

Locksley Woods HOA

Board Meeting

January 12, 2023

1. Meeting called to order by HOA president Susan Howard at 05:58 p. m.
2. Establishment of Quorum
3. Members present  
Call Hardee-Russell Property Management  
Sandy Conklin-via phone on Go to Meeting  
Danny Smith-via phone on Go to Meeting  
Susan Howard-via phone on Go to Meeting  
Logan Simmons-via phone on Go to Meeting  
Linda Hall  
Karen Gilkey  
Julia Smith
4. Homeowner of unit , addressed the board concerning his assessment due the dryer vent that had to be replaced due to damage by our local squirrel population.
5. Call Hardee-our representative for Rocky Russell Property management, will look into logistics and pricing of cages that can be put on the bathroom vent covers as well as the dryer vent covers. This will hopefully help with keeping squirrels from getting inside our building walls
6. Motion made and seconded, to accept the October, HOA meeting minutes with corrections. All in favor.
7. Motion made and seconded to accept November 2022, HOA monthly meeting minutes. The November 2022 monthly meeting was held on the same day as the November, 2022, annual HOA meeting. All in favor.
8. Motion made and seconded, to send warning letters to all homeowners that have open work orders concerning damaged dryer vent covers warning them to fix them or they will be assessed for repairs. All in favor.
9. Motion made and seconded that Russell property management will be sent out on Monday, January 16, 2023; too remove personal items that are stored in the common area of building 2225. All in favor.

10. Motion made and seconded to send a RPM representative out to remove tinfoil that is wrapped around the dryer vent, that is being used as a temporary cover, for Unit 2225. This is a fire hazard. The homeowner will be assessed. All in favor.
11. Repairs to the retention wall on the side of building 2235, is in progress. The cost is estimated to be \$23,000.00. After digging out the old wall and rotten wood was discovered, it was decided to add a rubber product in the installation that will help keep moisture away from the wall.
12. Motion made and seconded to release a payment of \$5,000.00 toward the repairs on the retention wall on side of building 2235. All in favor.
13. During the annual HOA meeting held January 12, 2023, there was an open discussion concerning problematic tenants. After much discussion and fact finding, the GPD is our only resource.
14. Gutter cleaning was discussed in detail, this will be tabled until bids are received, which will hopefully be in March and then the work will be scheduled.
15. Locksley Woods next HOA monthly meeting will be held February 9, 2023, at 6:00 p. m. at Russell Property Management.

Susan Howard adjourned the meeting at 07:52 p. m.

Respectfully Linda Hall

Locksley Woods HOA

Board Meeting

March 9, 2023

1. Meeting called to order by HOA vice-president Danny Smith at 05:58 p.m.
2. Establishment of Quorum
3. Members present:
  - Cali Hardee-Russell Property Management
  - Sandy Conklin
  - Linda Hall
  - Danny Smith
  - Julia Smith
  - Karen Gilkey
  - Logan Simmons
4. Motion made and seconded, to accept the meeting minutes for January 12, 2023 meeting. All in favor.
5. Cali Hardee, Russell Property Management Company will get quotes and prices about placing baskets over dryer vents as well as the bathroom exhaust vents.
6. Homeowner's meeting scheduled for March 30, 2023, at the First Christian Church on fourteen streets from 7:00 p. m to 9:00 p. m. to discuss long term plans.
7. An e-mail is being sent to building 2225 to clean out the common area under the stairs. The homeowner's will be given until Tuesday, March 14, 2023, to clean out the area or Russell Property Management will be sent out to clean up the mess and it will be thrown away.
8. Rocky Russell Property Management will repair damaged vents located on second floor.
9. Cali Hardee is reaching out to brick masons for bids on repairing the Locksley Woods entrance sign.
10. A letter is to be sent to homeowner's that need to have their dryer vents and bathroom exhaust fans repaired, with squirrel proof cages. The homeowner's will be given one month to fix or Russell Property Management will be sent to repair at the owner's expense.
11. Discussion about parking permits was tabled until the April HOA meeting.

