

Quail Ridge Homeowners' Association Monthly Meeting

February 10, 2015

6:00 PM

Quail Ridge Clubhouse

Recording Secretary: Jane Kirk

Attendees: Lou McNamee, Jane Kirk, Carol Haven, Tasha Laughbaum Rempfer, Katherine Swank, Hunt McKinnon, Phil Baggett, Howard Schokler, Vera Tabakov

Suddenlink

Presenter: John Autrey

Discussion: John Autrey presented quotes for a 5 year renewal and a 7 year renewal with a 10% cap for rate increase annually. Jane Kirk asked that the cap be reduced to 5%. John Autrey said that could be incorporated into a 7 year contract.

Conclusion: John Autrey will provide the QR Board with a revised contract to include a 5% cap on the annual increase rate for a 7 year contract.

Action item: QR Board will meet to review and vote on new Suddenlink contract before the March QR Board meeting.

Letter to QR Homeowners

Presenters: Kathie Harvey and Debbie Broyles

Discussion: Kathie Harvey and Debbie Broyles composed and presented a letter to the Board. The letter is written to the homeowners of Quail Ridge and addresses the need for a dues increase to fund maintenance needs, the need for another meeting to be held for a dues increase vote, and the need for more proxies.

Conclusion: Board agreed to continue discussion of this subject at the next Board meeting.

Window Painting

Presenter: Gloria Langley

Discussion: requested to have the HOA pay for the painting of the outside of windows she had to replace due to squirrel damage.

Conclusion: Motion from Maintenance Committee to approve HOA covering cost of painting. Unanimous approval. No further discussion.

Action item: Tasha Laughbaum Rempfer is to email Maintenance Committee a copy of the letter she will send to stating that the HOA will cover the cost. A work order for painting will be placed within two weeks of replacement, weather permitting.

Approval of Minutes from January Meeting

Conclusion: Hunt McKinnon moved to approve minutes. Carol Haven seconded motion. Unanimous approval. Motion carries.

Delinquent HOA dues and actions taken to collect money

Presenter: Tasha Laughbaum Rempfer

Discussion: Tasha received all delinquent monthly dues owed of recently foreclosed unit at a total of \$9,228.04. Tasha would like permission to move forward with foreclosure of unit due to delinquent monthly dues.

Conclusion: Lou McNamee made a motion for Tasha to go to Chris Edwards, attorney, to move toward foreclosure on unit [REDACTED]. In addition, if attorney recommends that we proceed immediately, then do so. Howard Schokler seconded motion. Unanimous approval. Motion Carries.

Action item: Tasha is to contact Chris Edwards.

Building 1920 shed installation proposal

Presenter: Tasha Laughbaum Rempfer

Discussion: Homeowner in building 1920 requests permission to install a shed in his back yard. Diagrams provided by homeowner were reviewed.

Conclusion: Hunt McKinnon made a motion that we decline because do not have enough information. Phil Baggett seconded the motion. Unanimous approval. Motion carries.

Financial Report

Presenter: Tasha Laughbaum Rempfer

Discussion: Tasha presented the Operating Account and Escrow Account balances

Maintenance Committee Report

Presenter: Howard Shokler

Discussion: Based on decisions made at the Maintenance Committee meeting, Howard presented the following:

I. The outside of replaced windows in (squirrel-chewed) be painted at the expense of QR HOA. Windows are to be painted within two (2) weeks of replacement, weather permitting. Tasha Laughbaum is to contact homeowner, , tomorrow (2/11/15) via both telephone and letter to notify her of the approval and to ask for confirmation of window replacement date. Tasha is to

email Maintenance Committee a scanned copy of the letter when it is mailed. A work order will be submitted when contract with warranty is composed and approved by the Maintenance Committee.

II. Knowing that the City of Greenville holds responsibility for emptying QR dumpsters, we choose to accept the bid for the city dumpster, completely intact, with the quoted price ranging from \$600 to \$900. Tasha Laughbaum is to secure the price and clarify if QR can obtain a container at the City's expense (no cost to QR) by 3/3/2015, one week before the March HOA Board meeting. Tasha is to communicate this information to Maintenance Committee when it is obtained.

III. Approval of the quote for Precision Wood Cut's replacement of chimney caps is postponed until Tasha Laughbaum obtains two (2) more comparable ("apples to apples") bids from other contractors. Specifications for the quotes should be submitted to Maintenance Committee for approval. Quotes should be obtained by 2/17/15 (one week from today). Tasha is to communicate this information to Maintenance Committee when it is obtained. A work order will be submitted when a contract with warranty is composed and approved by the Maintenance Committee.

