_ request for a re-labeled visitor parking space to use as leased space was approved. Chelsey to follow up with owner about exact location (#1 choice approved but is frequently used, Board wished to warn owner and leave final decision up to the owner).
- \_\_\_\_\_ requested to allowed extended time frame for use of visitor space due to family obligations. Board approved and will monitor over the next few months.

Meeting adjourned at 7:20 pm. Next meeting will be Thursday, September 12, 2019, 5:30 at RPM.

Locksley Woods HOA  
Board Meeting  
September 12, 2019

1. Meeting called to order by HOA Vice-President, Julia Smith at 05:30.
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett-Russell Property Management  
Julia Smith  
DannySmith  
Martha West  
Susan Howard  
Linda Hall  
Helen Pase
4. Violation hearing concerning dog barking and disturbing neighbors from Unit . The owner's of the unit came to speak to the board, and assured the board that they were unaware of the situation, and it would be taken care of. Julia Smith made a motion to not assess any fines due to first offense. Susan Howard seconded motion.
5. William Byrd, representative from Carolina Land Acquisitions, made a presentation concerning the planned expansion for Fourteen Street. This plan will move forward in 2021. The utility poles that will have to be moved, from our property at Locksley Woods and King Richard's Court, will move forward next year in 2020. The board requested an appraiser's map. This will take about 2 months, due to D.O.T. shutting down in mid December.
6. Motion made by Susan Howard to accept the meeting minutes from August 8, 2019. Julia Smith seconded the motion. All in favor.
7. Helen Pase made a motion to get Russell Property Management to replace any currently damaged/missing dryer vent covers at \$60.00 per hour. Julia Smith seconded motion. All in favor.
8. Danny Smith made a motion to add additional ordinance of law coverage, to building insurance policy. The amount to be prorated is \$2,124.00, for remainder of current policy. Linda Hall seconded motion. All in favor.
9. Board walk through for our community, including Locksley Woods and King Richard's Court, scheduled for Friday, October, 18, 2019, at 2:00 p.m. Helen Pase, Danny Smith, Martha West, and Susan Howard are representatives scheduled to meet at the pool; Chelsey Bennett will attend if schedule allows.
10. Meeting adjourned by Helen Pase-President at 07:00 p.m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

October 10, 2019

1. Meeting called to order by HOA vice-president, Julia Smith, at 5:30.
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett-representing Russell Property Management  
Julia Smith  
Danny Smith  
Martha West  
Linda Hall  
Susan Howard
4. Mr. West, representative for Nationwide Insurance, gave a presentation to the board concerning law of ordinance, and how it could impact the future of our present insurance policy. For any additional questions, Mr. West can be reached at 252-756-3212.
5. Danny Smith made a motion to fine units            for violations starting at \$25.00 a day until corrected. Unit            \$100.00 for one-time violations. Linda Hall seconded the motion.
6. Motion made by Martha West to approve minutes from September 12, 2019, board meeting. Julia Smith seconded the motion.
7. Send letters for new violations.
8. Danny Smith made a motion to go with Justice Home Improvement, to do work on the roof of building 2215. Martha West seconded the motion.
9. Susan Howard made a motion to go forward with Hawk Creek Landscaping, LLC, to repair the ditch bank. Martha West seconded the motion.
10. Meeting adjourned by Julia Smith, vice-president at 6:45 p.m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

December 12, 2019

1. Meeting called to order by HOA President, Helen Pase, at 05:30.
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett-Russell Property Management  
Helen Pase  
Julia Smith  
Danny Smith  
Susan Howard  
Linda Hall
4. Violation hearing held for (shrubs planted in common area without permission), (broken window on rear of unit), and (personal items stored off patio in common area). No owners attended. December inspection will be completed 12.13.19, if any of these remain open Board voted to assess \$25.00 daily fine.
5. Motion to approve (handwritten) minutes from November 14, 2019, board meeting. All in favor.
6. Board discussed annual meeting topics (location and budget).
7. Motion to assess unit and for damage fee assessments. All in favor.
8. Next board meeting scheduled for January 9, 2020.
9. Meeting adjourned by Helen Pase, president at 07:08.

Respectfully Linda Hall



Locksley Woods HOA  
Board Meeting Minutes

January 9, 2020

Location: Russell Property Management

Meeting called to order at 5:31 pm. Quorum was established with five of six directors present. Those present included: Helen Pase (President), Julia Smith (Vice-President), Susan Howard (Treasurer), Danny Smith, and Martha West, as well as Chelsey Bennett (Manager). Linda Hall was absent.

(owner of ) attended to discuss request to remove fines that had been assessed for a dog stake in the common area. After discussion Board voted to remove all fines (\$ .00).

Minutes from December 12, 2019 Board meeting were reviewed and approved as amended.

Financial reports were reviewed as of December 31, 2019. January inspection results were reviewed; letters and work orders to be submitted as needed.

Ordinance of Law coverage and new policy quotes still pending submission from agents.

Annual meeting preparations includes the following:

- confirm classroom use at First Christian Church
- packet reviewed and approved to be mailed as drafted
- 2020 budget finalized; annual meeting packet will include dumpster replacement special assessment to be voted on as well dues assessment increase for vote.

Board voted against having an update reserve study completed for this fiscal year.

Board approved Time to Swim, LLC for 2020 pool maintenance vendor. Pool will open Memorial Day week (Saturday May 23) and will close Labor Day weekend (Monday September 7).

Board approved for Hawk Creek Landscaping to clean out gutters and blow off roofs.

Damage fee assessment for \$ approved to be assessed to current owner of Limited Common Element repairs completed after home inspection.

Discussion had about following items (no decisions made, just FYI):

- vehicle towed at
- issues with dog at
- vehicle that was parked at the pool
- trailer from Heritage Village
- report from Heritage Village about man on roof at 2231

Meeting adjourned at 7:25pm.

Next Board meeting is scheduled for Thursday, February 13, 2020, 5:30 pm at Russell Property Management.

Locksley Woods HOA

Board Meeting

February 13, 2020

1. Meeting called to order by HOA vice-president, Julia Smith, at 05:30 p.m.
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett-representing Russell Property Management  
Julia Smith  
Danny Smith  
Susan Howard  
Linda Hall
4. Review of Meeting minutes for January 9, 2020, was tabled.
5. Motion made to start the Ordinance of Law Coverage to begin in March.
6. Special assessment of \$64.00 a unit for replacing dumpsters that have top openings, for dumpsters, with the side doors. These payments may be split up into four months, starting May 1, 2020 and will be considered late on September 1, 2020. This process will be coordinated with the City of Greenville.
7. Chelsey Bennett will contact Asphalts Solutions to check the cost of patching pot holes in the parking lot, as well as painting individual spaces for reported concerns.
8. Motion made to get lawyer Jon Carr to contact homeowner and proceed with next step, concerning unit being rented as an AirBnB.
9. Motion made to split damage fees between upstairs and downstairs unit for the cost of the water damage, done by leaking water pipe.
10. Motion made to split cost of vent cover replacements and vent cage installments across all units that received either.
11. Meeting adjourned @ 07:19 p.m.

