

Locksley Woods HOA

Board Meeting

January 13, 2022

1. Meeting called to order by HOA president, Susan Howard at 05:27 p. m.
2. Establishment of Quorum.
3. Members present:
Chelsey Bennett-Russell Property Management-via telephone.
Cali Hardee-Russell Property Management
Susan Howard
Danny Smith
Karen Gilkey
Logan Simmons
Linda Hall
4. Motion made to proceed with fining unit, after appropriate warning letters were sent to replace damaged screen in window. Motion was seconded. All in favor.
5. Motion made to accept HOA meeting minutes from December 9, 2021, after the correction to the name of Southern Restorations to Southern Outdoor Restorations. The reference to this company was that the HOA had accepted their bid for cleaning roofs and gutters for the entire property at a price of (\$2,625.00).
6. Danny Smith, vice president, will keep check on all work orders, to make sure they are completed. Mr. Smith walks our community daily, with weather permitting.
7. The HOA board's treasurer, Logan Simmons discussed the need for a current reserve study, and also the need for the board to come up with new ways of cutting costs such as more energy efficient lighting. The reserve study will help navigate the cost of replacing aging building roofs and the parking lot maintained.
8. Cali Hardee our board HOA representative for Russell Properties will call our pool maintenance man to discuss what is needed to update our pool facilities and any repairs that may need to take place before our next pool season.
9. Motion made to remove the charcoal grills and cement base behind 2229 and 2231 buildings. Fill holes with dirt/grass seed at a price of (\$481.50). Motion was seconded.
10. Motion made to bill homeowners for repairs at the damage fee cost. Unit dryer vent cleaned per owner request at (\$80.25). Unit. Dryer vent cover replaced at a cost of (\$64.20). Unit owner's HVAC maintenance vendor discovered the source of the bird problem as the exhaust vent in the bathroom. The vent was cleaned out and a cage was installed over the cover to prevent animals from getting inside in the future at the cost of

(\$160.00). Unit. was fined (\$1,513.57) for repairs that had to be done due to a leaking water pipe from the kitchen sink and the repair to the drywall that had to be replaced between the floors of unit due to investigating the origins of the leak. Motion was seconded. All in favor.

11. Cali Hardee will get bids on the cost of replacing the pine straw with mulch.
12. Street light discussion is tabled until further investigation of changing to more efficient lighting in stairwells.
13. Susan Howard, HOA president will contact Pair electronics and discuss the repair options needed to the computer router and modem for the pool's electronic monitoring system.
14. Chelsey Bennett, board representative for Russell Properties will get bids on the cost of repairing the fence besides building 2235.
15. The next HOA meeting will be scheduled for February 10, 2022, at 5:30 p. m. at RPM.

Susan Howard, HOA president, adjourned the meeting at 07:00 p. m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

February 10, 2022

1. Meeting called to order by HOA vice-president Danny Smith at 05:35 p. m.
2. Establishment of Quorum
3. Members present:
Chelsey Bennett-Russell Property Management
Cali Hardee-Russell Property Management
Logan Simmons
Karen Gilkey
Julia Smith
Danny Smith
Linda Hall
Susan Howard-late
4. Motion was made and seconded, to accept HOA meeting minutes from February, 10, 2022. All in favor.
5. The question arose about the date that our HOA taxes were filed. Chelsey Bennett board representative for Russell Properties responded that taxes are filed in October of each year.
6. With the summer approaching the discussion around what changes may occur with the pricing and needs of improvements to our pool area, has been put on hold. Our pool cleaner and maintenance man has been in the hospital. Cali Hardee board representative for RPM will approach him as soon as he is available.
7. The board treasurer has brought to our attention the need to cut cost. Stairwell lighting was discussed with a couple of options available. Cali Hardee will look in to the cost of replacing our present lighting, with the wafer lights.
8. Our parking lot numbering and lines seem to be fading in several locations. Cali Hardee board representative for Russell Properties will get bids and costs of repainting the lines and numbers.
9. Motion made and seconded to not move forward with replacing the computer router and modem for the pools electronic monitoring system, at this time.

10. Chelsey Bennett board representative for Russell Properties had brought to the board pricing for replacing pine straw with mulch. After much discussion the board decided to stay with pine straw. Also there was a suggestion to apply pine straw in March and April, to allow time for getting bids for pricing on replacing pine straw.
11. Motion made and seconded to not approve the removal of the scraggly bushes near the pool, at this time. The unsightly bushes were picked up by our landscaper, B. T. Carawan during his last walk through on things needed to be done. All in favor.
12. There has been a drainage swell issue behind building 2231, for now the board has decided to put this on hold, until May, further investigation needs to be done, along with getting more bids on correcting the root cause.
13. The next HOA meeting will be scheduled for March 10, 2022, at 05:30 p. m. at RPM.