12. Motion made and seconded to allow 10% of any assessment to be applied to homeowner's late fees that have gone unpaid for over a month.
13. Motion made and seconded to go with the bid by Blue Ridge Pressure Washing Company, to pressure wash 23 buildings at a price of \$250.00 per building. All in favor
14. Gutter down spout cleaning to be done by Southern Outdoor Restoration at a price of \$2,264.00.
15. Members of the board have scheduled to meet at the pool on Sunday March 24, 2023, at 1:00 p. m. for a walk through the Locksley Wood's and King Richard's Court communities.
16. The need for a tree removal at building 2205 was discussed. The decision was made to just trim the tree for now.
17. The water bill for building 2404 on King Richard's Court was considerably higher for the month of March, 2023. E-mails will be sent out to the homeowners to advise them to check for leaks. If the light bill continues to remain high Russell Property Management will be sent out to investigate and homeowners will be billed.
18. Motion made and seconded to assess \_\_\_\_\_ for a water leak that Russell Property Management responded to after hours. \_\_\_\_\_ called RPM reporting a water leak in the ceiling. RPM responded to the call and was met by a plumber the \_\_\_\_\_ owner had contacted. When RPM went out to investigate it was then determined that there was a water leak of the cold-water supply to one of the plumbing fixtures of the upstairs unit. RPM and the plumber attempted to turn the water off to \_\_\_\_\_ at the unit shut off, but it did not work. They had to turn the water off to the entire building. The failure of this water shut off delayed RPM's ability to stop the leak from additional damage to the unit below. All in favor.
19. Locksley Woods next HOA monthly meeting will be held April 13, 2023, at 6:00 p. m. at Russell Property Management.

Danny Smith adjourned the meeting at 08:34 p. m.

Respectfully Linda Hall

Locksley Woods HOA Meeting

April 13, 2023

- I. Meeting Called to Order at 6:04 pm by Vice President Danny Smith
  - Quorum Establish
  - Present: Danny Smith, Logan Simmons, Sandra Conklin, Karen Gilkey, Cali Hardee with RPM
  
- II. Review March Meeting Minutes -- correction made to minutes as presented. Motion made and seconded with corrections. Motion Passed.
  
- III. Hearing units and Locksley Woods side. The owners did not appear for hearing.
  - Motion made and seconded to assess damage fees against . Motion passed unanimously.
  - Motion made and seconded to send letter to with this being the final warning and fines will be assessed for non-compliance. Motion made and seconded. Motion passed unanimously.
  
- IV. Discussion Of Landscaping Contract. Discussion of contract with Allison, representing BT Carawan. Items were removed from old contract and replaced with new items:
  - a. Irrigation System remove and replaced with cleaning stairs, pick-up of trash and debris, and disposal of debris from nature area. Locksley Woods is being billed for irrigation and the new items are not being performed.
  
- V. Reports and Inspections.
  - There was discussion of renters not having access to pool when owner is delinquent on dues.
  - Motion made and seconded to invite Locksley Woods to a hearing for violation of hanging curtains on balcony. Motion passed unanimous.
  - Motion made and seconded that letter will be sent to occupants to remove bike from King Richard. If there continues to be non-compliance the bike will be removed. Motion passed unanimous.

- Motion made and seconded to send letter to Locksley Woods to place all personal items on patio and remove evidence of construction debris. Failure to do so will result in fines until items are removed. Motion passed unanimously.

VI. Old Business

- a. Reinstating Parking Passes. After much discussion motion was made and seconded to issue 2 stickers for units with 2 cars, and 1 sticker and 1 hanging pass for units with 1 car. Motion passed unanimously. The issue of cost and roving tow truck was tabled until cost can be established.
- b. Terminix proposal for squirrel tabled until get more information related to item c.
- c. Installation of dryer vent covers for all second-floor units. Item tabled until cost is determined.
- d. Bennett's Irrigation invoice. After discussion and clarification motion made and seconded to pay invoice. Motion passed unanimously.
- e. BT Caravan proposals: 1. to clean-up and repair grease dumped in flower bed by King Richard and fill in holes dug by dog of Locksley. Motion was made and second to accept proposal, and bill cost to unit owners. Motion passed unanimously.
- f. Big Ticket Items (roof, stairwell lights and parking lot repainting). The Board asked RPM staff to get cost estimates.
- g. Damage Fee Assessments -- items related to repairs needed from month inspection. Motion made and seconded to assess the fees to the effected units. Motion passed unanimously.

VII. New Business -- rain diverted for 2221 Locksley Woods to prevent rain on the roof from damaging dryer vents. RPM staff asked to get cost estimates.