IV. Accept the \$3500 quote from Tri City for gutter replacement and downspouts on entire building (except unit I) with no Leaf Relief. A work order is to be submitted when a contract with warranty is composed and approved by the Maintenance Committee. Tasha Laughbaum is to communicate this information to Maintenance Committee. Deadline for contract 2/17/2015. (one week from today)

V. Tasha Laughbaum is to obtain two (2) more comparable bids for gutter cleaning. Quotes should be obtained by 3/3/2015, one week before the March HOA Board Meeting. Tasha is to communicate this information to Maintenance Committee when it is obtained. A work order will be submitted when a contract with warranty is composed and approved by the Maintenance Committee.

VI. Upon clarifying explanation of QR roof conditions as inspected by Hunt McKinnon, documented by the map Hunt McKinnon created for purposes of clarification, and review of budget, prioritizing for roof replacement is as follows: 1. 1862, 2. 1929, 3. 2007, and 4. all mail sheds. Three bids will be obtained by Tasha Laughbaum for roof replacement. Quotes should be obtained by 3/3/2015, one week before the March HOA Board Meeting. Specifications for the quotes should be submitted by Tasha to Maintenance Committee for approval. A work order will be submitted when a contract with warranty is composed and approved by the Maintenance Committee.

VII. Upon clarifying explanation of QR wood rot replacement as inspected by Phil Baggett, documented by the list Phil Baggett created for purposes of clarification, and review of budget, prioritizing for wood rot replacement and painting is as follows: 1. 2005, 2. 2041, 3. 2043, and 4. 1918. Three bids will be obtained by Tasha Laughbaum for wood rot replacement and painting. Specifications for the quotes should be submitted to Maintenance Committee for approval. Quotes should be obtained by Tasha before 3/3/2015 and submitted to Maintenance Committee. A work order will be submitted when a contract with warranty is composed and approved by the Maintenance Committee.

Phil Baggett made a motion to adjourn the meeting.

Vera Tabakov seconded the motion.

MINUTES TO HOA Board meeting
3/17/2015

Attendees: Jane Kirk, Lou McNamee, Carol Haven, Tasha Laughbaum Rempfer, Hunt McKimmon, Vera Tabakov, Phil Baggett, Howard Shokler

Homeowner concern:

Homeowner wants the minutes to the meeting for January posted on the website. She also had questions about the money for yoga classes held in the clubhouse, stating that clubhouse is for social functions. This does not require an action.

Minutes:

Howard moves to approve the minutes. Vera second.

Management report: page 6 as of March 9 finances are on page 6. Proceeding on foreclosure of unit. Homeowner gave \$1000 check. She said she will give additional funds, making her balance around \$2000 owed. 2015 budget excel sheet page 7. Expense per line item. Routine maintenance is showing in February. Page 8 is work orders for all of February and all of March. Quarterly inspections will be done this month, so another report will be sent to the appropriate committee and to homeowners with violation.

Website – HOA Management will combine the minutes grouped into year.

Newsletter – HOA Management will get newsletter out by first week of April.

Committees report to HOA Management by Friday, March 27th in order for information to be submitted into newsletter.

Lou wants balance going forward as of January 1. HOA management will get that information from Wesley Measamer and will get that information to the board.

No further questions.

Landscape report:

Carol Haven checked infractions and letters will be sent. Regarding Legacy Tree: Stephen Jones will give us a list of what we want and will give an exact amount of what needs to be paid. Carol will communicate that to us. Carol will stake posts where trees will go based on what each donor wants. Stephen will be able to give us the list by next week.

No other items.

Pool Committee:

The committee met the week prior to the board meeting at the pool. Committee heard water gushing. HOA Management sent a plumber immediately. A pipe had burst. Mike Lancaster with Pool Pro thinks the motor might be the only thing damaged. Howard wants to know if the motor has a warranty. HOA Management might be able to find out the water bill and contact GUC to have them reduce the

price because it's a broken pipe. The plan is to open the pool as planned. Phil asked if insurance can cover it. HOA Management will check on the deductible.

Maintenance Committee:

Satellite Dish Approval – Homeowner at _____ wants to install a satellite dish. She has a deck and no patio. So the dish will be seen. Board members state that if it's visible, it's a no. Response: No, as long as it is visible. If it is not visible, then it is a yes.

Phil Baggett made a motion:

We deny the request based visibility. Vera seconded the motion.

All members in favor.

Old Business:

The board agreed to have yoga classes as a trial. It is now up for review. One particular homeowner has concern about the use of the clubhouse. Hunt asked where the money is going. As far as a line item, we do not know where the money is being deposited. If it is a moneymaker, the board will move from trial to an amendment. _____ donates 20% of her income.