Susan Howard, HOA president, adjourned the meeting at 06:55 p. m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

March 24, 2022

1. Meeting called to order by HOA president-Susan Howard at 05:35 p.m.
2. Establishment of Quorum
3. Members present:
Cali Hardee-Russell Property Management
Susan Howard
Julia Smith
Kathy Gilkey
Logan Simmons
Linda Hall
4. Motion was made and seconded to accept HOA meeting minutes from February 10, 2022, with the change of wording concerning removal of the bushes around the pool, to bushes rather than scraggly bushes. All in favor.
5. The board discussed the need for an updated Reserve Study, which will cost around \$2800.00. Julia Smith is looking into how the reserve study could affect the availability of future financing for potential new homeowners.
6. Cali Hardee will call GUC about the requirements of replacing the outside building lighting from what we presently have to converting to a more efficient wafer light.
7. Motion was made and seconded to not put signs on dumpsters to close the doors after each use. All in favor.
8. Motion was made and seconded to bill homeowners for damage fee assessments back to the owners. Unit _____ Locksley Woods Unit _____ Locksley Woods Unit billed, Unit _____ Locksley Woods, to be billed to Unit _____ Locksley Woods Unit will be billed. All in favor.
9. The discussion concerning pine straw will be tabled until the April, HOA meeting.
10. Motion was made and seconded to accept, Time to Swim's pool contract, for the summer season of 2022. All in favor.
11. The next HOA meeting will be scheduled for April 14, 2022, at 05:30 p.m. at RPM.

Susan Howard, HOA president adjourned the meeting at 06:46 p. m

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

April 14, 2022

1. Meeting called to order by HOA president-Susan Howard at 05:30, p. m.
2. Establishment of Quorum
3. Members present: Cali Hardee-Russell Property Management
Logan Simmons
Karen Gilkey
Susan Howard
Danny Smith
Julia Smith
Linda Hall
4. Motion was made and seconded to accept HOA meeting minutes from March 24, 2022. All in favor.
5. Motion made and seconded to send letters for work orders and violations that were noticed during the April inspection of Locksley Woods and King Richard's Court.
6. Motion made and seconded to proceed with the reserve study. (5) Voted in favor. (1) Opposed.
7. Motion made and seconded to bill the designated homeowners for repairs done to Unit for replacing dryer vent cover at the price of \$104.61. Unit Locksley Woods had a leak in the unit due to a painter moving the refrigerator causing the water line to pop off, with water leaking to Unit below, incurring a damage assessment of \$160.50. Unit -RPM cleaned out the dryer vent at a cost of \$64.20. unit reported spots on ceiling, upon investigation RPM determined that unit bathtub drain was leaking into the downstairs unit. The damage assessment was \$64.20.
8. Motion made and seconded to move forward with placing new pine straw in the month of May by our landscaping contractor, B. T. Carrawan.
9. The board decided to revisit a discussion concerning parking until August HOA meeting.
10. Solitude Lake Management Company is presenting a meeting with local HOA board members concerning the latest information on pond and lake management. The meeting is scheduled in May at Pitt Community College. Cali Hardee will e-mail all board members with exact dates and time. The meeting is open to all board members.
11. The next HOA meeting will be scheduled for May 12, 2022, at 05:30 p. m. at RPM.

Susan Howard, HOA president adjourned the meeting at 06:26 p. m.

Respectfully Linda Hall

Locksley Woods Condominium Association, Inc.

Board Meeting May 12, 2022

5:30 at Russell Property Management Office

- I. Meeting Called to Order at 5:38 pm by Susan Howard
- II. Establishment of Quorum
- III. Members Present: Cali Hardee – Russell Property Management
 - a. Susan Howard
 - b. Julia Smith
 - c. Karen Gilkey
 - d. Logan Simmons
 - e. Danny Smith – by Telephone
- IV. Review and Approval of Minutes with correction to item 8. Motion made by Julia Smith and seconded by Logan Simmons. Motion passed.
- V. Review Reports. May inspection delayed due to weather conditions.
- VI. Old Business
 - A. Pool Resurfacing – awaiting bids
 - B. Repainting line/letters – awaiting bids
- VII. New Business
 - . Request by _____ to move dead shrub and replace with Knock Out Rose Bush. Motion made by Danny Smith and seconded by Karen Gilkey to approve request at owner's expense. Motion passed.
 - C. Discussion of Terminix squirrel damage and repair. Motion made by Susan Howard and seconded by Karen Gilkey that HOA will pay \$1,200.00 repair bill. Board would like to see more details concerning application for dryer vent squirrel blockers.
 - D. Request by _____ King Richard Court to replace rear water facet. There was discussion on the cost to repair vs replace. Danny Smith volunteered to inspect faucet to determine issue with faucet. Item tabled to June meeting.
 - E. Danny Smith noted that the BT Carraway (landscape contractor) is not performing all the contracted services. Most notably trash and debris removal. Cali Hardee will send the Contractor a letter to make corrections to service.
- VIII. Adjournment
Susan Howard adjourned the meeting at 6:11 pm.