VIII. Adjournment. Meeting adjourned at 8:17 pm.

Locksley Woods HOA

Board Meeting

May 11, 2023

1. Meeting called to order by HOA president Susan Howard at 05:58 p.m.
2. Quorum met
3. Members present:  
Cali Hardee-Russell Property Management  
Susan Howard  
Julia Smith  
Karen Gilkey  
Linda Hall  
Logan Simmons  
Sandra Conklin
4. Motion made and seconded to approve April meeting minutes with corrections. All in favor.
5. Pool will open upon completion of work.
6. Cali Hardee will investigate defective gutter guards and get bids for buildings 2213 and 2215.
7. Motion made to complete all repairs to the pool at a cost of \$25,000.00. Four members voted for proposal. One against. One abstained. Motion carried.
8. ACC Cleaning and Restoration Services invoice will be assessed back for repairs done to unit . Motion made and seconded. All in favor.
9. Homeowners will be notified of the start date for the tagging of all vehicles beginning this fall.
10. Cali Hardee is waiting on receiving bids before decision is made about restripping the parking lot.
11. Meeting adjourned at 08:16 p.m. by HOA president Susan Howard.

Next meeting scheduled June 8, 2023 at 5:00 p.m.at RPM

Respectfully, Linda Hall

Locksley Woods HOA

Board Meeting

June 8, 2023

1. Meeting called to order by HOA president Susan Howard @ 05:09 p. m.
2. Quorum met
3. Members present:  
Cali Hardee-Russell Property Management  
Susan Howard  
Julia Smith  
Danny Smith  
Logan Simmons  
Sandra Conklin  
Linda Hall
4. Motion made and seconded to approve May meeting minutes with corrections that pool would be opened upon repair completion. All in favor.
5. Motion made and seconded that any homeowners who are in violation of any rules will receive an initial fine of \$50.00 and will be given five working days to correct the violation. If not corrected within five working days they will then be fined an additional \$50.00 a day until it is corrected. All in favor
6. The Board requested Cali Hardee to get prices for cameras and installation fees to help monitor buildings that are having problems with garbage disposal and other issues.
- 7.
8. Cali Hardee-Rocky Russell property management representative will get estimate for repairing fence behind building 2205.
9. Motion made and seconded to proceed with the restriping of the parking lot. The cost of this endeavor will be taken from the reserve account. All in favor.
10. The pricing for squirrel cages for the exhaust fans along with labor cost are being researched by Cali Hardee.
11. The Locksley Woods HOA board is discussing the replacement of stairwell lights. This would include 23 buildings with a price of \$125.00 an hour in labor cost alone. This discussion was tabled till next month with further discussion.



12. The Locksley Woods HOA board discussed that the black netting around the pool needs to be replaced.
13. Cali Hardee will get a price from Rocky Russell Property Management for the cost of blowing off stairwells and breezeways on all buildings.
14. The pond treatment started in March and should be treated twice a month. The board asked Cali Hardee to price the cost of installing a fountain which would definitely help keep the algae down.
15. Meeting adjourned at 08:18 p. m. by HOA president Susan Howard

Next meeting scheduled July 13, 2023

Respectfully, Linda Hall

Locksley Woods HOA

Board Meeting

July 13, 2023

1. Meeting called to order by HOA vice-president Danny Smith at 05:03 p. m.
2. Quorum met
3. Members present:  
Cali Hardee-Russell Property Management  
Karen Gilkey  
Linda Hall  
Sandra Conklin  
Logan Simmons  
Danny Smith
4. Motion made and seconded to approve June meeting minutes with corrections. All in favor.
5. Motion made and seconded to approve the sidewalks and curbs to be pressure washed by Blue Ridge Pressure Washing Company, moved to September. All in favor
6. There is a discussion by the board that putting a fountain in Locksley Woods Pond would help keep down the algae while adding to the esthetics of our community. Cali Hardee, Rocky Russell's Property Manager, will get costs of putting in an electrical power source. This will be tabled to the August 10, 2023, HOA meeting.
- 7.
8. Motion made and seconded to change the HOA meeting time from 5:00 to 5:30 p. m. All in favor.
9. Motion made and seconded to keep the pool open two additional weeks at no additional charge. Closing date would then be September 17, 2023. All in favor.
10. Landscaping was discussed and it was brought to the Locksley Woods board that the Landscaping contract that we presently have with B. T. Carawan runs out October 06, 2023.

