

Quail Ridge Homeowners Monthly Board Meeting
January 12, 2016
6:00 PM, Quail Ridge Clubhouse

- I. Call meeting to order/Establish Quorum
Board members present: Bob Aiken, Phil Baggett, Allan Howell, Lou McNamee, Howard Shokler, Vera Tabakova (recorder)
HOA Management present: Chelsey Bennett, Rocky Russell
- II. Homeowner Concern Period: None
- III. Review and approval of minutes: Howard made a motion to approve the minutes from December 8, 2015. Phil seconded the motion. The minutes were approved.
- IV. Management Report
- a. Financial Report
All financial records were transferred from the CPA.
Operating Account: \$143,611.17 (as of December 31, 2015)
Escrow Account: \$123,015.24 (as of December 31, 2015)
The following changes to the Profit and Loss statement will be made:
- Landscaping expenses will be recorded as improvements, supplies and contract;
 - Advertising will be moved to pool and tennis court expenses;
 - Prepaid dues will be counted as liability.
- Demand letters will be sent to all homeowners who owe HOA dues.
- b. Violations
The violations were in 4 main categories: missing screens (47), landscaping (35), personal items outside patios (17) and other (4).
Rule 4 and 5 from the Architectural control category were removed. The rest of the proposed rules will be discussed at the February meeting.
- c. Work Orders
Wood rot and painting is in progress for 1872, 1918 and 1920.
The meter bases were reattached.
Chelsey will provide bids on gutter clean-out at the next meeting.
- V. Committee Reports: None
The following committee assignments were decided:
Pool committee: Kathy Harvey – chair, Lou McNamee (member);
Maintenance committee: Howard Shokler (chair), Phil Baggett (member);
Landscape committee: Bob Aiken (chair), Vera Tabakova (member);
Clubhouse/tennis court committee: Vera Tabakova (chair).

- VI. Old Business:
The new dumpsters estimated delivery date is January 13, 2016.
- VII. New Business:
- a. A homeowner's request to buy more chairs and update the tables in the clubhouse was denied. The exact number of chairs and tables will be included in the clubhouse rental agreement.
 - b. Dumpster area cleaning will continue to be done every 3 months.
 - c. Phil made a motion to let RPM send letters to homeowners who have not done a termite inspection and invite them to a hearing. The next step is to issue a fine. Howard seconded; the motion carried.
 - d. The P.O. Box will not be renewed; all mail will be sent to RPM.
- VIII. Check Signing:
Phil made a motion to turn check signing to RPM; each check no longer needs to be signed by two board members. RPM will send a bank statement each month for review. Lou seconded, the motion carried.
- IX. Adjournment: Motion to adjourn made by Vera. Lou seconded.

Quail Ridge Homeowners Monthly Board Meeting
February 9, 2016
6:00 PM, Quail Ridge Clubhouse

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

- II. Homeowner Concern Period: None

- III. Violation Hearings: There are 17 units who have not completed a termite inspection. None of the owners came to the board meeting. Lou made a motion to adhere to the rules and regulations and start a \$25 fine/month until an inspection is done. Allan seconded, motion carried.

- IV. Review and approval of minutes: Lou made a motion to approve the minutes from January 12, 2016. Peggy seconded the motion. The minutes were approved.

- V. Management Report
 - a. Financial Report
Operating Account: \$104,449.91 (as of January 31, 2016)
Escrow Account: \$123,015.24 (as of January 31, 2016)

 - b. Violations
Letters to homeowners with current violations will be mailed after the final approval of the rules and regulations.

 - c. Work Orders
Phil made a motion to accept the painting bid from Rainbow Paint (for units 1872, 1918, and 1920). Howard seconded. Motion carried.
Peggy made a motion to accept a bid by Clean Pro for gutter clean out. Lou seconded. Motion carried.

- VI. Committee Reports:
 - a. Adhoc Committee: Bylaws Amendment:
At the request of the board Mr. Russell consulted an attorney to clarify the State Statute about the required percent of positive votes to revise the bylaws. Further information and discussion is necessary to determine the authority of the HOA to purchase a premium and issue a lien on behalf of a homeowner who does not have insurance. The issue will be discussed again at the March meeting.

b. Pool Committee: Kathy Harvey reported that this year the pool will operate from May 27 to September 5. We need a bid for pool management and we need to recruit new pool attendants.

c. Landscape Committee: The landscape committee met with Stephen Jones on February 1, 2016. He sent a new contract for review; the committee will vote through e-mail and let the board know of their decision. We need to find out how to order sunshine stickers.