Lou McNamee made motion:

We continue yoga classes as a trial basis and reevaluate at the July board meeting. Carol seconded the motion.

Noted:

It has been a very positive experience to have the clubhouse used for yoga.

Discussion:

HOA Management will follow up with the accountant so ask that the money go to Other Income line item.

New business: Appointing an ad hoc committee for proposing revisions to the Quail Ridge Bylaws and Covenants. Lou, Janet Hofstetter, Kathy Harvie... are interested in serving on the committee with a focus on revising by laws, clubhouse for fundraising, voting requirements for dues increase, not significantly revised... The other person from the Board should be the chair – Katherine Swank.

Lou McNamee made a motion:

The board appoint an ad hoc committee for the purpose of revising by laws and covenants, and any other issues that come up at the committee works. Carol seconded it.

No further discussion.

All members in favor.

Website:

Jane Kirk read the email from her friend regarding the exposure to our finances and HOA business on the website. HOA Management will talk to their IT contact to discuss security measures and options. It was stated that we are not obligated to have that information on the website. If someone wants the minutes, they can drive to HOA Management's office to get them.

Hunt McKimmon made a motion:

Take information off of the website, then have by laws committee replace and insert information that they want. Howard seconded it.

Noted:

Lou McNamee is willing to do that.

By laws, covenants, rules and regs will stay on the website.

All members in favor.

Maintenance committee:

Spec sheets for siding, roofing, and painting were reviewed. Guttering should accompany roofing. The specs are to create a baseline and not a standard. Contractors should have a 7:00 start time with no holiday or weekend work, unless it is an emergency. Specs will protect the HOA in the case that there is a problem on the jobsite. The specs will include warranty information of one year for paint.

Hunt suggested that we not approve specs at this meeting, and that Tasha have contractors review spec sheets to make sure they are okay with them. Next meeting we can analyze their responses.

Hunt agreed to be the owners' rep. Jane agreed to assist Hunt.

We are still getting more bids from other contractors

We have 2 bids for wood rot repair.

Howard made a motion to adjourn. Jane seconded the motion.

Quail Ridge Homeowners' Association Meeting
Tuesday, April 14, 2015
6:00
Quail Ridge Clubhouse

Attendees: Lou McNamee, Howard Shokler, Jane Kirk, Tasha Laughbaum, Katherine Swank, Vera Tabakov, Carol Havens, Hunt McKinnon

Recording secretary: Jane Kirk

Additional homeowner: Jim Huza

Contractor: Joe Honaker with Precision Wood Cuts

Call Meeting to Order/Establish Quorum:

Katherine Swank established quorum

Homeowner Concern:

1. Homeowner feels that matters he presented and discussed at the prior meeting he attended are still unresolved, and opines that there are new matters of concern. He states that he has received no response from anyone with HOA Management regarding the concerns he presented in the past. The dark color of his door makes the door too hot. Tasha – sent a survey to homeowners. 2 disapproved of the tan. Three of six homeowners replied. All others like dark.

Motion: Lou McNamee makes motion to make an exception to the uniform door colors when there's a safety concern. The board approves of homeowners painting front doors tan for safety reasons. Carol Haven seconded the motion.

2. Homeowner believes there to be a roof leak. Work was done just before a storm. Water didn't seem to spread inside his home after the fact. He said he would pay for the repairs inside. During the storm we had this winter, a new leak developed. Hunt states that we can't be sure right now as to if it is a flashing problem or something else.

Hunt has asked to table the matter so that we can look at it again. Carol and Hunt suggested to spray the mold/stained inside area with Kilz. Hunt proposed to have a "cricket" built upon the chimney.

Katherine Swank suggested that we research to determine if and how damage to the exterior might have created damage to the interior?

Hunt will get up on a ladder and physically take a look at what's going on with the chimney.

Tasha has original pictures from Joe.

Hunt wants us to have an answer before the next meeting.

Approval of minutes:

March 2015 Minutes

Hunt moves to approve. Carol seconds.

Management Report:

Operating account - \$44,288.47 as of April 13, 2015

Escrow account - \$122,849.98 as of April 13, 2015

Customer summary sheet for HOA Dues – past due

[REDACTED] is paying on past due

[REDACTED] is paying on past due, but not enough money in comparison to the amount due

[REDACTED] Lien on unit will be in place by end of April

[REDACTED] – HOA Management is filing a 15-day lien-warning letter on these units

3 units are paid in full from the previous month of February 2015 – units

Yoga money is deposited into clubhouse fund.