11.

12. Motion made and seconded to bill all damage fee assessment for the July 2023, inspection back to the homeowners. All in Favor.

13. Locksley Woods HOA board decided to table their discussion concerning changing out the buildings present lighting with led wafer lights until the August HOA meeting.

14. Parking lot restriping is scheduled to be carried out starting the first week in August 2023.

15. Cali Hardee, Rocky Russell Property Management representative is checking the cost of placing cameras around certain locations in our neighborhood, that continue to have issues with people not placing trash in the dumpsters.

16. Meeting adjourned by HOA vice-president Danny Smith at 07:15 p. m.

Next meeting scheduled August 10, 2023, at 05:30 p. m.

Respectfully, Linda Hall

Locksley Woods HOA

Board Meeting

August 10, 2023

1. Meeting called to order by HOA president Susan Howard at 05:27 p. m
2. Quorum met
3. Members present:  
Cali Hardee-Russell Property Management  
Susan Howard  
Sandra Conklin-via phone  
Danny Smith  
Karen Gilkey  
Logan Simmons  
Linda Hall
4. Motion made and seconded to accept meeting minutes for July 13, 2023. All in favor.
5. Letters will be sent to homeowner's that have personal property in common area and under the stairwell to remove or Russell Property Management will be sent to pick up items at owners expense. These items were picked up on the monthly inspection.
6. Motion made and seconded for all damage fees to be assessed back to the homeowner's of the units involved. All in favor.
7. The board has discussed with homeowner's the need for squirrel cages around exhaust fans and dryer vents. The Locksley Woods community has had quite a problem with them entering the building and causing damage. Cali Hardee, Rocky Russell property management representative stated that they are on back order. The discussion of dates for installation has been tabled to next month.
8. There has been an ongoing discussion by the board on replacing lights in stairwell with wafer LED lights. The board will revisit this discussion at the next meeting.
9. The esthetics of our community is very important to the HOA board as well as all of the homeowner's. The board discussed the need of landscaping improvements along with other ideas to increase our property value.
10. A letter of termination was sent to B. T. Carawan Landscaping on August 2, 2023. The board is receiving bids from other contractors.
11. Several board members are meeting with Pair Electronic to discuss where cameras can be placed around the pool and around certain dumpsters that continue to be a problem.

12. Motion was made and seconded to move money from escrow account to the operating account to pay current bills.
13. Fire Extinguishers inspection took place on August 15, 2023.
14. Meeting adjourned by HOA president Susan Howard at 06:51 p. m.

Next meeting scheduled September 14, 2023, at 05:30 p. m.

Respectfully, Linda Hall

Locksley Woods HOA

Board Meeting

September 14, 2023

1. Meeting called to order by HOA vice-president Danny Smith at 05:34 p. m.
2. Establishment of Quorum
3. Members present:  
Cali Hardee-Russell Property Management  
Danny Smith  
Sandra Conklin  
Logan Simmons  
Linda Hall
4. Motion made and seconded to accept meeting minutes for August 10, 2023, with the correction that the HOA meeting time is scheduled for 5:30 p. m. not 5:00 p. m.
5. Cali Hardee is calling our lawyer to have him look into our HOA by laws and decide whether we can enforce certain violations with fines, and how long can the board leave the violation open for a specific occurrence.
6. The board is reviewing the landscaping contract presented by new vendor, Blue Line Landscaping.
7. Motion made and seconded to allow the homeowner with squirrel damage to pay \$100.00 a month toward the cost of repairs. All in favor.
8. Annual meeting discussion was tabled to next meeting.
9. After a discussion by the board concerning pool safety, we agreed there is a need to add one more camera at the pool gate. The board will be looking into the cost of the camera.
10. Cali Hardee-Rocky Russell Property Management representative is contacting G-Vegas about supplying parking stickers if we go with their towing service.
11. Meeting adjourned at 07:29 p. m. by HOA vice-president Danny Smith.