VII. Old Business:

VIII. New Business:

a. GUC Energy Audit:

- i. Bulbs were replaced at 3 mailboxes;
- ii. A thermostat will be purchased from Pitt Heating;
- iii. The Greenville Utilities representative will come again this summer to assess the pool pump motors;
- iv. Programmable thermostat and turning off the water at the clubhouse was recommended.

b. Clubhouse Maintenance: need to establish a cleaning schedule and air filter replacement.

c. Patio Concrete Cracks: 1864 O (possibly caused by roots of a large gum tree) and 2005 E (tipping hazard).

d. Board Vacancies: Peggy Packard has accepted to serve on the board till the end of 2016. Cyndra Gasperini has agreed to fill Hunt's vacancy. The board needs one more member.

e. Check Signing: the board had confirmed their decision not to sign checks. Banks statements will be sent to each board member for review after the 15th of each month.

IX. Adjournment: Motion to adjourn made by Phil. Peggy seconded.

Quail Ridge Homeowners Monthly Board Meeting
March 8, 2016
6:00 PM, Quail Ridge Clubhouse

- I. Call meeting to order/Establish Quorum
Board members present: Bob Aiken, Allan Howell, Cyndra Gasperini, Lou McNamee, Peggy Packard, Vera Tabakova (recorder)
HOA Management present: Chelsey Bennett, Rocky Russell

- II. Homeowner Concern Period: None

- III. Review and approval of minutes: Lou made correction to the minutes from February 9, 2016. Vera made a motion to approve the amended minutes. Peggy seconded the motion. The minutes were approved.

- IV. Management Report
 - a. Financial Report
 1. Full financials for January 2016 were emailed on 2.18.16 for board review.
Operating Account: \$111,431.74 (as of February 29, 2016)
Escrow Account: \$123,059.54 (as of February 29, 2016)
 2. Delinquent accounts:
 - Lou made a motion to request an attorney to send letters to 3 accounts (1849B, 1868A and 1874C). Allan seconded, motion carried.
 - The board will take no action now for unit 1868B since payments have been made to reduce the balance.
Unit 1870O will be asked to pay the balance in 6 months.
 - Unit 1874E will receive a letter requesting payment; the board did not approve waiving the balance. Allen made a motion, Peggy seconded, motion carried.

 - b. Violations
 1. Rules and regulations:
After a final revision, the rules and regulations were approved. Vera made the motion, Peggy seconded, the motion carried. Each unit will receive a copy in the next couple of weeks.

 - c. Work Orders
Work orders for gutters and wood rot have been issued. The HOA needs a quote for gutters with leaf guards.

- V. Committee Reports:
- a. Adhoc Committee: Bylaws Amendment:
The board will vote on a proposed amendment at the April meeting.

 - b. Pool Committee: Pool Pro will be hired again, offering the same price and service as last year. Pool attendants are needed and will be paid \$8.50 per hour.

 - c. Landscape Committee: The landscape committee will meet with Chelsey and evaluate all landscape requests and violations before contacting Stephen Jones about work orders outside of the contract.
- VI. Old Business
- VII. New Business
- VIII. Adjournment: Motion to adjourn made by Peggy. Bob seconded.

Quail Ridge Homeowners Monthly Board Meeting
April 12, 2016
6:00 PM, Quail Ridge Clubhouse

- I. Call meeting to order/Establish Quorum
Board members present: Bob Aiken, Phil Baggett, Cyndra Gasperini, Lou McNamee, Peggy Packard, Howard Shokler, Vera Tabakova (recorder)
HOA Management present: Chelsey Bennett, Rocky Russell
- II. Homeowner Concern Period:
a. discussed the balance on the account. The board advised her to challenge the contractor responsible for her damage in small claims court. The HOA is not responsible for the \$500 deductible on her insurance; her roof needed replacement because of hurricane damage. At her request, the board agreed to give her grace period to pay her balance until May 15, 2016. Phil made the motion, Peggy seconded, motion carried.
- III. Review and approval of minutes: Peggy made a motion to approve the minutes from March 8, 2016. Phil seconded the motion. The minutes were approved.
- IV. Management Report
a. Financial Report
1. Full financials for February 2016 were emailed on 3.23.16 for board review.
Operating Account: \$117,056.86 (as of March 31, 2016)
Escrow Account: \$123,059.54 (as of March 31, 2016)
- b. Work Orders
1. Building 1872 – the board approved gutter replacement through email prior to the meeting. For roof replacement, Lou made a motion to choose MG construction. Peggy seconded, motion carried.
2. Building 1918 – the board approved gutter replacement. Cyndra made a motion, Lou seconded, motion carried.
3. Wood rot – work orders will be issued for buildings 1922 and 2081 (priority I list). The remaining buildings will be discussed after an assessment by the maintenance committee.
4. A sign replacement for 2069 was approved.
- c. Violations
Letters will be sent to property owners.