Respectfully Linda Hall

## Locksley Woods HOA Board Meeting Minutes

March 12, 2020

1. Meeting called to order by HOA president, Helen Pase, at 05:30 p. m.
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett-representing Russell Property Management  
Helen Pase  
Danny Smith  
Susan Howard-phone conferencing  
Martha West  
Linda Hall
4. Stephen West presented talk on Ordinance of Law, and the differences between State Auto and Nation Wide policies.
5. Motion made, that with the information presented at this meeting, to choose State Auto Insurance Company, as our policy holder for our Master Insurance Policy, including Ordinance of Law coverage. All were in favor.
6. Motion made to accept minutes for meeting held January 9, 2020.
7. Motion made to accept minutes for meeting held on February 13, 2020.
8. Motion made to withhold any monies owed to Locksley Woods HOA, from damages that were filed on behalf of unit                    on the master policy, to be taken out of the check being held by Russell Property Management totaling \$                    . The unit owner will receive the remained of the monies.
9. Motion made to reduce fines applied to unit                    , from \$                    to \$                    .
10. Motion made to proceed with the repair to the sidewalk by building                    , to the cost of \$                    .
11. Motion made to assess unit                    a fee of                    to the unit owner, for damages incurred.
12. April 9, 2020, will be the date of next monthly board meeting.
13. Meeting adjourned by Helen Pase, President at 07:25.  
Respectfully, Linda Hall

Locksley Woods HOA

Board Meeting

April 9, 2020

1. Meeting called to order by HOA President-Helen Pase, at 05:30 p.m.
2. Establishment of Quorum
3. Members present by telephone conferencing:  
Chelsey Bennett-Representing Russell Property Management.  
Helen Pase-president.  
Julia Smith  
Danny Smith  
Martha West  
Susan Howard  
Linda Hall
4. Motion made to approve the March 12, 2020, meeting minutes. All in favor.
5. Unit        has not paid for 2 months and also damage fees, a letter will be sent by April 21, 2020.
6. Motion made to revisit the dumpster special assessment fee in August, due to hardships placed on the homeowner's by the Covid-19 out- break. All in favor.
7. Motion made to wave late fees for April and May due to Covid 19. All in favor.
8. Motion made to increase insurance liability from \$2,000.00 to \$3,000.00 for the pond coverage which would only cost \$500.00 dollars more. All in favor.
9. Motion made to accept damage fee assessment for Unit        for \$125.00. The damage was caused by rain leaking in arched window.
10. Pool discussion tabled until next meeting due to possible governmental restrictions due to Covid-19.
11. Motion made to repair the irrigation/drainage system around building 2223, for the cost of \$1,700.00. All in favor.
12. Motion made to allow Chelsey to fill in holes in the budget for \$27,050.00 less than originally budgeted from insurance differences. All in favor.
13. Meeting adjourned at 7:05 p. m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

May 14, 2020

1. Meeting called to order by HOA President-Helen Pase, at 05:33
2. Establishment of Quorum.
3. Members Present: by telephone conferencing.  
Chelsey Bennett-Rocky Russell Property Management  
Helen Pase  
Susan Howard  
Danny Smith  
Martha West  
Julia Smith  
Linda Hall
4. No new violations
5. Motion made and seconded to accept HOA meeting minutes for April 9, 2020.
6. Motion made and seconded to push back pool opening, while waiting to hear governor's decision scheduled for May 22, 2020, for guide lines concerning restrictions for public pools with the potential threat of Covid 19.
7. Motion made and seconded for HOA to cover cost of repair assessments on located at King Richards Court. Damages to . And are to be assessed back to the owner's.
8. Motion made and seconded to leave the work order for unusable spigot, to be left unusable. The building has 3 other spigots that are working and available for homeowner's use.
9. Motion made and seconded to get quotes to repair, and not patch, the soffit on building 2217.
10. Meeting adjourned at 07:30.

Respectfully Linda Hall

Locksley Woods Condominium Association, Inc  
Board of Directors Meeting Minutes

June 11, 2020

at Russell Property Management

Meeting was called to order at 5:29 pm. Quorum was established with five of six Directors present. Those present included Helen Pase (President), Julia Smith (VP), Susan Howard (Treasurer – present via call), Danny Smith, and Martha West, as well as Chelsey Bennett (Community Association Manager). Linda Hall was absent.

Minutes from May 14, 2020 Board meeting were reviewed and approved as submitted.

Financial reports as of May 31, 2020 were reviewed.

June inspection results were reviewed. All noted work orders will be submitted as presented. Work orders that remain open for tree work will be sent to another vendor for estimate, Board will review at next meeting. Violation letters will be sent to owners, however due to the current situation with COVID-19 the Board agreed to send a warning letter before the notice of hearing letter is mailed. Air BnB rental may still be an issue with ; specific letter will be sent requesting tenant information and lease dates before pursuing further.

Board members discussed options on opening the pool for 2020 season. Due to COVID-19 liability issues and increased financial strain, Board decided to keep the pool closed until Phase 3 Re-opening restrictions have been published.

Rules and Regulations will not be sent to attorney for review at this time. Board members will be making some edits.

There are 193 vents that remain without an animal cage covering. Board wants to proceed with installing cages on when vent covers are replaced or requested, and may look into completing a few buildings each year instead of property wide at one time.

Estimates for two pot holes (one by 2213 and one by 2223) were approved to be repaired by Asphalt Solutions. Vendor will also re-label a few parking spaces that have been requested due to difficulty of reading and being mixed up with other units (includes 2412 C&G, 2420 F, and 2219 F).

Damage fee assessment for requested replacement vent covers at was approved; also includes cages installed overtop of new vent covers.

Landscaping concerns about following concerns were discussed:

- owner of 2357 E 14<sup>th</sup> St requesting to have shrubs installed where they were cut down recently at corner of property that is adjacent to Locksley Woods, as well as vines removed. Board reviewed pictures of area and determined no action to be taken. Shrub were recently cut back (not removed) and area was cleaned up. Letter to be mailed to owner with Board's decision.
- pond algae has not been addressed and has collected in excessive amounts; Hawk Creek Landscaping will be contacted with a specific date to have addressed or payment will begin to be withheld.
- some irrigation heads have been turned the wrong way and are not watering the flower beds; verbal estimate provided to Martha West from Bennett's Irrigation of approximately \$300 per building to have addressed. No decision was made at this time.

Lease third parking space was approved for . Asphalt Solutions will covert 1 visitor space in front of 2404 to "reserved" during other parking lot repairs.