Locksley Woods HOA

Board Meeting

June 9, 2022

1. Meeting called to order by HOA president Susan Howard at 05:30 p. m.
2. Establishment of Quorum
3. Members present:

Cali Hardee-Russell Property Management
Susan Howard
Danny Smith
Logan Simmons-via phone
Karen Gilkey
Julia Smith
Linda Hall
4. Unit came before the board concerning a complaint. Motion was made and seconded to not revoke this units pool privileges. All in favor.
5. There was a question that arose about the landscaping balance being over \$12,000.00. Cali Hardee explained that the landscaping supplies charge was coded incorrectly.
6. The repairs to the water meter, around the dumpster near building 2213 is on hold, waiting on parts
7. Motion was made and seconded to assess damage charge fee to unit . Kings Richard Ct. Hardees Plumbing Company went to a service call (the cold water line for the downstairs shower was leaking in the ceiling. The damaged water line was repaired and the water was cut back on. The Bill totaled \$349.30
8. Motion was made and seconded to pay the person cutting around the pond bank, \$350.00 which was paid to . This amount was then charged back to B. T. Carawan Landscaping Co.
9. The next HOA meeting will be scheduled for July 14, 2022, at 05:30 p. m. at RPM.

Susan Howard, HOA president adjourned the meeting at 06:28 p. m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

August 4, 2022

1. Meeting called to order by HOA president Susan Howard at 05:34 p. m.

2. Establishment of Quorum

3. Members present:

Cali Hardee-Russell Property Management

Susan Howard

Julia Smith

Karen Gilkey

Danny Smith

Logan Simmons

Linda Hall

4. The owner of . Locksley Wood's homeowner addressed the board with several concerns about landscaping. Some examples were that our ornamental bushes needed to be trimmed. Also, when landscapers blow off the walkways they are only blow the downstairs, not the top floor or stairwells. The scheduling of mowing, blowing and edging. There is also an issue with homeowner's discarding of furniture and bulk objects being left in front of our trash dumpsters. It was discussed about using the app (City Compass) as a way to notify the city so they can dispatch a truck to pick up these items. The board will address this homeowner at our next scheduled meeting on September 8, 2022, to share any new information concerning our findings about the landscaping issues.

5. The reserve study will take place at Locksley Woods and King Richards Court on August 24, and August 25, 2022.

6. Two board members are scheduled to walk our property on Friday, August 5, 2022, to check and find what is still outstanding and address with B. T. Carawan, our current landscaper.

7. Motion made and seconded to approve HOA meeting minutes from June 9, 2022. All in favor.
8. There was an e-mail vote concerning the homeowner from [redacted] They had approached the board about putting stone off the side of the patio as opposed to pavers. All voted in favor.
9. There is a need for repairs to take place behind building 2235, per Cali Hardee-Russell Property Management, has sent out bids to vendors, they are waiting on responses.
10. Pitt Heating and Air, was called to check a problem with suspected HVAC drainage concerning Unit [redacted] and [redacted]. When they arrived the HVAC was working fine. The cost of \$64.20 will be divided between the 2 units. Motion was made and seconded. All in favor.
11. B. T. Carawan had submitted several items on our irrigation system that needed repairing. Cali Hardee-Russell Property Management is waiting on quotes.
12. Unit [redacted], reported there was leak above her HVAC unit and that she heard drips above her when upstairs turns on her shower; RPM investigated and ran both showers and found no signs of water damage and no leak. It was later determined that she was speaking about the outside A/C unit; when it rains; water runs off the roof and into her outside unit. Motion was made and seconded to assess the homeowner for a damage fee assessment at \$64.20.
13. Unit [redacted] reported that when it rained hard, he had water come in his sunroom. H stated that the flashing outside the upstairs unit that is not attached all the way and thinks and thinks water was running off of the board and into his unit. James Co. investigated and repaired the metal trim around upstairs patio and re-nailed metal trim and sealed around edges. Motion was made and seconded to split cost of the damage fee assessment between units [redacted] at the cost of \$135.50. Motion passed 3 board members approved and 2 opposed.
14. Unit [redacted] Locksley Woods Drive, homeowner approached the board about leasing a reserved parking space, for her third tenant. The previous owner shared with the new homeowner that she had made arrangements with the board with this same proposition, and it had been approved. Motion was made and seconded to allow unit [redacted] to lease this reserved space at a cost of \$365.00 for one year.
15. Unit [redacted] requested the board to approve an extension to her existing patio, but due to the location requested it could possibly obstruct the AC drainage. Motion was made and seconded to deny the request. All in favor.
16. The next HOA meeting will be scheduled for September 8, 2022 at 5:30 p. m .at RPM.