- V. Committee Reports:
- a. Ad Hoc Committee: Bylaws Amendment:
Board asked RPM to consult an attorney to draft a proposed change to the by-laws regarding homeowners insurance. After review by the committee, the proposed amendment will be brought to the board for vote at the May meeting.

 - b. Pool Committee: Pool will be open on schedule. Two pool attendants have been interviewed and selected. Letters to outside members will be mailed soon. Pool bands will be distributed at the clubhouse on May 1st from 3:00-5:00.

 - c. Landscape Committee: The landscape committee met with Chelsey and evaluated all landscape requests. Stephen Jones has been contacted about the additional work orders and asked to quote prices for the extra work.
- VI. Old Business
- VII. New Business
- a. Election of Vice President.
Cyndra Gasperini was elected as the new Vice President. Lou nominated her, Peggy seconded, motion carried.
 - b. Architectural request for windows replacement by unit 1875R was approved.
 - c. 50 landscape windows stickers will be ordered from Uprinting.com.
- VIII. Adjournment: Motion to adjourn made by Howard. Phil seconded.

Quail Ridge Homeowners Monthly Board Meeting
May 10, 2016
6:00 PM, Quail Ridge Clubhouse

- I. Call meeting to order/Establish Quorum
Board members present: Bob Aiken, Allan Howell, Lou McNamee, Peggy Packard, Vera Tabakova (recorder)
HOA Management present: Chelsey Bennett
- II. Homeowner Concern Period:
a. discussed her complaint about too many decorative items in front of her unit. She removed several items since the complaint was received and the board agreed that currently she is not violating the rules and regulations.
She also shared her concern that in the past anonymous complaints were not taken into consideration, while this complaint was anonymous. She also suggested the board to rethink the current check-signing practice; that issue will be discussed at the next meeting.
- III. Review and approval of minutes: Lou made a motion to approve the amended minutes from April 12, 2016. Peggy seconded the motion. The amended minutes were approved. The board needs to discuss privacy issues with posting the minutes on-line when they contain personal information; that issue will be discussed at the next meeting.
- IV. Management Report
a. Financial Report
1. Full financials for March 2016 were emailed on 4.28.16 for board review.
Operating Account: \$132,370.06 (as of April 30, 2016)
Escrow Account: \$123,082.21 (as of April 30, 2016)
2. Collections:
Hold with foreclosure for units and ;
Give 60 days to to pay balance in full, ending July 15, 2016.
Peggy made a motion, Vera seconded, motion carried.
- b. Work Orders
1. Buildings 1922 and 2081 are next for wood rot repair. A quote by Justice Home Improvement will be sent to the board.
2. Buildings 1872, 1918 and 1920 have been painted. RPM will ask Slate Painting and Jeff Hinson Painting for quotes for buildings 1922 and

2081. The current lowest bidder, Rainbow Paint, did not provide reliable service.

c. Violations

Second letters will be sent to property owners before proceeding with fines. Lou made a motion, Peggy seconded, motion carried.

V. Committee Reports:

Pool Committee: Pool will open on May 27, 2016. Twelve outside pool memberships were purchased (3 individual and 9 family).

VI. Old Business

VII. New Business

- a. Calling All Quailers letter will be discussed at the next meeting.
- b. Chelsey will issue an order for cleaning all dumpsters and construction debris.

VIII. Adjournment: Motion to adjourn made by Lou. Peggy seconded. Motion carried.

Quail Ridge Homeowners Monthly Board Meeting
June 1, 2016
5:30 PM, Quail Ridge Clubhouse