July meeting was rescheduled for July 2, 2020, to be held at Russell Property Management at 5:30 pm.

Meeting adjourned at 7:12 pm.

# Locksley Woods HOA

## Board Meeting

July 2, 2020

Meeting was called to order at 05:25 p.m. Quorum was established with all six Directors present. Officers present included Helen Pase (President), Julia Smith, (vice-president), Susan Howard (Treasurer-present via call), Danny Smith, (Director), Martha West, (Grounds Committee), Linda Hall, (Secretary), and Chelsey Bennett, (Community Association Manager).

Minutes from June 11, 2020 Board meeting were reviewed and approved as submitted.

Financial reports as of June 30,2020 were reviewed.

July inspection results were reviewed. Back work orders for landscaping and pond area discussed and will give additional time, to be completed by August, 1, 2020.

The board's members continued to discuss options for opening the pool we are waiting on the Governors next phase (3) re-opening restrictions to be published. Covid-19 continues to pose a problem. The cost of maintaining the pool is \$675.00 per month.

During landscaping inspection it was documented that [redacted] had removed items from behind the building, but the front needed attention. A letter will be sent as notification of findings. [redacted] had approached the board for permission to plant some hydrangea bushes by their window. The board approved the request.

The cable contract with Suddenlink, which will end in January 2021, was also discussed. It is hopeful that the money saved from the cancellation of this contract will help fund the costs of old projects that have not been completed.

The pond area continues to need improving. A meeting will be set up by Chelsey, between contractors, board President from Yorkshire Village, along with members from Locksley Woods HOA board.

Martha West, was thanked for her service by all board members for all that she helped accomplish while on the landscaping committee. Ms. West will be moving from King Richards Court side in July.

Helen Pase adjourned the meeting at 07:35 p. m...

Respectfully, Linda Hall

Locksley Woods HOA  
Board Meeting  
August 13, 2020

1. Meeting called to order by HOA vice-president, Julia Smith at 05:30.
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett-Russell Property Management  
Helen Pase (President)  
Danny Smith (Director)  
Linda Hall (Secretary)  
Susan Howard (Treasurer-via phone)
4. Minutes from July 2, 2020, meeting reviewed and approved.
5. Trent Nelson with Solitude Lake Management gave a presentation of how they would handle the control of the algae in the pond at Locksley Woods, which is also shared by Yorkshire Village.
6. Locksley Wood's pool will be winterized on Labor Day weekend.
7. Motion was made to get a second bid for repair of building 2217 above Unit E. All in favor.
8. Mr. Beaman's landscaping contract is up for renewal. He will be contacted as to his decision.
9. Motion was made to contact the HOA lawyer, John Carr, so he can contact the city of Greenville fire marshal as to rules and regulations concerning the need for fire extinguishers for all buildings. All in favor.
10. Chelsey will call Sudden Link and begin negotiations on a new contract.
11. Chelsey will send out a reminder, concerning the dumpster assessment of \$64.00 per homeowner. This will begin Sept 1, and will be considered late by Nov. 1, 2020. The payment can be made in two installments.
12. Motion was made to hold the HOA meeting on Thursday, Sept 10, 2020, virtually. All in favor.
13. Helen Pase adjourned the meeting at 08:13.

Respectfully, Linda Hall



Locksley Woods HOA

Board Meeting

September 10, 2020

1. Meeting called to order by HOA president, Helen Pase at 05:30.
2. Establishment of Quorum
3. Members Present:  
Rocky Russell-Russell Property Management  
Chelsey Bennett-Russell Property Management (via phone)  
Helen Pase  
Julia Smith  
Danny Smith  
Susan Howard  
Linda Hall
4. \_\_\_\_\_ -called in to the board to address concerns that she had with the landscaping and, and the algae growing on top of the pond. A question arose during the discussion, of who maintained rental property at Locksley Woods. \_\_\_\_\_ also discussed her concerns about the flooding that happens both in front and back of her condo unit. Rocky Russell assured the homeowner that he would look into all of her complaints, and would try to find a resolution that would satisfy the homeowner's needs.
5. Hunter Turnage, a representative from Suddenlink, discussed several options, via phone, that could possibly entice the Locksley Woods's board to renew its contract that will be end January 1, 2021. Monetary figures were not readily available for discussion.
6. Motion was made to give intention of termination of contract to Suddenlink for cable television. All were in favor.
7. Motion was made to accept meeting minutes from August, 13, 2020. All in favor.
8. Hawk Creek Landscaping submitted contract pricing updates – no decision made at this time. Chelsey will update landscaping contract for review at next meeting before sending out for additional bids.
9. Motion was made to get Appearance Improvement Company to remove leaning tree and stump near the York entrance. All in favor.

10. Estimate for repairs to soffit at 2217 above unit E reviewed. Board wants to review additional estimates (pending submission from vendors).
11. Drainage repair at 2229 D was noted partially complete. Board directed to hold funds until downspout extension and/or splash guard has been added. May direct Russell Property Management to handle and deduct from Hawk Creek Landscaping invoice.
12. Motion made to submit cancellation letter to Suddenlink for current contract prior to deadline of October 2, 2020. Board will review monetary figures from Suddenlink at next meeting before informing residents of final decision. All approve.
13. Continuing to hold on decision about updating Rules and Regulations, will review at next meeting again.
14. Motion was made to send damage fee assessments to homeowner's of units 2408E and 2221C. All in favor.
15. Rocky Russell will talk with the fire marshal, concerning possible adjustments to violations that were incurred during a recent surprise inspection.
16. Concern about man on roof at 2231 building was reviewed again after recent concerns (no concerns received for numerous months). Board agreed that residents should contact the police when seen and no further action is needed as attic can only be accessed through inside the unit.
17. Board members will seek out interest to fill Martha West's vacant term that expires December 2022.
18. Helen Pase adjourned the meeting at 07:52.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

October 8, 2020

1. Meeting called to order by HOA president, Helen Pase at 05:30.
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett-Russell Property Management  
Julia Smith  
Susan Howard-via phone  
Helen Pase  
Danny Smith  
Linda Hall  
  
Absent: Jack Bates
4.                   -called in to the board to address a complaint concerning her tenant being ticketed for improper parking. After all information was received, Ms. Pase assured                   that rules were being followed, and the representative of the HOA that wrote the ticket was doing his job. Also, the tenants have access to all rules and regulations, as they are posted on the HOA website.
5. Motion was made to accept meeting minutes from September 10, 2020. All in favor.
6. Motion was made to accept bid from Southern Outdoor Restoration for cleaning gutters, along the tree line. The contracted price is \$1690.00 All in favor.
7. Motion was made to renew a contract with Hawk Landscaping. This contract shall run for two years with a price of \$4,000.00 monthly. All in favor.
8. Motion was made to allow All Home Repairs to repair the soffits on building 2217, at a price of \$2,700.00. All in favor.
9. Motion was made to allow Russell Property Management, to install gutter piping, on buildings, with drainage issues as they are needed. All in favor.
10. Motion was made to install fire extinguisher on all buildings, one on each floor. The installations are to meet fire codes established by the city of Greenville. All in favor.