Finance Committee Report:

Hunt asked about pressure washing to building 1968. Tasha states that there will be no pressure washing to buildings going forward.

People are dumping trash onto the side of our roads quite often. That is becoming a large expense to our neighborhood. Hunt suggests that we budget more money for trash on the side of the road.

Tasha said that clubhouse maintenance expenses are high because of the water heater leak.

Katherine drafted a letter to the homeowners for a meeting to be held at 7:00 on March 26th to propose a dues increase to \$165.00 per month, effective July 1, 2015.

Move for approval of letter. Hunt moves. Lou seconded.

Report from the CPA:

Vera asked that Tasha ask City of Greenville about changing street bulbs to LEDs or something that is more cost efficient. Tasha stated that she will see to that.

Landscape Committee Report:

Carol is going to contact Steven about planting Legacy trees soon (this week of April 13th).

Pool Committee Report:

Pump should be repaired by end of week of April 13th. If expense comes in at \$1500, everything should be set to open Memorial Weekend.

Maintenance Committee Report:

No report.

Hunt asked Tasha when the maintenance committee will receive information from the spec sheets. Tasha and Hunt discussed what contractors should be reviewing the spec sheets. Hunt has asked to send them to qualified roofers and qualified contractors. Final specs are to be placed on agenda for next meeting.

Confirmation to begin gutter installation on 1868 was discussed and concluded that prior approval in February of the installation should carry.

Adjournment:

Motion to adjourn

Quail Ridge Homeowners' Association Meeting
Tuesday, May 12, 2015
6:00
Quail Ridge Clubhouse

Attendees: Jane Kirk, Howard Shokler, Phil Baggett, Tasha Laughbaum, Katherine Swank, Vera Tabakov, Lou McNamee

Recording Secretary: Jane Kirk

Call Meeting to Order/Establish Quorum:

Katherine Swank established quorum.

Homeowner Concern:

:

Homeowner states that a letter was send with landscaping violations. The homeowner defended placement of flowerpots and additional bricks in front of the home. Homeowner recommend that by laws be amended so that neighbors can have tasteful self-reflection. Homeowner offered a compromise of taking flowerpots to the back of the unit during the winter.

Katherine will take up matter with Carol, chair of the landscape committee. Lou is looking at bylaws to see what changes can be made. Tasha said that the report and statements goes to the landscape committee. If an amendment needs to be made with regard to uniformity, we will address it.

Approval of the minutes:

April 2015 Minutes

Hunt made motion to approve minutes. Vera seconded.

Management report:

Operating account -

Motion: Lou made motion: We propose that a letter be sent out immediately providing a due date for payment for current and up to date balance payment be made or foreclosure proceedings will begin January 1st unless there is a prior deadline in place. Hunt seconded the motion. All are in favor.

Dumpster repairs/replacements:

Additional funds are used to pick up trash on the side of the road. We've spent about \$1000 to date. Homeowners are calling and reporting. The magnitude of people dumping materials has greatly increased.

Construction debris is not paid for by the city. So far we have paid over \$1000 a year with your money to pick up debris. (Jane will make a sign for the mail huts.)

Gutter cleaning was not inspected. Need to establish a schedule to have some buildings cleaned more frequently than others.

GUC lights. LED bulbs are more expensive.

Special meetings: (on management report)

Jane will put up a second sign. Put in your proxies and ballots by (certain date) June 30th, Tuesday. (check with Katherine about this)

To – maintenance is an ongoing process. want to be able to come to the meeting and see charts of what we've spent on buildings. What will be done? Who is inspecting. We need that information by the 26th. What we are spending on each unit. And have a schedule. What the cost of resurfacing the road – we have no money for doing that. What are all things we need to do in order to move forward? Who can we get the numbers from? Major renovations vs. incidentals. Prioritization is the word that we chose for rotation.

Finance Committee Report:

Landscape committee report:

Steven Jones has a broken leg.

Quail Ridge Homeowners' Association
Monthly Meeting
June 9, 2015
6:00 PM

In attendance: Hunt McKinnon, Howard Shokler, Jane Kirk, Vera Tabakova, Tasha Laughbaum Remfer, Katherine Swank, Carol Haven, Phil Baggett, Lou McNamee
Recording secretary: Jane Kirk

QUORUM
ESTABLISHED

NO HOMEOWNER CONCERNS

APPROVAL OF MINUTES FROM MAY 2015

Hunt approved

Vera seconded

Ayes have it

CONCERN: Under budgeted items

1. Cleaning of gutters
2. Trash expenses

MANAGEMENT REPORT

Page 6:

Operating

\$55,676.24

Escrow

\$122,891.05

Tasha will check to see if Chrissy Holt has added to the escrow account from what was left over from last year.