- I. Call meeting to order/Establish Quorum
Board members present: Phil Baggett, Cyndra Gasperini, Allan Howell, Lou McNamee, Peggy Packard, Howard Shokler, Vera Tabakova (recorder)
HOA Management present: Chelsey Bennett
- II. Homeowner Concern Period:
- a. expressed concern about a tree work order placed almost a year ago and still not addressed. Lou made a motion to consider the matter a priority and give Stephen Jones a deadline until June 15 to remove a limb, which may be damaging the chimney. Howard seconded, motion carried.
- III. Review and approval of minutes: Lou made a motion to approve the amended minutes from May 10, 2016. Peggy seconded the motion. The amended minutes were approved.
- IV. Management Report
- a. Financial Report
1. Full financials for April 2016 were emailed on 5.23.16 for board review.
Operating Account: \$138,184.92 (as of May 31, 2016)
Escrow Account: \$123,102.44 (as of May 31, 2016)
- b. Work Orders
1. Wood rot for buildings 1922 and 2081 is expected to be completed by mid June. Phil made a motion to accept the bid from Slate Painting to pain the units, Lou seconded, motion carried.
2. Pot holes: the maintenance committee will meet and discuss the type of repair that needs to be done. Currently we have a bid from Asphalt Solutions; the board wants another bid before making a decision.
3. Individual Unit Maintenance:
- needs repairs estimated at \$1500, consisting of wood rot repair in the attic at roof decking, exterior siding and trim repair, removal/replacement of flashing and shingles, and paint of the exterior repair area. Lou made a motion to approve the repairs, Phil seconded, motioned carried with one abstained.
- needs repairs estimated at \$950, consisting of new flashing installation, which will requite removal of shingles and siding. The board does not approve payment for interior repairs estimated at \$250 to paint ceiling and wall spot. Phil made a motion to approve the repairs,

Vera seconded, motioned carried.

For both orders RPM will get quotes on cricket prices.

- requested screen door approval. Lou made a motion to approve, Cyndra seconded, motion carried.

c. Violations – Hearing Procedure

Second letters have been sent to property owners. After that, the homeowners in violation will be invited to a hearing at the next board meeting. The board will listen to everybody's case at the hearing and then privately discuss it and make a decision. Each homeowner will receive a letter addressing their individual case.

V. Committee Reports:

Adhoc/Bylaws Committee: Lou made a motion to approve an amendment of Article VII, Section 1(f) of the Bylaws regarding casualty insurance coverage. Cyndra seconded, motion carried.

An open forum with Suzie Alexander from Southern Insurance Company will be held to address homeowners' questions. Following NPO statute and Quail Ridge by-laws, a letter will be sent to invite homeowners to vote on the amendment. The meeting will take place between 10 and 60 days of sending the letter. A quorum is established if at least 1/10 of the homeowners are present (in person or by proxy). The amendment will pass if approved by at least 2/3 of the people voting or a majority of the people allowed to vote, whichever is smaller.

Pool Committee: Pool opened on May 27, 2016. Twenty-five outside pool memberships have been purchased so far (5 individual and 20 family). Allan, Drew and Lauren are the pool attendants.

VI. Old Business: There was no old business.

VII. New Business

- a. Calling All Quailers: The board is supporting Lou's initiative to invite homeowners to become "Quailers", which will consist of various activities such as writing/editing the newsletter, welcoming new homeowners, cleaning mailbox areas, etc. The initiative is expected to launch in the fall.
- b. Minutes on Website: Each board member will review past minutes. A decision on whether or not minutes should be posted on-line will be made at the next meeting.
- c. All future board meetings will be held at 5:30 pm.
- d. The board maintains their decision not to reintroduce check signing. The treasurer will conduct periodic spot-audits instead. Phil made a motion, Howard seconded, motion carried.

VIII. Adjournment: Motion to adjourn made by Vera. Phil seconded. Motion carried.

Quail Ridge Homeowners Monthly Board Meeting
July 12, 2016
5:30 PM, Quail Ridge Clubhouse

- I. Call meeting to order/Establish Quorum
Board members present: Bob Aiken, Phil Baggett, Cyndra Gasperini, Allan Howell, Lou McNamee, Peggy Packard, Howard Shokler, Vera Tabakova (recorder)
HOA Management present: Chelsey Bennett
- II. Homeowner Concern Period:
- a. requests a French drain installed. Lou made a recommendation for Stephen Jones to provide the board with quotes for the cost of the work. Cyndra seconded. Motion carried.
 - b. wanted to follow up on the tree work order placed long time ago. The board has two quotes now and will vote (see work orders).
- III. Violation Hearings:
- a. was concerned about the letter she received, indicating a violation and a fine. The issue has been resolved and she did not need to appear in front of the board. Other homeowners have had the same problem. At the August meeting, the board will review the language of the letters mailed to homeowners regarding violations and make the necessary changes to avoid future misunderstandings.
 - b. Three homeowners have received repeated letters about violations. None of them appeared in front of the board to discuss the issue and contest the fine. Given the nature of their violations, a \$50 fine will be issued immediately and then repeated every month until the problems are resolved. Lou made a motion, Peggy seconded, motion carried.
- IV. Review and approval of minutes: Phil made a motion to approve the minutes from June 1, 2016. Peggy seconded the motion. The minutes were approved.
- V. Management Report
- a. Financial Report
 1. Full financials for May 2016 were emailed on 6.17.16 for board review. The treasurer, Allan Howell, did an audit for three weeks of June.
Operating Account: \$154,728.00 (as of June 30, 2016)
Escrow Account: \$123,123.36 (as of June 30, 2016)
 2. Collections.
Chelsey will do a title search and find out if there is a bank-initiated foreclosure for before the HOA initiates a foreclosure process. This should be established as a standard procedure for future units pending