11. Motion was made to approve the parking leased space by unit . All in favor.
12. Motion was made to allow Russell Property Management, to inspect all units in building and , due to high water bills. All in favor.
13. Motion was made to pay for all garbage dumpster replacement, in one installment. All in favor.
14. The board was asked to review all rules and regulations and to e-mail Chelsey Bennett with any changes or updates.
15. Scheduling for installation of fresh pine straw will be moved to the Spring season.
16. Adjournment

Next Board meeting Thursday, November 12, 2020

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

November 12, 2020

1. Meeting called to order by HOA president, Helen Pase at 05:30.
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett-Russell Property Management  
Helen Pase  
Julia Smith  
Danny Smith  
Susan Howard-via phone  
Jack Bates  
Linda Hall
4.                    called in to express her discontent in how she was billed for a clogged drain pipe, she wanted the board to explain their process.                    questioned how to find information about HOA board meetings, and the cost of different services to our community. Helen Pase, explained that costs such as cable are included in our monthly dues; this information is available on Russell Property Management's website under Locksley Woods HOA. At the end of the discussion                    requested copies of all bills and documentation. Two board members offered to investigate the noted repair in the unit – owner to supply date/time available to Chelsey with RPM so board members do not need to give out personal contact information.
5.                   , owner of                   . called in to ask the board for permission to stain his outside concrete pad. Helen Pase asked the owner if he would be responsible for any damages that could occur. He stated he would agree. The board agreed to his request.
6. Motion made to accept meeting minutes from October 8, 2020. All in favor.
7. Motion made to accept terminex's contract to remove squirrels from building 2213. And to fix the holes in the building, which is allowing the squirrel's access to the inner walls. The cost of the contract is \$858.00. All in favor.
8. A letter was mailed to unit                    about gaining access with locksmith, due to an excessively high water bill and no contact from unit. It is suspected that the flapper on one of the unit's toilets may need repair.
9. Motion was made to continue the monthly billing of the phone and internet at the pool for the cost of \$89.99 (plus any additional taxes and fees) each month. All in favor.

10. Motion was made to assess the homeowners of units \$95.39 and \$95.39 for damage fees that were incurred during the fire code inspection. They were repaired by RPM maintenance. Motion made to assess damage fee assessments for \$64.20 regarding leak investigation, \$80.23 regarding dryer vent cover repair, \$96.30 regarding dryer vent cover repair and cage install, \$419.53 regarding leak investigation, and \$74.90 regarding dryer vent cover repair. All in favor.
11. One of the Locksley homeowners requested permission to hang Christmas wreaths on the brick pillars at the entrance, the board approved.
12. Resident of request additional 30-days for visitor permit, the board approved.
13. Third parking space for one-year lease approved for . Visitor space on side of 2404 will be converted to RESERVED.

Helen Pase adjourned the meeting at 08:10.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

December 10, 2020

1. Meeting called to order by HOA president, Helen Pase at 05:36
2. Establishment of Quorum
3. Members Present:  
Chelsey Bennett-Russell Property Management  
Helen Pase  
Julia Smith  
Danny Smith  
Susan Howard-via phone  
Jack Bates  
Linda Hall
4. Vendor Presentation-Hunter Turnage with Suddenlink/Altice. Mr. Turnage went over the latest draft of their presentations of cost and availability of their current cable fees, via phone.
5. Motion was made to accept Suddenlink's new option 2, which includes 200 Meg. Internet service, along with a basic cable package. The vote was four for the motion and one-against.
6.                      new homeowner for unit                      attended our meeting, via-phone, for observation purposes, to see how the board carries out its meetings.                      moved into our community on                      . Helen Pase, board president, welcomed our new neighbor. Ms. Pase also assured the homeowner if there was anything the board could help with to please contact any member.
7. Motion made to accept meeting minutes from November 12, 2020. Motion seconded. All in favor
8. Locksley Woods landscaper, Mr. Beaman will be contacted by Chelsey Bennett, to see if he can accomplish work order, W017835, W018373, and W018208 by end of January 2021.
9. Motion was made to reassign 3 parking spaces marked for conversion . Two visitor spaces going to reserved, and one reserved going back to visitor. Motion seconded. All in favor.

10. Locksley Woods HOA board are taking copies of rules, to examine and check if anything needs to be upgraded or changed.
  
11. Building 2404 and 2420, all sixteen units were inspected by Russell Property Management. for possible water leaks, since these buildings had a higher than normal water bill for numerous months. Units \_\_\_\_\_, and \_\_\_\_\_, were each found to have leaks in the bathroom, around hot water heater or faucets. Russell Property Management billed the HOA for 9 hours of work costing \$577.80. A motion was made to charge the homeowners that had defective equipment for the cost and to be divided, between those homeowners. Motion seconded All in favor.
  
12. Homeowner of unit \_\_\_\_\_, filed a work order about water spots on ceiling of sunroom. Unit E has an open balcony which was resealed in 2014. Justice home improvements investigated and found balcony porch appeared to have settled at some point causing cracks, owner had cracks repaired and sealer applied . Motion was made to send charge the homeowner of \$95.00 Motion seconded all in favor.
  
- 13 .Homeowner of unit \_\_\_\_\_, received a work order from HOA inspection for replacement of the dryer vent cover., costing \$82.45. A motion was made to charge homeowner for the cost. Motion was seconded. All in favor.
  
14. The board has agreed to by-pass voting on the budget for now, due to change in cable contract.
  
15. Questions arose about who managed our side of the pond at Locksley Woods. The pond is being managed by Hawks Landscaping as needed.
  
16. Jack Bates brought to the boards attention that the area around the entrance where the leaning tree was removed, has roots and ruts that could potentially cause an accident to homeowners that enjoying walking in our community. Chelsey Bennett will look in to what can be done to eliminate this potential harm.
  
17. Motion was made to hold annual meeting tentatively in March 2021, due to Covid-19. Motion seconded. All in favor.

Helen Pase adjourned the meeting at 07:30.

Respectfully Linda Hall



Locksley Woods Condominium Association, Inc  
Board Meeting Minutes

January 14, 2021

Location: Russell Property Management as well as via GoToMeeting

Meeting called to order at 5:35 pm.

Quorum was established with 5 of 6 Directors present. Those present included Helen Pase (President), Julia Smith (Vice President), Susan Howard (Treasurer – via GoToMeeting), Jack Bates, and Danny Smith, as well as Chelsey Bennett (Manager). Linda Hall (Secretary) was absent – Board approved for Chelsey Bennett to take minutes in her absence. Tamisha Locust (homeowner) attended via GoToMeeting for observation.