Letter will be sent in June per Board request of December payments or foreclosure will begin.

Letter returned. Will send another this week. Payment by December or foreclosure will begin.

Will release lien by first of July

Filing 15-day lien warn letter.

LED Lighting expense letter is included in package for Board. Hunt asked that we have Tasha ask Jeff Oakley what the payback would be and how long it would be for the cost to recoup, and information be used in the 2016 budget. We need information for additional expenses pertaining to upgraded lighting.

Tasha stated that she would mail a newsletter recapping the upcoming neighborhood meeting.

Katherine asked to table the Finance Committee Report in order to discuss and apply the Finances to the particular committees as they give their reports.

LANDSCAPE COMMITTEE REPORT:

Carol Havens spoke with Steven. Four remaining legacy trees are to be planted. Two live oaks are to be planted. Steve will take his tree spade and get two of them and plant them by the end of the month. Two willow trees have arrived and will be planted by the end of the month. Weeds have not been sprayed yet because of the need for 2-3 days of no rain.

Katherine asked if the Landscape company should possibly credit our account for services that have not yet been delivered, yet budgeted and are being paid.

Lou suggested that as a board, we should consider getting three bids for landscaping contracts in the future, going forward.

Carol would like to receive the documents for the landscaping contract.

POOL COMMITTEE REPORT:

Lou McNamee says all is well.

CLUBHOUSE COMMITTEE REPORT:

Vera says there is nothing to report.

Hunt will fix the doors.

MAINTENANCE COMMITTEE REPORT:

Phil Baggett states that we do not have a report because we do not have information. Phil made a motion to with hold money from HOA Management until they fulfill the approved motion and directives. Tasha said that she can't get contractors to give bids other than the ones she's already received. Katherine said that we are in the middle of a more

competitive market and we should have had bids in place at the beginning of the year.

We need bids to know how to compare.

The nature of the motion is HOA Management's job to get the bids. We cannot make a decision without the bids.

Katherine is looking for more clarification and meaning on the motion.

The motion is up for discussion.

33% of the payment to HOA Management is to be withheld in theory.

Lou asked for Tasha to be heard.

Tasha said that she has been falling short and not going into the phone book to get bids...

Lou asked to hear from the Maintenance Committee.

Phil said that using the same people over and over

Don't just look at the phone book

Call Construction Technology at Pitt Community College.

Send out 15 bids and if you get 5 back, that's great.

We are paying the HOA Management Company to have expertise in knowing what reputable contractors are available in the area.

Hunt says that it is our responsibility to the community to get comparable bids.

Hunt states that we are going to be well into the summer before we even begin to get wood rot repair done.

Vera said that a neighbor who says he was very pleased with what we do approached her and that we are getting three bids is very pleasing.

Neighbors will be more comfortable paying additional dues knowing we are getting additional bids.

Jane, Hunt, and Phil will get names of local contractors. Jane will get information from ECU Construction Management. Phil will get information from PCC. Hunt will get information from his contacts.

Phil asked who is responsible for sending out the bids. Tasha gives it to Tammy. Phil asked that we sit down with HOA Management and Maintenance Committee to talk about what problems that they are having.

Katherine asked if we should proceed with the motion. If a meeting can be schedule this week to meet with HOA and Maintenance Committee then the motion can be tabled.

Maintenance Committee agrees to table the motion until a meeting can be made with HOA Management Company this week.

Tasha can meet Thursday night at 5:30.

OLD BUSINESS:

None

NEW BUSINESS:

By Laws – Use of the clubhouse falls under rules and regulations, not the By Laws.

Lou met with Kathie and Janet about the yoga lessons. Both feel strongly that we should not revise the Rules and Regulations.

Insurance – Primary focus on June 30th meeting and getting dues increased.

Next step – talk about it as a neighborhood. 75% of the homeowners need to agree to change the By Laws.

Letter to homeowners. Brief and to the point. Data and charts isn't going to work. Over the long haul, it will save them. There are consequences to not taking care of the neighborhood.

MOTION TO ADJOURN:

Phil

Lou

Quail Ridge Homeowners Association Meeting
Quail Ridge Clubhouse
Tuesday, July 14, 2015

Attendees: Howard Shokler, Tasha Laughbaum, Katherine Swank, Carol Havens, Lou McNamee, Jane Kirk

Recording Secretary: Jane Kirk

Katherine called the meeting to order and established that we do have a quorum.

Homeowner concern: None at this meeting

Review and Approval of minutes: Lou moved to change page 4 of June minutes from “yoga” to “insurance and use of clubhouse”.