foreclosure.

Phil made a motion to approve the proposed payment plan for as long as the homeowner makes regular payments. If a payment is missed, the payment plan will be reassessed. Vera seconded, motion carried.

The request by unit for waiving late fees and fines was rejected. Peggy made a motion, Cyndra seconded, motion carried.

b. Violations

There are 7 initial, 12 subsequent and 48 completed violations. Four violations are pending hearing.

c. Work Orders

1. Installation of gutters and gutter guards for 1920 was approved. The HOA will not install gutters on detached storage buildings. Phil made the motion, Howard seconded, motion carried.
2. Stephen Jones will be given the order for tree work if he can complete it in 2 weeks from the date of request from RPM. If not, the HOA will accept the bid from the contractor who can complete the order first. Phil made the motion, Peggy seconded, motion carried.
3. Maintenance priority list: eight requests have been completed (1851H; 1872G, H, J; 1918N, U; 1920 M). Five requests are in progress (1922 A, B, E, F). The next unit scheduled for maintenance is 2081A.
4. Landscaping: a request for cleaning of the overgrown ditch located behind the 1963 building will be addressed by the landscape committee before the next board meeting.

VI. Committee Reports:

Pool Committee: An amount of \$20,500 from outside memberships has been collected so far.

VII. Old Business:

Minutes on Website. The board approved making the minutes available on-line without releasing information on names and unit numbers. Vera made the motion, Lou seconded, motion carried.

VIII. New Business

- a. E-mail voting will only be practiced for urgent matters. All other issues will be voted on at the regular board meetings.

IX. Adjournment: Motion to adjourn made by Lou. Peggy seconded. Motion carried.

X. Informal meeting with homeowners regarding bylaws amendment was held from 7:00-8:00 pm. Suzie and Audrey from Southern Insurance agency were present as well.

Quail Ridge HOA
Board Meeting Minutes
August 9, 2016

Meeting called to order by Vice-President, Cyndra Gasperini, at 5:32pm.

Quorum was established with 5 members present throughout the meeting.

In attendance: Allan Howell, Bob Aiken, Cyndra Gasperini, Howard Shokler, Louise McNamee (had to leave early), Peggy Packard, Chelsey Bennett (RPM)

Board members addressed concerns/questions from homeowners present.

H. Shokler motioned to accept Justice Home Improvement's estimate for repairs at unit prior to closing on August 23, 2016. C. Gasperini second. No discussion. All approved.

C. Gasperini motioned to have RPM send a letter to owner of unit representing the Board's decision in relation to landscaping issues. Letter is to include the following information: the landscaping section of the Rules and Regulations, request for proposal to be submitted for committee review/approval prior to installation, reminder that shrubs will be replaced in the fall with approval from landscaping committee, and owner is responsible for tree stump removal as no prior approval was granted for planting. P. Packard second. Discussion took place. All approved.

P. Packard motioned that future homeowners requesting to speak with the Board be restricted to 5-10 minutes maximum to allow for the agenda items to be discussed in a timely manner. C. Gasperini second. No discussion. All approved.

July 12, 2016 Board minutes were reviewed. H. Shokler motion to accept as printed, P. Packard second. No discussion. All approved.

Full financials for June 2016 were emailed on 7.12.16 for Board review.

Operating Account: \$166,920.72 (as of July 31, 2016)

Escrow Account: \$123,143.60 (as of July 31, 2016)

C. Gasperini motioned to have Jordan Price's office to move forward with foreclosure proceedings for units and . A. Howell second. No discussion. All approved.

C. Gasperini motioned to write off balance of \$2,365.36 for unit due to bank foreclosure. A. Howell second. No discussion. All approved.

Current violations were reviewed. Discussion was held in regards to personal items in the common areas. Board members will review specific violations in person prior to the September meeting. No decision made at this time.