Minutes from December 10, 2020 Board meeting were reviewed and approved as submitted.

Financial reports as of December 31, 2020 were review.

January inspection results will be emailed for review before action being taken.

Information regarding repairs to moisture damage noted during a home inspection for 2209 B. Justice Home Improvements explained unable to provide a detailed estimate due to siding covering wood rot; extensive repair that will require permits to be pulled. Repairs would be billed at \$38 per man per hour, plus materials. Board requested to have other side of 2209 checked, as well as both sides at 2207 (also has split balcony), and one building without a split balcony to see if this repair is needed at more locations. Additional estimates to be collected before proceeding with repairs.

Repair estimate from All Home Repairs for damaged watertable at 2233 reviewed. Board requested additional estimate before proceeding with repairs.

Budget for 2021 fiscal year will continue to be reviewed. Board would like to have annual meeting pushed back due to COVID concerns. Budget to be finalized once pool maintenance contract and pond maintenance contract are reviewed again.

Board would like to review suggested annual maintenance plan (pressure washing, gutter cleaning, etc) from Southern Outdoor Restoration at a later date.

Updated Rules and Regulations are still being reviewed – no final decision/approval yet.

Resident previously reported concern about mold growing on sidewalk under breezeway at 2205. Board approved for Danny Smith to pressure wash the area (NOT including the walkway to the building).

A resident requested speed limit signs be posted throughout the neighborhood. Board reviewed availability of space at entrances and determined new poles would need to be installed. Board voted to not pursue speed limit signs.

Damage fee assessments for the following units were reviewed and approved to be assessed to the owner's account:

- \$64.20 for dryer vent clean out
- \$89.39 for vent cover replacement and cage added

Discussion began about 2021 pool season and potential delay or closure due to COVID. Board will review pool maintenance contract at next meeting.

A resident asked if guests parking in a designated space could leave a note in the windshield about the limited time frame they would be parked there to avoid being tagged or towed. Board did not wish to accept; all vehicles parked in a designated space shall have a permit visible, any guests should be parked in a visitor space. Board will investigate a more detailed towed policy through an attorney.

Jack Bates shared information about a company that can handle fire extinguisher inspections. Vendor information will be shared with Chelsey Bennett via email.

Danny Smith will look into adding a chain and possibly two poles at the entrance to the pool parking lot to ensure no vehicles are illegally parking there. Recently a few cars have been seen at random times and it is believed they are not Locksley Woods residents.

Meeting adjourned at 7:20 pm.

Locksley Woods HOA

Board Meeting

February 11, 2021

1. Meeting called to order by HOA president, Helen Pase at 05:32.
2. Establishment of Quorum
3. Members Present Chelsey Bennett-Russell Property Management-via GoToMeeting
  - Helen Pase via phone
  - Susan Howard via phone
  - Linda Hall via phone
  - Jack Bates via GoToMeeting
  - Danny Smith via GoToMeeting
  - Absent: Julia Smith

via phone to discuss the options of and understand the boards' process of handling business.
4. Violation hearings held for the following units:
  - re: sandbags stored off property; Board reviewed submission from owner. Motion was made to fix water hole behind . Also, an extension to the dryer vent will be added to make it taller and less accessible to water drainage. All in Favor
  - re: front window screen with holes; Board reviewed submission from owner. Motion made to allow extension through end of April.
5. Motion made to accept minutes from January 14, 2021. All in favor.
6. Motion made to get Justice Home Repairs to do the repair work on the wood rot at building 2209 (\$38 per man hour) and minor repairs at 2207. All in favor.
7. Motion made to accept budget proposal, with exception of pond and pool finances. All in favor. The board is looking into several ways of saving on expenditures incurred by the pool and pond.
8. The annual meeting for Locksley Woods HOA members is presently on hold, due to changing circumstances with Covid-19 restrictions.
9. Motion made to accept changes made with the Locksley Woods HOA rules and regulations. All in favor.
10. Motion made to replace seasonal flowers at Locksley Wood entrance with low growing bushes to save in replacement cost. All in favor.

11. Damage fee assessments approved to be added to owner's accounts for dryer vent clean out and/or cage installs at .
12. The area around the Locksley Wood entrance where the leaning tree was removed needs to have dirt leveled out.
13. Crepe myrtles on side of 2231 have not been addressed since storm in August. Hawk Creek Landscaping will be asked to replace at no charge to the HOA.
14. The dumpster located at the end of Wellons Drive, needs to have the door replaced. This dumpster was only three years old, and did not need to be replaced with a new one.

Meeting adjourned by Helen @ 07:35.

Next meeting will be held March 11, 2021, virtually via GoToMeeting.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

March 11, 2021

1. Meeting called to order by HOA vice-president Julia Smith at 05:37.
2. Establishment of Quorum
3. Members Present: Chelsey Bennett-Russell Property Management-via Go To Meeting.  
Jack Bates via Go To Meeting  
Susan Howard via Go To Meeting  
Danny Smith via Go To Meeting  
Linda Hall via phone  
Julia Smith via phone  
Helen Pase via phone ( came in late).
4. Owner complaints and concerns:
  - A. \_\_\_\_\_, owner of Unit \_\_\_\_\_ spoke to board concerning her daughter's boyfriend being ticketed for parking in a visitor's space. Chelsey explained that the board monitors visitor's parking spots and if the same person uses them for a long consecutive period, which they can be ticketed. \_\_\_\_\_ voiced her concerns since her daughter has a roommate, and they are only allotted two spaces, so where could the boyfriend park. Chelsey stated that, the pool parking lot has reopened, and this should not be a problem.
  - B. \_\_\_\_\_ resident of \_\_\_\_\_ spoke to the board concerning his violation, by having curtains and lights hanging in balcony. The owner thanked the board for their service, and stated that he felt that the presentation of his lights and curtains were done tastefully and should remain. Helen Pase addressed the homeowner and told him that the board would discuss his proposition, and reminded the owner that the HOA rules did not allow this. This homeowner also brought up the fact that he was told to take down his flag many years ago. Susan Howard brought to this owner's attention that it was because it was attached to the building, and nothing is suppose to be bolted to the outside of the buildings.
5. Motion was made to accept minutes for February 11, 202, meeting. Motion was seconded. All in favor.
6. Locksley Woods HOA dues are set to increase on April 1, 2021. Chelsey Bennett, with Russell property management will send out letters to remind the homeowner's.
7. Motion was made to accept the estimate for repairs to building 2221 for \$4,050.00. This building will require a French drain that will run from the back near unit C dryer vent, towards the parking lot in front of that building. Motion was seconded. All in favor. Hawk Landscaping will need to install several catch basins for where water ponds up.
8. Motion was made to go ahead and put down pine straw. Motion was seconded. All in favor.