Lou also moved that the May minutes included a figure of 14k that needs to be changed to 1400 in the Pool Committee report

Lou moved to approval as amended. Howard seconded.

Management report:

Operating budget is: 64,907.09

Escrow is: \$112,911.25

The Dues Increase Announcement letter will go out by August 1st.

The 2015 termite inspections letters will go out September 14th.

Quarterly inspections are currently being done.

Finance committee report:

Report was distributed to board. The Board referenced the report during committee reports.

Maintenance committee report:

Maintenance committee met last night. The committee is still in need of roofing bids for 4 buildings from HOA Management Company. So far this year, we’ve roofed one building: 1862 and 4 mail sheds. The committee is still waiting for bid requested in February.

The committee called for a special meeting of the board of directors to be held on Wednesday, July 22nd. 6:00 at the clubhouse.

Hunt will continue to do what he can to satisfy needs regarding his requests.

Landscape committee report:

Carol received proposal for 1853-O from Steven Jones. He is proposing to repair drainage area and remove vegetation for \$800.00.

All members of board are in favor of proposal. Ayes have it.

We can't plant any new plants until fall or they will be too stressed from the summer heat.

Pool committee report:

Lou stated that Tasha collected \$16,300 for pool memberships.

That puts us \$700 under budget

One pool attendant is resigning. We will have two pool attendants.

Motion was made from the pool committee to send out a letter about disturbances at the pool will entail a first time warning. All members of board are in favor.

Clubhouse committee report:

Hunt has repaired all doors in the clubhouse.

Further topics of discussion:

The board would like to have the following insertion in the upcoming mailing: The increase in the dues is being used for maintenance and for repairs.

The board needs to allocate money for dumpster maintenance and for cleaning gutters. The maintenance committee is currently budgeted \$7500. We have spent \$6000 so far this fiscal year.

It was suggested that we reduce roof budget from \$66,000 to \$65,000 and add that \$1000 to dumpster repair.

It was recommended that we eliminate 2014 column in the financial report

New business:

An email was received from _____ regarding setting up a closed Facebook group for Quail Ridge. The Facebook page for Quail Ridge will be announced in the next newsletter. The Board does not accept responsibility for management of the Facebook site. This a voluntary social media site outside the purview of the Board..

Phil made a motion to end the yoga pilot program. Lou seconded. Effective September 1. Ayes have it. One abstention.

Lou made a motion to adjourn. The motion was approved.

Phil second.

Quail Ridge Homeowners Monthly Board Meeting
August 11, 2015
6:00 PM
Quail Ridge Clubhouse

In Attendance: Lou, McNamee, Jane Kirk, Howard Shokler, Tasha Laughbaum, Katherine Swank, Carol Havens, Hunt McKinnon, Phil Baggett, Vera Tabakov

Recording Secretary: Jane Kirk

Establish Quorum: Established

Homeowner Concern Period: None

Review and Approval of Minutes: Move to approve minutes with the following amendments: 1. The motion from last meeting was approved. 2. The Facebook page for Quail Ridge will be announced in the next newsletter. The board does not accept responsibility for management of the Facebook site. This is a voluntary social media site outside the purview of the Board. Howard moved to accept minutes with amendments. Lou seconded the motion.

Management Report: Operating account \$72032.99 and Escrow account \$\$122,932.13

Finance Committee Report: Numbers reported are as of June 30th

Financial Report from the CPA: Report reviewed with each committee report

Landscape Committee Report: This is still not the time to plant bushes. Some plants need to be trimmed due to excessive rain. The work order was issued for the drainage issue, but it has not yet been done for 1853-0.

Pool Committee Report: Outside memberships count - The final figure isn't on the report. The income is still under budget. The two attendants are doing a good job. We are scheduled to close at the end of the day on Labor Day.

Clubhouse/Tennis Court Committee Report: No additional news.

Maintenance Committee Report: We weren't able to approve any wood rot bids because of lack of comparable information. Tasha explained that we have to do more concrete than we originally did. Hunt explained that the old slabs are adequate for what we need. Hunt gave Tasha via email, the specific sizes that we need for the new concrete pads. Two bids for roofing were given. We need three bids.

Old Business: None

New Business: None

Adjournment: Motion to adjourn made by Lou. Phil seconded.

Quail Ridge Homeowners' Association Meeting
Tuesday, Sep 8, 2015
6:00
Quail Ridge Clubhouse

Attendees: Howard Shokler, Phil Baggett, Tasha Laughbaum, Hunt McKinnon (co-recorder) Katherine Swank (co-recorder), Vera Tabakova, Lou McNamee

Minutes: Minutes of the Aug BOD meeting were tabled until submitted.