Committee reports included Adhoc/Bylaws, Pool, and Landscaping.

Adhoc/Bylaws: L. McNamee motion to approve amended language for Bylaws. H. Shokler second. Discussion took place. All approved. Special meeting to be called to hold vote for Bylaws amendment. Meeting is tentatively scheduled for September 20, 2016 – full packets will be mailed to all homeowners.

Pool: 50 outside memberships have been sold thus far - \$20,932 has been collected.

Landscaping: Committee members met on July 20 and July 28 to discuss currently open landscaping work orders and violations. Committee will schedule a walk-thru with Chelsey Bennett from RPM to follow up on items and create a plan for execution as needed.

Termite notices were emailed to the majority of owners on Friday, August 5, 2015. A printed copy of the notice is hung within all mail houses and will be mailed to any owners who do not have an email on file with the management company. Russ Pest Control is scheduled to inspect/treat the exterior of all units the week of August 15-19. It is suggested for owners/residents to schedule directly with Russ for interior termite inspections. All exterior inspections must be completed by August 31st of each year. Homeowners who fail to have annual inspections may be liable if termite damage spreads to adjoining units. If a unit has not been inspected by August 31st of each year, a \$25 fine will be imposed in September and each subsequent month until an inspection is completed.

C. Gasperini motion to adjourn the meeting at 7:10pm. P. Packard second. No discussion. All approved.

Next Board meeting is scheduled for Tuesday, September 13, 2016, 5:30 at the QR Clubhouse.

Quail Ridge Homeowners Monthly Board Meeting
September 13, 2016
5:30 PM, Quail Ridge Clubhouse

- I. Call meeting to order/Establish Quorum
Board members present: Bob Aiken, Phil Baggett, Cyndra Gasperini, Allan Howell, Lou McNamee, Peggy Packard, Howard Shokler, Vera Tabakova (recorder)
HOA Management present: Chelsey Bennett
- II. Homeowner Concern Period:
- a. re roof leak. The homeowners did not come to the meeting.
 - b. expressed concern about landscaping, particularly the increasing number of erosion/bare spots off Quail Ridge road. The landscape committee will address the issues at their scheduled walk and will solicit quotes and advice from landscapers.
- III. Violation Hearings:
- a. will be charged a \$50 fine for overgrown vegetation within patio and vines growing through fence. Cyndra made the motion, Lou seconded, motion carried.
- IV. Review and approval of minutes: Cyndra made a motion to approve the minutes from August 9, 2016. Peggy seconded the motion. The minutes were approved.
- V. Management Report
- a. Financial Report
 1. Full financials for July 2016 were emailed on 8.16.16 for board review.
Operating Account: \$206,287.99 (as of August 31, 2016)
Escrow Account: \$123,164.52 (as of August 31, 2016)
 2. Collections.
Lou made a motion to put a lien on unit . Phil seconded, motion carried.
 - b. Violations
The board discussed the text of the violation letters.
 - c. Work Orders
 1. I needs an estimate for wood rot repair. It is possible that some of the damage may be caused by termites, which is responsibility of the homeowner, not the HOA.

2. Unit needs roof repairs estimated to cost \$860. Phil made a motion to approve the work, Lou seconded, motion carried.
3. Unit needs roof repairs estimated at \$1200-\$1500. Cyndra made a motion to approve the work, Lou seconded, motion carried.

VI. Committee Reports:

- a. Adhoc/Bylaws: The special meeting about amendment to the by-laws regarding homeowners insurance will be held on Tuesday, September 27, 2016 at 7:00 pm at the clubhouse. Homeowners will receive a letter and be invited to vote in person or by proxy; 1/10th of homeowners (26 units) constitutes a quorum.
- b. Pool Committee: The pool will need resurfacing. Lou made a motion to use any extra revenue generated from pool passes to cover future pool repairs. The excess funds should be kept in the Escrow account. Howard seconded, motion carried.
- c. Landscape Committee: The person involved in the DUI accident is responsible for removing the tree stump, replacing the tree and cleaning the area. We need to get an estimate for the cost if a landscaper will do the work.

VII. Old Business: none

VIII. New Business

- a. Chelsey will invite a representative from Suddenlink to the next board meeting to explain the contract rate increase.
- b. The 2016 annual meeting will be held at 7:30 pm on November 21.
 - i. Chelsey will work on the budget for next year.
 - ii. We need to prepare the minutes from the 2015 meeting.
 - iii. Two vacancies of board members need to be filled.
- c. Anne Sneed (2005E) was nominated to serve on the board to fill the unexpired term of Katherine Swank ending December, 2016. Lou made a motion to approve, Cyndra seconded, motion carried. Welcome, Anne!