9. Motion was made to fix the damage at building 2233. The estimated cost of \$5,000.00 which would include 50 ft. of water table to be taken apart and rebuilt. Motion was seconded. All work will be done by All Home Repairs.
10. Motion was made to send letters to all homeowner's for violations and remaining work orders that are not in compliance. Motion was seconded. All in favor.
11. Motion was made to accept the contract for pond management by Solitude Lake Management, LLC at a cost of 193.80 per month. Motion was seconded. All in favor.
12. Discussion concerning opening of the pool was tabled until further instructions from the governor concerning Covid 19 restrictions.
13. The board is opening bids for pressure washing of the buildings.
14. Annual HOA homeowner's meeting put on hold. The board may be able to hold the meeting in person. The board is waiting on governor's decision on Covid-19 restriction updates.
15. Motion was made to renew HOA building insurance. Motion was seconded. All in favor.
16. Motion was made to add squirrel cages on dryer vents, as they need replacing. Motion was seconded . All in favor.
17. Motion was made to subtract the cost of the repair behind Unit , from Mr. Beaman's landscaping contract. Motion was seconded. All in favor.

Meeting adjourned by Helen Pase at 7:44.

Respectfully, Linda Hall

Locksley Woods HOA

Board Meeting

April 8, 2021

1. Meeting called to order by HOA president, Helen Pase at 05:35.
2. Establishment of Quorum
3. Members present:
  - Chelsey Bennett-Russell Property Management
  - Susan Howard
  - Helen Pase
  - Danny Smith
  - Linda Hall
  - Absent: Julia Smith
  - Absent: Jack Bates
4. Motion was made to remove the tree that is located in common area between units 2217 & 2223 A, at a price of \$550.00, by Appearance Improvement Co. Motion was seconded. All in favor.
5. Chelsey will send warning letters to all violation that were noted during the April inspection.
6. The pool opening was discussed, but the decision was made to put the opening on hold until Governor Cooper releases his new guidelines for Covid-19 restrictions. After the meeting the governor released his guidelines, and per e-mail votes, all HOA board members agreed to open the Locksley Woods pool, on Memorial Day weekend. All in favor.
7. The Locksley Woods HOA board is waiting on new bids for pressure washing the buildings before making a decision
8. The Locksley Woods annual meeting was discussed and everyone present agreed that it needs to be in person and not virtual. The Family Life Center, a location that is desirable due to its capabilities to hold a maximum of 75 people, is being discussed as a strategically desirable location.

Meeting adjourned by Helen Pase at 07:05 p.m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

May 13, 2021

1. Meeting called to order by HOA president, Helen Pase at 05:31.
2. Establishment of Quorum
3. Members Present: Chelsey Bennett-Russell Property Management  
Helen Pase  
Julia Smith  
Danny Smith  
Jack Bates  
Susan Howard  
Linda Hall
4. \_\_\_\_\_ homeowner of unit \_\_\_\_\_ addressed the board about her desire to accept her proposal of extending her back patio. Pictures were presented to the board, with current layout. She also presented the board with a sketched picture to display her extended version of the patio.
5. \_\_\_\_\_ homeowner of unit \_\_\_\_\_, addressed the board via phone concerning keeping his lights on the balcony in place. \_\_\_\_\_ had taken down his curtains that had been displayed at the corners of the balcony, due to a letter sent in regards to rule violation. The homeowner felt the lights added beauty and the rules that applied were outdated.
6. \_\_\_\_\_ homeowner of unit \_\_\_\_\_, addressed the board via phone concerning her violation letter concerning lights strung on her balcony. The homeowner felt like her lights provided efficient lighting while providing privacy to her balcony. \_\_\_\_\_ felt the rules and regulations needed to be updated.
7. Motion was made to allow the extension of the patio, to unit \_\_\_\_\_. All in favor.
8. Motion was made to have the HOA attorney, John Carr look over our rules and regulation. All in favor.
9. The HOA board decided to not assess any rule violations penalties, until after the boards attorney has verified the legality of our rules and regulations.



10. Motion was made to accept the minutes for April 8, 2021. All in favor.
11. Work order for fence behind 2205. Danny Smith is checking on cost of boards to repair the fence behind the build.
12. Locksley Woods pool will open on Memorial weekend. Chelsey Bennett will mail out packets containing the pool arm bands.
13. Chelsey Bennett is waiting on vendors to reply with their bids for pressure washing the buildings.
14. Parking permits have been tabled until the board has been addressed by our lawyer, John Carr, about a towing policy.
15. The Locksley Woods HOA board is setting a tentative date of the first week in August for the homeowner's annual meeting.

Helen Pase adjourned the meeting at 07:53 p. m.

Respectfully, Linda Hall

Locksley Woods Condominium Association Inc  
Board Meeting Minutes

June 10, 2021

Location: Russell Property Management

Meeting called to order by Helen Pace. Quorum was established with five of six Directors present. Those present included Helen Pace (President), Julia Smith (Vice President), Susan Howard (Treasurer), Jack Bates, and Danny Smith, as well as Rocky Russell (RPM representative covering for Chelsey Bennett, Community Association Manager). Linda Hall was absent.

Minutes from previous Board meeting, May 13, 2021, were reviewed and approved with one noted spelling error to be corrected.

Financial reports as of May 31, 2021 were reviewed. Results from June inspection will be emailed for review prior to action being taken.

No decision was made regarding pressure washing; Board will review again at next meeting.

Annual meeting to be scheduled for late October or early November. Board will combine 2021 and 2022 annual meetings.

Suddenlink reported node was segmented the week of May 3 which will allow for 200 meg internet as previously approved. Increase notice reviewed; pending contract amendment to be sent. Once amendment is signed, all residents will have access to 200 meg within 30-days.

Board voted to hire Law Firm of the Carolinas to review the HOAs rules and regulations to verify their legality and enforceability; estimated cost \$750-1000, plus additional time for creating a towing policy.

Damage fee assessment of \$245.65 was approved to be added to owner's account for repairs to balcony railing.

Patio expansion submission from owner of [redacted] was reviewed. Board voted to deny as submitted and suggested a 6x8 area off the right side of the unit (homeowner needs to resubmit plans and specifications).

A tree root had grown underground into a section of the building behind [redacted]; the dryer vent pipe was noted to be crooked above ground. Hawk Creek Landscaping crews dug up area and cut back tree root as much as possible, and [redacted] assisted with correctly reassembling dryer vent pipe. Rocky Russell investigated area and suggested to leave the root alone, not sure if it can even be removed. If the root can be removed, it will probably cause more damage if it's wrapped around some pipe under the slab.

Landscaping concerns were discussed regarding the vendor not upholding their contractual agreement.