Next meeting scheduled October 12, 2023 at 5:30 p. m. at RPM

Respectfully, Linda Hall

Locksley Woods HOA

Board Meeting

October 12, 2023

1. Meeting called to order by HOA vice-president Danny Smith at 05:30 p. m.
2. Establishment of Quorum.
3. Members present:  
Cali Hardee-Russell Property Management  
Danny Smith  
Sandra Conklin  
Karen Gilkey  
Robin Kee  
Logan Simmons  
Linda Hall
4. Motion made and seconded to approve meeting minutes for September 14, 2023. All in favor.
5. The Locksley Woods HOA board discussed the need to come up with a plan to address the parking issues in our communities. The board has discussed the need to return to using parking passes.
6. Motion made and seconded to approve replacing 46 existing stairwell light fixtures, and rewire with recessed LED type wafer lights. All in favor.
7. Motion made and seconded to accept a 5 percent budget increase based off new budget proposal and current needs. The proposal will become effective in January 2024. All in favor.
8. It was discussed by the board that the bushes in our neighborhood of Locksley Woods and King Richard's court need trimming. This will be addressed by our new landscaper.
9. Locksley Woods has had a continuing problem at some of our dumpsters where our homeowners are not putting bags of trash in the dumpster. This has been a problem for some months. A motion was made and seconded to have cameras purchased and placed near these locations. All in favor.

10. Motion made and seconded to allow Units 2420B and 2420F on Kings Richard's court side to remove existing gutter guards and replace with a gutter/downspout. The work will be done by Tricity and the homeowner's of these units will split the cost. All in favor.
11. The annual homeowner's meeting was discussed and the meeting will be scheduled for November 16, 2023.
12. Meeting adjourned at 7:42 p. m. by HOA vice-president Danny Smith.

Next meeting scheduled for November 9, 2023 at 5:30 p. m. at RPM

Respectfully Linda Hall



Locksley Woods HOA

Board Meeting

November 9, 2023

1. Meeting called to order by HOA vice-president Danny Smith at 05:30 p. m.
2. Establishment of Quorum
3. Members present:
  - Cali Hardee-Russell Property Management
  - Danny Smith
  - Robin Kee
  - Karen Gilkey
  - Logan Simmons
  - Sandy Conklin
  - Linda Hall
4. Motion made and seconded to remove a board member due to bylaw attendance requirements. Amendment number three, article IV of the bylaws. All in favor.
5. A homeowner's family member represented concerns about safety concerns of our community.
6. Motion made and seconded to accept meeting minutes for October 12, 2023. All in favor.
7. Cali Hardee-Russell Property Management will send out a property wide e-mail that all water hoses need to be unhooked from spigots.
8. Motion made and seconded to assess damage fees back to homeowners. All in favor.
9. Russell Property Manager, Cali Hardee will e-mail board members the quotes for tree limb removal.
10. Motion made and seconded to install squirrel cages on second floor exhaust and dryer vents community wide.
11. Solitude Lake Management has sent in a quote to clean up around our pond in Locksley Woods. Cali Hardee, Locksley Woods property manager will contact our neighbors at Yorkshire to see if they would be interested in using them to clean up their side of the pond and sharing the cost.

12. Meeting adjourned at 07:49 p. m. by HOA vice-president Danny Smith.

Next meeting scheduled December 14, 2023, at 05:30 p. m at RPM

Respectfully, Linda Hall

Locksley Woods HOA  
Board Meeting  
12/14/2023

1. Meeting called to order by HOA vice-president Danny Smith.at 5:28 p.m.
2. Establishment of quorum.
3. Members present:

Cali Hardee – Russell Property Management  
Danny Smith  
Robin Kee  
Logan Simmons  
Sandy Conklin  
Andrew Roland (newly appointed)

4. New officers appointed:

Danny Smith – President  
Logan Simmons – Vice President  
Robin Kee – Treasurer

5. Establish new board members:

Andrew Roland was previously appointed and is at the meeting. He was appointed to fill the vacant remaining 2-year term. (through 2025)

Board voted to approve John Lynch as the 7<sup>th</sup> member to fill the vacant remaining 1-year term. (through 2024)

6. Review and approve prior meeting minutes from 10/12/2023. Motion made, seconded and all in favor.
7. Motion was made, seconded and all in favor to have RPM handle outstanding work orders as listed in the meeting packet. Homeowners will be billed.
8. Motion was made, seconded and all in favor for HOA to pay for the installation of all squirrel cages.
9. Meeting adjourned at 7:31 p.m.

Next meeting scheduled for Thursday, January 11<sup>th</sup>, 2024 at 5:30 pm at RPM.

Robin Kee