

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, January 10, 2023

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, January 10, 2023 at 5:36 pm by President Randy Collier. A quorum was established. Tonya Jones represented Russell Management. Board members absent included Joe Busby, David Corsini, and Hilda Bradshaw.

Homeowners Diane Webster, Lou Mcnamee, and Rachel Wells addressed the Board. Lou addressed the dumpster situation (specifically at 2005/2007/2010) and asked for an update and suggested exploring the possibility of contracting with a private trash collection company. She also volunteered to meet to develop a communication plan for the community. Rachel sought permission to install a "free library" site in the neighborhood (which was approved) and Board member John Person volunteered to help her with the installation. Diane addressed the Board on several budgeting concerns.

Tonya presented the Management report for questions and discussion.

Financials effective December 31, 2022:

·	Operating Account:	\$ 334,957.93
·	Escrow Account:	\$ 227,935.05
·	Delinquents:	\$ 14,184.21

Delinquent accounts and violations were discussed. The Board decided to remove the fee owed by _____ (\$7,385.21) from our monthly delinquent's report because we hold a Money Judgement against her and our work toward collecting the money is complete. Work orders for tree root removal from the area of 1829 H, I, and J (\$1100); wood rot under gutter in the patio area at 1827-F (\$1325.60) and replacement of a section of sidewalk at 2005-A/B (\$3386.00) were presented and approved.

Old Business:

- The 1959 deck replacement issue was discussed further. Another bid has been received with a wide discrepancy between opinions of what needs to be done and cost. John offered to check on the code restrictions involved, and Tonya was asked to check with Rocky for his ideas. This topic will be discussed further at the February meeting.
- Chimney caps on 14 buildings still have not been repaired/replaced and Tonya was asked to research companies outside Pitt County who could complete this work in a timely manner,

New Business:

- Wood rot damage on 1853 (\$27,000) and 2010 (\$29,000) were presented for Board approval. Joyce moved (and Phyllis seconded) to approve the bids and the Board approved. When these are completed, there will be 6 units left in the current wood rot rotation.
- The Clubhouse water heater needs replacing before it is used again. Tonya was asked to get a bid and action to complete this asap will be taken.

- Tonya recommended to open the pool two weeks prior to Memorial Day to check and make sure everything works. If everything is ok, the pool could be opened to members one week early.
- Randy reported that expectations of pool work is being planned. He asked Tonya to get quotes on upgrading toilets and mirrors in the bathrooms and to send an email with the quotes for 2 mirrors and 6 toilets.
- Bobby requested three bids for the Landscaping contract with specific wants/needs included.
- The need for a new treasurer and secretary was discussed. John Person will serve as Treasurer and David Corsini will become the Secretary effective at the February meeting.

There being no further business, the meeting was adjourned at 7:39 pm. The next Board Meeting will be held on Tuesday, February 21, 2023, at 5:30 pm in the Clubhouse.

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, February 21, 2023

Meeting Called to order 5:32 by President, Randy Collier. Quorum was established with Randy, Hilda, Phyllis, Brenda, and Joe. Tonya Jones and Freedom Edmundson represented Russell Property Management. Board members absent were Joyce Brantley, John Person, Bobby Parker, and David Corsini. David Corsini joined the meeting at 6:30.

Freedom Edmundson was introduced as the new manager for Quail Ridge. Tonya will be working alongside Freedom until she is comfortable with Quail Ridge.

Quail Ridge meeting minutes from January 10, 2023, were reviewed and motioned to approve by Joe. All homeowners in favor.

Lou McNamee attended to discuss communication with homeowners. Joe motioned to form an Adhoc committee to form the "Quailer" Program. More information will be available later regarding this program.

Work orders for 1872 I (\$2356.98) and 1873 G (\$1961.82) were reviewed and approved. Board reviewed three quotes for replacement of 1959 A deck and repair of 1959 B deck. Joe motioned to move forward with DLP in the amount of \$17,438.82, Brenda second, all in favor. Joe asked if DLP can be asked to quote the dumpster fence enclosures.

Board approved to move forward with Haddock & Hardison Construction to complete the remaining chimney caps. Price is \$230 per chimney cap. Joe motioned, Phyllis second, all in favor.

The upcoming pool season was discussed. Board approved replacing all toilets in the men and women's bathrooms, and the mirrors above the sinks. Tonya/Freedom to get an official quote and email to the Board for approval. Board voted to remove all boxwoods inside the pool area, and fill areas with white rock. Tonya/Freedom to ask Bill with US Lawns to quote removal of shrubs and leveling ground. Board would install the white rock themselves.

Concern about bare spots in the lawns, RPM to ask Bill Freelove for a recommendation on what can be done to fill these areas. Hilda stated there are stakes near trees that aren't being used. If they are not needed, ask US Lawns to remove these stakes.