The Board reported there are issues with the pond spillway. Some of the masonry blocks at the top of the spillway are allowing water to seep through, thereby draining the pond lower than desired. The spillway will need to be repaired when the pond is low. The board also wants to raise the pond level approximately 12 inches by adding to the height of the current spillway. The current leakage problem at the top of the spillway can be resolved by removing the blocks and installing mortar/hydraulic cement between the courses of block to eliminate water seeping between the blocks. Rocky noted in my opinion the repair to the existing structure and increasing the height of the spillway must be done at the same time. All work to be approved by Yorkshire Village Board of Directors as well.

Meeting adjourned at 7:00 pm.

Next Board meeting is scheduled for July 8, 2021, 5:30 pm at Russell Property Management.

Locksley Woods HOA  
Board Meeting  
July 13, 2021

1. Meeting called to order by HOA president, Helen Pase at 05:36.
2. Establishment of Quorum.
3. Members Present Chelsey Bennett-Russell Property Management.

Helen Pase

Susan Howard

Julia Smith

Danny Smith

Jack Bates

Linda Hall

4. Motion made to accept bid presented by Southern Outdoor Restoration, to pressure wash our community at a price of \$7,200.00. All in favor.
5. Motion made to approve Suddenlink to be the new vendor and thus dissolving the contract by Century Link, at a savings cost of \$112.71 to be reduced to \$80.44. This covers the internet service for the pool security cameras.
6. Motion made to allow Clean Cuts Lawn to apply lime treatment for weeds in the grass, at a price of approximately \$1,000.00 which is allotted in the annual budget.

7. Motion made to pay Mr. Beaman, our lawn maintenance contractor, for pine straw that has already been distributed around the buildings. This will not allow payment for all buildings until they are finished. Five board members voted for. One board member against motion.
  
8. Motion made to allow homeowner \_\_\_\_\_ to add mulch and landscaping border around the tree behind his unit \_\_\_\_\_ .
  
9. Motion made to have Danny Smith, remove the retention wall behind unit 2231E, to allow water to flow. Danny Smith will also be allowed to keep the bricks.
  
10. Motion made to change our car towing vendor from Clays Towing to A and B towing.
  
11. HOA board is looking at possibly having the annual HOA meeting in November, if covid restrictions allow.

Helen Pase adjourned the meeting at 07:36 p. m.

Respectfully Linda Hall

## Locksley Woods HOA

### Board Meeting

August 12, 2021

1. Meeting called to order by HOA president, Helen Pase at 05:22
2. Establishment of Quorum.
3. Members Present: Chelsey Bennett-Russell Property Management  
Susan Howard  
Helen Pase  
Danny Smith  
Julia Smith  
Jack Bates  
Linda Hall
4. Motion made to accept minutes from June and July meetings. All in favor
5. Read the rules and regulations, before sending to HOA lawyer
6. Sending letter to Unit                      for hammock violation, due to the fact the hammock is mounted in the balcony, attached to the building.
7. Chelsey will call and reserve the Family Life Center, at First Christian Church, for our annual HOA homeowners meeting, scheduled for November 4, 2021, between 6:00 and 9:00 p.m. The meeting will start promptly at 6:30 p.m. The audience will be required to social distance, and wear masks.

8. Motion made to get a surveyor to check behind building 2229 /2231 for property lines, the HOA may need to take down some existing trees, due to drainage issues.  
All in favor.
9. Motion made to repair the trash rack and riser, at the pond spill over. Locksley Woods is responsible for 60% of the cost, which will be \$3,000.00. Our neighboring HOA, Yorkshire Village will pick up the remaining 40% of the total bill. All in favor.
10. Motion was made to get a surge protector installed behind the pool electrical breaker. The repairs will be done by Overton's Electric at a price of \$312.98.  
All in favor.
11. Units                had reported a possible water leak. Russell Property Management maintenance went and investigated both units, no leaks were found. The cost for the investigation will be accessed back to the homeowners.
12. Motion was made for HOA to pay for main water line plumbing leak in building 2205. The leak was located in a common area of the building. All in favor.
13. Our monthly HOA meeting will be scheduled for September 14, 2021.

Helen Pase, adjourned the meeting at 07:57.

Respectfully Linda Hall

HOA member, Jack Bates, resigned his position a week after this meeting, due to health reasons. Logan Simmons was voted on by the board by means of electronic voting. All in favor. We extend our gratitude to our new incoming board member.

Locksley Woods HOA

Board Meeting

September 23, 2021

1. Meeting called to order by HOA president, Helen Pase at 05:37 p. m.
2. Establishment of Quorum.
3. Members present Chelsey Bennett-Russell Property Management.  
Helen Pase  
Danny Smith  
Julia Smith  
Logan Simmons  
Linda Hall  
Susan Howard
4. Violations hearing to be reviewed at our next meeting due to rescheduled meeting. Next meeting is scheduled for October 14, 2021.
5. Motion made to accept minutes from August 12, 2021, HOA board meeting. All in favor.
6. Motion made to proceed in foreclosure of Unit \_\_\_\_\_, the owner \_\_\_\_\_, is behind in dues at a total of \$ \_\_\_\_\_. Intent to f/c letter mailed, 08/05/21, with no response. Motion was seconded. All in favor.
7. Review of items approved through email included Logan Simmons appointed to the Board to fill the remainder of Jack Bates term, 2205 C ceiling repairs due to leak in main water between units, approval of invoice for catch basin / drain line installation behind 2213 (catch basin invoice not to be assessed to homeowners, HVAC technician to be sent to investigate issue with drainpipe coming out of the building – this will be assessed to homeowners that share that pipe).



8. The board went over updates of rules and regulations there was a suggestion to add language that if you extend your patio, that you may need to talk with the register of deeds.
9. Annual meeting preparations begun. As no 2021 annual meeting was held, there will be 4 Board member positions up for election. After elections at the annual meeting, member terms will be determined by Board members for who is serving 2 and 3 years. Members up for re-election are Linda Hall, Susan Howard, Helen Pase, and Julia Smith. Danny Smith will be represented on proxy as he is not at the end of his term.
10. Motion made to asses homeowners of Unit \_\_\_\_\_ at a cost of \$128.40, back to owner due to clogged HVAC drain line. Unit \_\_\_\_\_ was assessed \$96.30, due to frozen HVAC line. Unit \_\_\_\_\_ was assessed \$214.00, due to service call which was determined to be the result of a leaking garbage disposal. Motion was seconded.
11. Motion made to allow a security light to be installed near the pool. All in favor.
12. Motion made to allow homeowner of Unit \_\_\_\_\_, to add a small black fence around her patio. Motion seconded. All in favor.
13. Motion made to repair the roof leak on Unit 2207F, at a price of \$940.00. Justice Home Improvement Inc. will proceed with the exterior repairs. Motion seconded.
14. The next HOA meeting will be scheduled Thursday, October 14, 2021 at 05:30 p. m at RPM.