IX. Adjournment: Motion to adjourn made by Cyndra. Phil seconded. Motion carried.

Quail Ridge Homeowners Monthly Board Meeting
October 11, 2016
5:30 PM, Quail Ridge Clubhouse

- I. Call meeting to order/Establish Quorum
Board members present: Bob Aiken, Phil Baggett, Cyndra Gasperini, Allan Howell, Lou McNamee, Peggy Packard, Anne Sneed, Vera Tabakova (recorder)
HOA Management present: Chelsey Bennett
- II. Homeowner Concern Period: None
- III. Violation Hearings:
 - A. a tree trunk in the patio is pushing through the bottom of the fence. Since the HOA is proceeding with foreclosure of the unit, no fines for the violation will be issued.
 - B. Termite inspections. A number of units have failed to conduct proper termite inspection, i.e. their homes have only been inspected from outside. The requirement to inspect the inside of each unit (except the ones with crawl space) is new and not part of the current rules and regulations. The HOA needs to amend the rules and regulations. In the meantime homeowners will receive another letter with a request to have their units inspected within 30 days; no fines will be issued at this point. Cyndra made the motion, Vera seconded, motion carried.
- IV. Review and approval of minutes: Cyndra made a motion to approve the minutes from September 13, 2016. Peggy seconded the motion. The minutes were approved.
- V. Management Report
 - A. Financial Report
 1. Full financials for August 2016 were emailed on 9.16.16 for board review.
Operating Account: \$213,046.55 (as of September 30, 2016)
Escrow Account: \$123,185.44 (as of September 30, 2016)
 2. Collections.
 - a. Phil made a motion to send another letter to the owner of before turning over to an attorney. Lou seconded, motion carried.
 - b. The proposed payment plan for was not approved. Phil made a motion to proceed with foreclosure if the owner does not pay the balance. Lou seconded, motion carried.

B. Violations

The HOA management has sent letters about initial and subsequent violations.

C. Work Orders

1. Pot hole repairs. Chelsey will get a second estimate for all the work. In addition, we need an estimate for concrete instead of asphalt for 1908/1912 and 1918 entrances (in front of dumpsters). The maintenance committee will inspect the areas as well.

VI. Committee Reports:

A. Adhoc/Bylaws: Homeowners voted for the amendment to the by-laws regarding homeowners insurance. The HOA needs to update the rules and regulations to reflect that change. Lou made a motion to replace the current rule with the exact text used in the amended by-laws (written by the attorney). Peggy seconded, motion carried.

The change of rules and regulation regarding termite inspections will be discussed at the next meeting.

B. Landscape Committee: The committee and Chelsey conducted a 3-hour walk-through and addressed the main issues. The erosion inspection is in progress and will be completed soon.

VII. Old Business

A. Annual meeting preparation:

1. The 2017 proposed budget needs further discussion (and possibly another meeting) before the vote. Chelsey will send the board members a modified spreadsheet including a column with a 12-month estimated spending for 2016. Allan requested the proposed budget in the future to be ready for board review in September (or even August) to allow sufficient time for analysis.
2. Nominations for the 2 vacancies need to be completed before the next meeting.

VIII. New Business:

A. Chelsey has agreed to prepare a quarterly newsletter with the help of board members. Lou will provide her with a template from past newsletters.

IX. Adjournment: Motion to adjourn made by Cyndra. Lou seconded. Motion carried.

The HOA must impose more exact bid specifications about sizes and leaf guard requirements. For future bids, the contracts will include a due date for completion, and a late fee will be charged if the work is not completed in time.

- B. Landscape Committee: The committee conducted another walk-through and identified the erosion areas and plant replacement sites. A meeting with Stephen Jones will be scheduled soon to discuss all out-of-contract work orders that need to be completed during this fiscal year. For future orders, a due date and late fee will be applied to landscaping work as well.

VII. Old Business:

- A. Annual meeting preparation.
- B. Rules revision. Cyndra made a motion to approve the revised rules, Peggy seconded, motion carried.

VIII. New Business:

- A. Hurricane Matthew damage.
The following units had roof damage. The repairs were done by JHI, but the cost is responsibility of the homeowners, as follows:

\$640 for 5 units.

\$550 for 4 units.

For buildings and , the cost will be split and assessed to each homeowner. Lou made a motion, Howard seconded, motion carried.