Recording Secretary: Jane Kirk (absent)

Call Meeting to Order/Establish Quorum:

Katherine Swank established quorum and welcomed all to the meeting.

Homeowner Concern:

:

Homeowner raised concerns regarding upkeep of common areas, overflow of drainage pipe to creek, and erosion of soil by curb in front of neighboring church on Quail Ridge Road. Lou offered to check into cleanliness near pool edge. Hunt volunteered to take a look at the drainage pipe leading to the creek. Homeowner suggested erecting tasteful signs to discourage littering.

Management report:

As of Sep 8, 2015

Operating account - \$91,227.47

Escrow account - \$122,953.02

HOA Dues Balances:

Tasha reported on status of action taken on significant outstanding balances.

Dumpster repairs/replacements:

Lou reported continued calls to the City over the past two months have not been successful in getting the City to fix doors on dumpster damaged by city truck.

Additional:

Gutter cleaning was not inspected. Need to establish a schedule to have some buildings cleaned more frequently than others.

Work Orders :

Tasha reported on status of work orders.

Building Inspections:

Tasha reported termite inspections are scheduled for Sep 14-19th. Flyers will be posted on unit doors.

Unit Disturbance:

Tasha reported on an episode at Unit [REDACTED] resulting in response from city police. A letter has been sent to the owner. HOA members are encouraged to report future disturbance of the peace to Greenville Police.

Finance Committee Report:

Report prepared by Measamer CPA was included in packet of materials circulated to the Board.

Landscape Committee Report:

Carol reported Stephen and Gretchen Jones are proud parents of a baby girl. Overgrowth by creek has been cut and sprayed. Trees and shrubbery have been pruned. Indian hawthorns that died due to unseasonal cold weather have been replaced.

Pool Committee Report:

Lou reported that pool memberships are down from previous year. Furniture will need replacing for the future season.

Clubhouse/Tennis Court Committee Report:

Vera reported yoga activities have ceased and key to clubhouse has been returned.

Maintenance Committee Report:

Hunt reported a formal motion to accept the bid by Lupton for roof was approved by electronic vote of the BOD. The issue of concrete pad in front of dumpster will be taken up with HOA management.

Old Business:

- Lou announced that [REDACTED] has opened the Facebook account that is open to Quail Ridge HOA membership.
- Ad Hoc Committee on By-Laws. Lou reported the Committee is composing a letter on proposed revisions. Due to contradictory terms in the By-Laws, the Board approved consulting with Conrad Paysour.

New Business:

Katherine thanked Tasha and her staff for their many years of service to the members of Quail Ridge HOA.

Adjournment:

The meeting was adjourned by consensus of the Board. The next meeting is scheduled for Oct 13, 2015 at 6:00 pm.

Quail Ridge Homeowners' Association Meeting
Tuesday, Oct 13, 2015
6:00
Quail Ridge Clubhouse

Attendees: Phil Baggett, Carol Haven, Hunt McKinnon (co-recorder) Lou McNamee, Rocky Russell, Howard Shokler, Katherine Swank (co-recorder), Vera Tabakova

Call Meeting to Order/Establish Quorum:

Katherine established quorum and welcomed all to the meeting including new HOA management.

Homeowner Concern: No concerns reported.

Minutes: Motion by Lou to approve the minutes of the Sep 8th BOD meeting was seconded by Carol. Motion carried.

Management report: Rocky conferred with Board on standard operating procedures for handling work orders and violations to HOA Rules and Regulations.

Financial report: Rocky distributed year-to-date financial statement through Aug 31, 2015 prepared by Measamer, CPA. Katherine circulated proposed budget for 2016. BOD agreed to forego CPI increase and set aside for natural disasters. Katherine will send out revised budget.

Landscape Committee report: Carol provided update on seasonal landscaping. A request to provide additional compensation to Stephen Jones was denied. Rocky will negotiate a new contract, including a scope of work for landscaping services. Rocky conferred with Board on standard operating procedure for handling landscaping requests.

Pool Committee report: No report.

Clubhouse/Tennis Court Committee report: Vera volunteered to work with Rocky on an energy audit for street lighting through Greenville Utilities Commission.

Maintenance Committee report: No report.

New Business:

- Annual Meeting was set for 7:00 pm on Nov 17th.
- Three residents have volunteered to serve on BOD. The Nominations Committee put forward the following for consideration for election at the annual meeting: Robert Aiken, Allan Howell, and Hunt McKinnon. Jane Kirk's position remains open.