Mistletoe in the trees was discussed. A box truck is needed to remove the mistletoe. A vendor is needed for this. RPM and Board members will ask around for a vendor that can do this.

1953 A – A tree was blown over during a windstorm. US Lawns to remove root ball and replace with a Hardy Evergreen.

Discussion regarding draws for All Home Repairs. Board stated that if All Home Repairs submits and invoice for material and/or time, Board will approve invoices as needed.

Financials as of January 31, 2023:

- Operating: \$334,957.93
- Escrow: \$227,935.05
- Delinquents: \$8,304.77

Work Orders were reviewed and discussed. Close out WO 20346 since a vendor has been established. Status on 1874 B, 2005 H and 1968 E are needed. Tonya/Freedom to follow up with vendors.

Board discussed outside pool membership costs. Individual membership will increase from \$310 to \$320, family membership will increase from \$465 to \$475. Individual bands will remain the same cost of \$75.

David asked about the possibility of speed bumps in the neighborhood due to speeders. Quail Ridge Road is a City maintained road and this would have to be completed by the City. Joe stated that City has no funds allocated for these projects.

Randy asked that US Lawns to look at the area by 1963 D where dirt is washing out for recommendations on what can be done.

No further items to be discussed, the meeting was adjourned at 7:07. The next meeting will be held March 14, 2023 at 5:30PM at the clubhouse.

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, March 14, 2023

The meeting was called to order at 5:35 pm by President Randy Collier. Quorum was met with Randy, Joe, Joyce, Phyllis, Brenda, and Hilda present. Freedom and Tonya with Russell Property Management were also present.

Quail Ridge meeting minutes from February 21st, 2023, were reviewed. Joe made a motion to approve these minutes. Joyce 2nd the motion.

Joe motioned to accept the financials, Phyllis 2nd this motion. The board was all in favor. Freedom will check on the payment made by [REDACTED].

Freedom will follow up on the following:

- Call the City of Greenville to discuss vehicles parked on the street and get clarification on ‘No Parking’ rules.
- Resend Marlow the bid request for the wood rot on the 3 entrance signs.
- Send out notices to all units that will have chimney cap painting done.
- Send work order reminders for the following work orders:
 - 22491
 - 22777
- Reassign wo 22693 to Steve Wingate.
- Reassign wo 22839 to RPM for Andre to get the two trees at the pool trimmed.
- Follow up with Marlow on wo 22927. If he has not been able to gain access to the unit, we will ask Tracy to assist.
- Check with Lisa about the bathroom mirrors.
- Request a quote from US Lawns to remove the shrubs in the pool area.
- Send out pool notice including pricing for the outside members.
- Follow up with Derek to see when he will return to complete 2010.

Joe made a motion to approve 5 ADA toilets from Ferguson, Joyce 2nd this motion and all agreed. Ferguson will deliver the toilets to the clubhouse.

Joe made a motion approving RPM to install the toilets at a cost not to exceed \$750.00. Joyce 2nd this motion.

Randy will request DPL give a quote for dumpster enclosures. He has also agreed to follow up with sanitation regarding damage.

Steve Wingate has 4 work orders open that need attention. 22693, 23597, and 23598. Joe made a motion to approve work order 23596 and have the ground leveled out at 1829. Phyllis 2nd this motion.

Joe adjourned the meeting at 6:29 pm. Randy 2nd this motion.

Quail Ridge Homeowners Association

Board Meeting Minutes

Tuesday, May 9, 2023

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, May 9, 2023, at 5:33 pm by President Randy Collier. A quorum was established. Freedom Edmundson represented Russell Management. Board members present included Joyce, John, Brenda, Hilda, Phyllis, and Bobby.

Homeowner Charlotte Proctor addressed the Board. She expressed concerns about trees near her unit – a large tree overhanging her unit and parking area and two behind her patio fence that have roots under the fence that are causing problems. Bobby said he would check on these trees. She also requested that her unit not receive pine straw in the current delivery (scheduled next week) and volunteered to serve of the Board Landscaping Committee.

Minutes of the April meeting were not presented due to David's family emergency and him being out of state.. Phyllis agreed to resume the role of secretary.

Freedom presented the Management report for questions and discussion.

Financials effective June 30, 2022:

· Operating Account:	\$ 356,790.71
· Escrow Account:	\$ 235,973.07
· Delinquents:	\$ 5,967.71

The Board discussed the Management report:

- John asked for an explanation of (a) why accounts payable is listed as a “-“ value and (b) an explanation of the “unearned revenue” listing on the Balance Sheet. Freedom will research these questions.
- Work orders: The vendor contacted about tree work has not provided necessary paperwork and the Board asked Freedom to find someone else. The trees near the pool need to be taken care of before the pool opens on May 26.