Helen Pase, adjourned the meeting at 0814 p. m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

October 14, 2021

1. Meeting called to order by HOA president, Helen Pase at 05:37 p. m.
2. Establishment of Quorum.
3. Members present Chelsey Bennett-Russell Property Management.

Helen Pase

Julia Smith

Logan Simmons

Danny Smith

Susan Howard

Linda Hall

4. Motion made and seconded to accept the minutes from September 23, 2021, HOA meeting.
5. The packets for the annual HOA meeting will be sent out on or before October 24, 2021. This will give the homeowner's time to look over officer's positions that are opening up and time to decide on topics of discussion.
6. Motion was made to increase the HOA dues by 5%, beginning on January 1, 2022. The treasurer abstained from voting. All other members voted in favor.
7. One of the dumpster fences besides building 2223 is damaged. Danny Smith will make the repairs at a cost of \$350.00
8. There is a piece of discarded rug/ carpet between building 2213/2215, in front of the dumpster that the city will not remove. Logan Simmons and Danny Smith will remove the carpet remnant
9. Unit            will be sent a warning letter for having a dog stake in the ground, outside the patio. This is a violation.
10. Motion was made and seconded to give unit            , one more month amnesty before going forward with a fine. The owner is having trouble finding a company to replace the broken window and sash. All in favor.
11. Chelsey Bennett will get bids for late fall gutter and roof clearing.

12. Motion was made and seconded to pay for invoice 7602 in full, minus the \$30.00 for a light. All in Favor.
13. Chelsey Bennett will get contractor B. T. Carrawan to access the concerns of unit 2412A, which is having problems with erosion around their patio and behind the unit.
14. Motion was made and seconded to pay Hawk Creek Landscaping invoices for pine straw installed at \$7.75 per bail and labor through September 30, 2021 that would include invoice 7198, 7536 and 7599. After this different installation invoice, Hawk Creek went up on the price to \$8.00, for pine straw and labor.
15. Unit            will be accessed \$64.20 for a RPM maintenance investigation, due to a complaint by the owner of the downstairs unit            complaining of a leak on their ceiling, which was determined to be a leaking garbage disposal.
16. Motion was made and seconded to take the bid by B. T. Carrawan Landscaping Company at the contractual price of \$3,773.51 for landscaping Locksley Woods and King Richards Court which would include landscaping, turf and irrigation maintance. The contract will take effect December 1, 2021. All in favor.
17. The next HOA meeting will be scheduled Thursday, November 11, 2021, at 05:30 p.m. at RPM.

Helen Pase, adjourned the meeting at 07:28 p. m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

November 11, 2021

1. Meeting called to order by HOA vice-president, Julia Smith at 05:30 p. m.

2. Establishment of Quorum.

3. Members present Chelsey Bennett-Russell Property Management

Cali Hardee-in coming new manager for Russell Property Management

Julia Smith

Karen Gilkey

Susan Howard

Danny Smith

Logan Simmons

Linda Hall

4. Election of officers

Susan Howard-president

Danny Smith- vice president

Logan Simmons-treasurer

Linda Hall-secretary

Julia Smith -board member

Karen Gilkey-board member

Everyone signed board members agreement

5. Motion was made and seconded to accept the minutes from October 14, 2021, HOA meeting. All in favor.

6. During November property inspection a loose board on the fence besides building 2235 was noticed, Chelsey will get estimates to replace the broken board and also estimates to replace the entire fence.

7. Parking permits are on hold and will need to change if keeping, planning for when the pool season opens for 2022.
8. The board will review cost to have the grills between building 2229 and 2231 removed.
9. Motion was made and seconded to assess damage fees totaling \$2,628.33 to unit . The original leak was reported on 08-23-2021 by the owner of who spotted a spot on her ceiling. the owner of the unit below was contacted and made aware of the spot for which she replied that where it is located below her dining room there is nothing that can leak so it must be an air bubble. November 9, 2021, Russell Property Management received an after-hours emergency call from unit stating there was a leak in there ceiling. After several visits it was determined that the dryer vent pipe for upstairs unit was installed seam side down and then duct taped to seal. The owner of unit did not respond in a timely manner regarding repairs. Repairs completed by HOA vendor to pipe and downstairs ceiling.
10. Motion made and seconded to allow B. T. Carrawan to finish cleaning up any open work orders left unfinished by Hawk Creek Landscaping. B. T. Carrawan's Landscaping contract will officially begin December 1, 2021.
11. Chelsey Bennett will arrange for B. T. Carrawan to attend the next HOA board meeting which will allow the board to discuss with him our current needs.
12. Motion made and seconded to allow up to \$500.00 from Locksley Woods budget to be allocated to purchase and install Christmas lights in the Locksley Woods entrance. Danny Smith and Logan Simmons will supervise the project.
13. Follow up concerns from the annual Locksley Woods HOA meeting was discussed and the board is looking in to replacing streetlights with LED and/or installing extra lighting in very dark areas of our community. Our homeowner's safety is at the top of our priorities.
14. The next HOA meeting will be scheduled Thursday, December 9, 2021, at 05:30 p. m. at RPM.

Susan Howard adjourned the meeting at 07:25 p. m.

Respectfully Linda Hall

## Locksley Woods HOA

### Board Meeting

December 9, 2021

1. Meeting called to order by HOA president, Susan Howard at 05:33 p. m.
2. Establishment of Quorum.
3. Members present:
  - Chelsey Bennett-Russell Property Management.
  - Cali Hardee-Russell Property Management
  - Logan Simmons
  - Julia Smith
  - Susan Howard
  - Danny Smith
  - Linda Hall
  - Karen Gilkey
4. Brian Carrawan and Marissa Minneker, representatives for B. T. Carrawan. Showed pictures of things that need to be done to improve our landscaping at Locksley Woods and King Richard Court.
5. There is an irrigation drainage issue between buildings 2229 and 2231 that needs to be investigated. Building 2412 is having erosion happening under their patio as well.
6. Motion was made and seconded to accept HOA meeting minutes from November 11, 2021 meeting, all in favor.
7. Motion was made and seconded to approve the HOA rules and regulations pending any changes made by HOA representatives and are adopted by December 14, 2021. All in favor.
8. Motion was made and seconded to get Southern Outdoor Restoration to clean roofs and gutters for the entire property at a price of (\$2,625.00).
9. Locksley Woods HOA board was approached by unit . Homeowner to expand their patio. Motion was made and seconded by the HOA board to allow the homeowner to expand their patio. All in favor.
10. The discussion for more lighting in our neighborhood was tabled until the February HOA meeting.
11. Motion was made and seconded to repair the erosion damage around the corner of the building to unit 2221 at a price of (\$1239.25). All in favor.

12. Chelsey Bennett will get estimations of the cost to remove the bushes surrounding the pool.

13. The next HOA meeting will be scheduled January 13, 2022.

Sudan Howard, HOA president, adjourned the meeting at 7:32.

Respectfully Linda Hall