Adjournment:

The meeting was adjourned by consensus of the Board. The next meeting is scheduled for Nov 10, 2015 at 6:00 pm.

Quail Ridge Homeowners' Association Meeting
Tuesday, Nov 10, 2015
6:00
Quail Ridge Clubhouse

Attendees: Phil Baggett, Carol Haven, Hunt McKinnon, Rocky Russell, Howard Shokler, Katherine Swank (co-recorder), Vera Tabakova

Call Meeting to Order/Establish Quorum:

Katherine established quorum and welcomed all to the meeting.

Homeowner Concern: No concerns reported.

Minutes: Minutes of Oct meeting were tabled.

Management report: Rocky conferred with Board on standard operating procedures for handling work orders and violations to HOA Rules and Regulations. Katherine asked BOD to bring proposals for revision to HOA Rules and Regulations individually. Regarding maintenance, Phil made a motion to hold up on further roof replacement until further inspection of roof conditions. Vera seconded the motion. The motion carried. Rocky discussed options for dumpster replacement. He will provide additional information about type, location, and repair of asphalt damaged by city refuse truck.

Financial report: Rocky distributed year-to-date financial statement through Oct 31, 2015 prepared by Measamer, CPA. Katherine reported bookkeeping moving from Measamer to Russel Property Management Jan 1st. In addition, account balances were reported as of Nov 5, 2015: Operating-\$105,226.57 and escrow-\$122,994.12. Rocky circulated a maintenance spread sheet.

Landscape Committee report: Carol reported pine straw occurring year-end will be billed in 2016. Plans are to put in legacy trees when soil is dry.

Pool Committee report: No report.

Clubhouse/Tennis Court Committee report: No report.

Maintenance Committee report: No report.

Old Business: Rocky reported on termite inspections and procedures for notification and levying fine.

New Business: Rocky sought clarification on compliance with HOA Rules and Regulations regarding removal of trees.

Adjournment:

The meeting was adjourned by consensus of the Board. The next meeting is scheduled for Dec 8, 2015 at 6:00 pm.

Quail Ridge Homeowners Monthly Board Meeting
December 8, 2015
6:00 PM, Quail Ridge Clubhouse

- I. Call meeting to order/Establish Quorum
Board members present: Bob Aiken, Phil Baggett, Allan Howell, Hunt McKinnon, Lou McNamee, Howard Shokler, Katherine Swank, Vera Tabakova (recorder)
HOA Management present: Chelsey Bennett

- II. Homeowner Concern Period: None

- III. Review and approval of minutes: Move to approve the minutes from October 13, 2015 and November 10, 2015 meetings. Howard made a motion to accept the minutes as written. Lou seconded the motion. Approved by board. Minutes of the 2015 annual meeting will be approved at the next annual meeting.

- IV. Election of Officers:
Phil Baggett – President (proposed by Lou McNamee)
Hunt McKinnon – Vice President (proposed by Phil Baggett)
Vera Tabakova – Secretary (proposed by Lou McNamee)
Allen Howell – Treasurer (proposed by Lou McNamee)
The election of committee chairs was postponed until the January meeting. In the meantime, Russell Property Management will solicit homeowners' interest to serve on the following committees: maintenance, landscaping, pool, clubhouse/tennis court, ad-hoc (insurance and nominations).
Two vacancies on the board need to be filled (Katherine and Jane).

- V. Management Report
The bid of Greg Justice was selected (\$38/hour with no mark-up on materials); Phil made the motion, Hunt seconded.
Wood rot repair will be conducted by unit, not by building; units will be painted only as needed. Estimates will be provided for approval by the board. The budgeted money for one roof replacement will be moved towards wood rot repair.
The curb sinking on Quail Ridge Road near 1875R is a Quail Ridge responsibility and is considered an urgent issue. The board needs a status on the estimate; Hunt volunteered to work with Stephen Jones if he requests it (work order W0005931).
Hunt made a motion to pay Jimmy Buck \$750 to repair all loose meters, Phil seconded (work order W0006027).
Two new plastic containers have been ordered (1217 and 1912).

- VI. Finance Committee Report
Financial report from CPA (as of October 31, 2015)
Operating Account: \$113,193.92 (as of December 3, 2015)
Escrow Account: \$122,994.12 (as of December 3, 2015)
- VII. Landscape Committee Report: None
- VIII. Clubhouse/Tennis Courts Committee Report: None
- IX. Maintenance Committee Report: None
- X. Old Business: None
- XI. New Business: the board members need to review the suggested new rules and regulations and discuss them at the January' 16 meeting.
- XII. Adjournment: Motion to adjourn made by Phil. Lou seconded.