Susan Howard, HOA president adjourned the meeting at 07:48 p. m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

September 8, 2022

1. Meeting called to order by HOA president Susan Howard at 05:32 p. m.
2. Establishment of Quorum
3. Members present:
Cali Hardee-Russell Property Management
Susan Howard
Karen Gilkey
Danny Smith
Logan Simmons
Julia Smith
Linda Hall
4. Motion was made and seconded to accept meeting minutes from August 4, 2022, with the change to correct the spelling of Cali Hardees name from Cal to Cali, on item number nine. All in favor.
5. Cali Hardee and several board members are going to review B. T. Carawan's contract to make sure of verbiage of inclusions and check to see if there needs to be a three month renewal letter at the end of his existing contract.
6. Cali Hardee, Rocky Russell Property management representative is checking our insurance policy to see if it will cover the repair cost to building 2235. Motion made and seconded to move forward with allowing, the vendor All Home Repairs to proceed with repairing this damage. All in favor.
7. The board is still waiting to get the results of the reserve study for Locksley Woods and King Richard Court.
8. The homeowner of _____ addressed the board with several landscaping issues and other concerns.
9. The board is scheduling a special meeting for all homeowners to address the board with their concerns. This meeting is scheduled for October 2, 2022, from 2:00 p. m. to 4:00 p. m. at the community pool. Light refreshments will be served. Due to inclement weather, the meeting was rescheduled to October 16, 2022, at 2:00 p. m. to 4:00 p. m. Refreshments will still be served.
10. Cali Hardee, Rocky Russell Property Management representative is co-coordinating dates and location for the annual board meeting to be held in November 2022.
11. Motion was made and seconded to add a representative to the landscaping committee. All in favor.

12. Sandy Conklin was elected Chair of the landscaping committee. The board extends our gratitude for her acceptance of this position.

13. Motion made and seconded to allow homeowner of Unit _____ to install pavers to be used to extend the patio. All in favor.

14. The next HOA meeting is scheduled for October 13, 2022 at 05:30 p. m., at RPM.

Susan Howard, HOA president adjourned the meeting at 08:04 p. m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

October 13, 2022

1. Meeting called to order by HOA president Susan Howard at 05:32 p. m.
2. Establishment of quorum.
3. Members present:
 - Cali Hardee-Russell Property Management
 - Susan Howard
 - Karen Gilkey
 - Danny Smith
 - Julia Smith
 - Logan Simmons
 - Linda Hall
4. B. T. Carawan addressed the board about questions concerning his contract with Locksley Woods. He stated that the board had to give him a 90-day notice to change or terminate his contract. Friday October 7, 2022 was the deadline for this change to occur. The board approached B. T. Carawan to consider adding blowing out building stairwells, picking up limbs on our nature trail, and picking up debris around the trash dumpsters. Locksley Woods's irrigation system was discussed, as to the price of replacing the whole system versus paying \$1,500.00 a year for upgrades. According to Mr. Carawan's knowledge of the system, it was surmised that what is done this year, will have to be replaced in fifteen years. B. T. Carawan is giving the board a bid for snow clearing to be added to his contract, for the months of December, January and February. The cost of this addition would be around \$400.00 to \$500.00. The board will cancel the irrigation portion of his contract, beginning December 1, 2022, with the beginning of his new contract.
5. Motion made and seconded to accept the meeting minutes for September 8, 2022. All in favor.
6. The reserve study findings were discussed about how we can use this information as a guide for Locksley Wood's future. The reserve study will be published to Rocky Russell's web site when annual meeting packets are sent out to homeowner's, two weeks prior to Locksley Woods annual homeowner's meeting.
7. Motion was made and seconded to not increase dues for 2022. 4-agreed. 2-opposed.

8. Locksley Woods and King Richard Court annual HOA meeting is scheduled for November 17, 2022, at the First Christian Church. Board members will arrive at 5:30 to 6:00; homeowners will arrive at 06:30. Homeowner's can sign up for time slots to speak. The building must be vacated by 07:30 p. m.
9. Motion made and seconded to start monthly board meetings at 06:00 p. m. with violation hearings at 07:00 p. m. Homeowners with concerns may also sign up for a ten-minute slots, starting at 07:00 p.m. All in favor.
10. The next HOA meeting is scheduled for November 10, 2022, at 06:00 p. m. at RPM.

Susan Howard, HOA president adjourned the meeting at 07:54 p. m.

Respectfully Linda Hall