- IX. Adjournment: Motion to adjourn made by Cyndra. Peggy seconded. Motion carried.

Quail Ridge HOA
Board of Directors Meeting
December 13, 2016
5:30 pm at QR Clubhouse

Meeting called to order and quorum was established with 7 of 9 Board members in attendance.
Board member present: Bob Aiken, Phil Baggett (President), Cyndra Gasperini (V.P.), Allan Howell (Treasurer), Lou McNamee, Howard Shokler and Anne Sneed
Absent: Peggy Packard, and Vera Tabakova
New Board Members (eff. Jan 1, 2017) Present: Janis Crane, and Todd Hammell
Management present: Chelsey Bennett and Rocky Russell

Home Owner Concern Period

- expressed concern about his vehicle that was previously towed.
- could not attend, but submitted a letter for Board review, requesting the termite fine that was imposed be removed. Motion made by A. Sneed, seconded by C. Gasperini was adopted: The \$25 fine imposed for not having the termite inspection completed prior to the deadline shall remain and not be removed.

Violation hearings were held for the below listed addressed - no owners attended.

- : vegetation in patio starting to damage fence
- : water hose in front flower bed.
- : tree within patio starting to damage fence
- : vegetation within patio is overgrown and starting to damage fence

Motion made by C. Gasperini, seconded by A. Sneed was adopted: Assess the owner for each violation listed an initial fine of \$50.00, as well as a fine in the amount of \$50.00 per month starting January 15, 2017 until the violation is completed.

C. Gasperini motioned to accept the minutes as submitted, seconded by A. Sneed. Minutes for November 8, 2016 Board meeting were approved.

Management Report

Full financials for October 2016 were emailed on 11.21.16 for Board review.
Operating Account: \$220,152.20 (as of 11.30.16)
Escrow Account: \$123,226.58 (as of 11.30.16)
Total amount of delinquent accounts: \$19,903.49 (as of 11.30.16)
Letters have been sent in regards to violations.

Work Orders

- Gutter replacements and installation of gutter guards for building 1922 in the amount of \$1,650 was approved via email by all Board members.
- Motion made by C. Gasperini, seconded by L. McNamee was adopted: Accept bid, as recommended by Maintenance Committee, from Absolute Pavement Services in the amount of \$5,695.30 to repair pot holes throughout parking lots.
- Motion made by C. Gasperini, seconded by L. McNamee was adopted: Move forward with replacing two 4yd dumpsters with plastic ones on wheels (dumpsters located near 1873 and 2060) for a total of \$1,895.63; J&M Welding to repair and repaint dumpster by 1862 for \$195.

-After amendment, motion made by A. Howell, seconded by C. Gasperini was adopted: City of Greenville to replace 6yd dumpsters with side doors near building 1853 and 1866 for a total of \$1,734.

-Motion made by A. Sneed, seconded by C. Gasperini was adopted: Justice Home Improvements to repair wood rot, reported by owner of unit 2060 C, along window sills at front of unit for \$860.

-Motion made by P. Baggett, seconded by L. McNamee was adopted: Justice Home Improvements to proceed with minor wood rot repairs at double window of unit 2072 C for \$625.

Committee Reports

Landscaping – Waiting on Stephen Jones Landscaping to submit bid for shrub replacement list, provided at November 15, 2016 committee meeting. Pine straw to be installed after shrubs have been planted.

Concerns about trees causing potential damage were discussed:

-Tree near 1875 mail house is leaning. → Work order submitted for Stephen Jones Landscaping to provide a bid to have the tree removed.

-Tree on other side of creek behind 1963 is leaning. → RPM to send letter to property owner, requesting tree be removed.

-Tree between units I and J at 1920 building is huge and causing issues with parking lot and sidewalk. → Landscaping and Maintenance Committees reviewed area previously; work order was sent to Stephen Jones Landscaping to provide a bid to have the tree removed. Once removed, work order will be submitted to have the parking lot and sidewalk repaired.

Old Business

-‘No Trespassing’ signs installed on front and rear of unit were installed by Greenville Police Department during the summer. Signs can remain for a year. P. Baggett to follow up with GPD in regards to having them removed ASAP.

New Business

-Procedure was reviewed in relation to vehicles in violation throughout the property. RPM inspector follows Rules and Regulations to tag vehicles in parking lots for items such as expired inspection stickers, major damage leaving the car undrivable, and parking in undesignated areas (such as in front of clubhouse). Any cars parked along Quail Ridge Rd are to follow all City restrictions are not under jurisdiction or enforcement by the HOA.

Meeting was adjourned.