Delinquent accounts and violations were discussed.

- Reviewed legal action on [REDACTED]. No response or payment from owner since 12/14/22 (current delinquent [REDACTED]). The Board asked for more information from the attorney concerning his fees to pursue and if there is a mortgage or lien against the property? Freedom was asked to check on this information.
- [REDACTED] – demand letters sent on 1/31/23 and 3/27/23. Freedom was directed to pursue action for a lien.
- [REDACTED] – Follow-up on action taken on 2/27/23 to turn delinquency over to JP.

Committee Reports:

- Pool: The non-glass mirrors are still not available for the dressing/restrooms. Suggestion to follow up with Sarah (pool maintenance company) for any suggestions. The pool attendants are in place: 6 regular and 4 stand-by. Increasing the pay scale for the pool staff was discussed and Freedom was asked to provide more information on the pool budget (expenses and expected income with increased membership fees). Decision will be made after information is emailed. The Board discussed landscaping around the pool area, and it was approved to remove all shrubbery in the pool area and replace it with river rock in the beds. Freedom and Bobby were asked to explore the cost of buying the

bags at Lowe's (us disperse) versus buying it in bulk from local quarry (they disperse). They are to get back to the Board with information via email.

- Landscaping: Brenda met with USLawns and discussed issues shared by the Board.
 - Weeds and ant hills in the common areas
 - Entrance area beds - condition
 - Dying shrubs that were recent replacements.

She reported that the issue in the Entrance beds is that there is no water access in those areas and residents do not grant access to their water for use. Replaced shrubbery are watered when planted but there is not a follow-up and residents are responsible for keeping the new plants watered. She asked for estimates of fire ant treatment and a second cut of common areas during growing season and has not received any follow-up. BT Carawan had expressed interest in discussing the landscaping contract but has provided no follow-up since contacted. Bobby asked about Rocky Russell contacting contractors he uses at other sites for bids. He also suggested asking Freelove to lower the mower decks, not to be detrimental to growth, but to help with control of clover. Again, requesting a quote for spraying the turf for fire ants; Freedom said she would contact Freelove (USLawns) tomorrow and will reach out to other landscapers.

The Board discussed having a walk around to check on dead shrubs. Suggestion was made to spray those identified to be removed. In late September or early October, replace these shrubs as deemed necessary.

Old Business:

- Updates on chimney caps was requested.
- Steve Wingate work orders were discussed.
- Pine straw is coming, and an email will be sent to owners about the arrival.
- Freedom was asked to get the hot water heater in the clubhouse fixed.

New Business:

- Discussion of patio situation at [REDACTED]. Will contact owner with fine if not taken care of in a timely manner.
- 1829-H follow-up on 3/15/23 work order to provide topsoil and leveling ground where roots were dug up.
- Painting the steps yellow at all mail houses. Freedom was asked to check on this possibility.

There being no further business, the meeting was adjourned at 7:26 pm. The next Board Meeting will be held on Tuesday, June 13, 2023, at 5:30 pm in the Quail Ridge Clubhouse.

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, October 10, 2023

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, October 10, 2023, at 5:30 pm by Vice-President Bobby Parker. A quorum was established. Freedom Edmundson represented Russell Management. Board members present included David, Joyce, Brenda, Hilda, Phyllis, and Joe.

Minutes of the September meeting were reviewed and approved. The proposed 2024 Budget was presented, discussed and approved.

Freedom presented the Management report for questions and discussion.

Financials effective June 12, 2023:

• Operating Account:	\$ 327,408.84
• Escrow Account:	\$ 246,023.30
• Delinquents:	\$ 12,708.37

- The Board discussed the Management report:
 - Selected delinquent accounts were updated and discussed. These included [REDACTED]
 - Work orders: Review to insure they are current and being actively resolved with multiple bids where needed.
- Old Business:
 - Overgrown vegetation in patio areas has been inspected and violators have been notified. This list will be re-checked and updated.
 - Sign Now is working on new signs for the entrances to Quail Ridge
- New Business:
 - The landscaping walk-through was discussed and scheduled for November 10 at 9:00 am.
 - The doors on building 2010 were approved for painting.
 - The nominating committee for 2024 was presented and approved. Members of this committee include Margaret Powers, Bobby Parker, John Person, Phyllis Wooten, and Lou McNamee
 - The current Board's membership and terms were reviewed. Freedom was asked to research the term dates because the current list does not show the rotation that it should.
 - A squirrel complaint from a resident was discussed but no action was taken.
 - New fencing for Quail Ridge was discussed and Freedom was asked to reach out to fencing companies for information and samples of options.

There being no further business, the meeting was adjourned at 6:25 pm. The next Board Meeting will be the Annual HOA meeting on Monday, November 13, 2023 at 7:30 pm in the Clubhouse.