

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, January 12, 2021
5:30 pm
Quail Ridge Clubhouse

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order at 5:30 pm, by vice-president Randy Collier, in the absence of President Cyndra Gasperini. Members present included Allan Howell, Sharon Cullipher, Randy Collier, Joe Busby, Joyce Brantley, and Phyllis Wooten. Members absent included Cyndra Gasperini and Bobby Parker. Tonya Jones was present representing Russell Management. A quorum was established and new Board member, Joyce Brantley, was welcomed.

The minutes of the November, 2020, meeting were read. Joe made a motion that the minutes be approved as presented. The motion was seconded by Sharon, and the motion passed. New officers for the 2021 year were announced: President: Cyndra Gasperini; Vice-President: Randy Collier; Secretary: Phyllis Wooten; and Treasurer: Sharon Cullipher. Allan provided a sympathy card for Board members to sign and share with the Sneed family in recognition of Anne's service to the Board and recent death.

Tonya presented the Management report for questions and discussion.
Financials effective December 31, 2020

- o Operating Account:
- o Escrow Account:
- o Delinquents

Joe asked if financials could be viewed online. Tonya responded that they were not but if he had any questions to contact her and she would send them to him.

Delinquent accounts and violations were discussed. Unit has been sent a letter referencing extra vehicles being parked behind other vehicles and blocking neighbors. Also has been notified about concerns related to her animals. She will be invited to the next Board meeting to discuss solutions..

Work orders were reviewed.

Committee Reports:

- Pool Committee - will be meeting in February to discuss plans to purchase more umbrellas and tables
- Landscaping Committee - Continuing to work on trees - all trees have arrived and been planted. Next phase - inventory of plants and replacement of dead or missing plants as money is available.
- Maintenance Committee - with COVID, products are backordered and work will be delayed until materials arrive. The Board discussed the sidewalk issue at 1874C. Discussed using a pipe to raise level up at a cost of \$200. As long as the drain issue is addressed, Allen favored fixing the sidewalk. Joe made a motion and Sharon seconded the motion - to replace sidewalks at 1874C and 2081F in keeping with original sidewalk

design - no pipes or change in drain plan. Allan discussed relocating the expansion joint in the sidewalk - motion passed.

Old business:

- Parking spaces at the clubhouse have been marked as visitor and signs have been added.
- Gutter cleaning has been scheduled for three times: overall once, and two other times in the tree-line areas or under large trees. Joe motioned to accept the bid; Allan seconded and the motion passed

New business:

- Next new roofs to be replaced - units 1983 and 1985 - when materials come in.
- Next wood rot to be addressed - units 1871, 1959, 1963 - when materials come in.
- Tonya requested updated responses to the proposed newsletter so she can get it out to the members. After discussion, the Board voted to remove the entry about the Board membership and the mention of Anne Sneed's recent death. Joe presented the motion and Sharon seconded it. Following discussion, it passed.

The next HOA Board meeting will be held on February 9, 2021 at 5:30 pm in the Clubhouse. There being no further business, the meeting was adjourned at 7:00 pm.

Quail Ridge Homeowners
Association Board Meeting Minutes
Tuesday, February 9, 2021
5:30 pm
Virtual
Meeting

The monthly meeting of the Quail Ridge Homeowners Association Board was virtually called to order at 5:30 pm, by vice-president Randy Collier. Members present included Allan Howell, Sharon Cullipher, Cyndra Gasperini, Joe Busby, Bobby Parker, Joyce Brantley, and Phyllis Wooten. Brenda Diggs (1908-J) was introduced to the Board as a candidate to fill the vacant slot on the Board. Tonya Jones was present representing Russell Management. A quorum was established

The minutes of the January, 2021, meeting were read. Joe made a motion that the minutes be approved as presented. The motion was seconded by Cyndra, and was passed. Brenda Diggs was nominated by Joyce Brantley as the new Board member to fill an unexpired term. The nomination was seconded by Allan Howell and passed by the Board.

Tonya presented the Management report for questions and discussion.

Financials effective January 31, 2021

- Operating Account:
- Escrow Account:
- Delinquents

Delinquent accounts and violations were discussed. Work orders were reviewed.

Committee Reports:

- Pool Committee - has not met
- Landscaping Committee - Allan Howell and Bobby Parker will be meeting with US Lawns to do a walk-around to assess shrubbery needs.
- Maintenance Committee - concern expressed over dumpsters near 2069, 1968 and 1849 and 1828; having a hard time opening the latches. Tonya asked to contact the supplier about changing them out (new). Also checking to see if 1968 and 1828 can be upsized. Because of the backorder on materials, roofing jobs set for 2021 may not be able to be completed; wood rot jobs may be the main emphasis this year. Cyndra made a motion to send the homeowners an email emphasizing our continued commitment to completing the roofing jobs as soon as materials become available. Randy seconded the motion and it passed. request for repair work on her downspout to stop leakage into her unit was discussed. The Board voted to complete the work pending a review of the status of the deck.

Old business:

- Parking spaces at the clubhouse have been marked as visitor and signs have been added.
- Gutter cleaning has been scheduled for three times: overall once, and two other times in the tree-line areas or under large trees. Joe motioned to accept the bid; Allan seconded and the motion passed
- Gutter cleaning is scheduled for February 15-19. Pine Straw will be put out after gutters are

finished, probably in March-April.

- The T-111 is backordered until July; placed a second order.
- Owner in requested that insurance fines be removed. Allan made a motion that if she can show the proof that the insurance company was supposed to send the information and failed to do so, then the Board will decide about removing the fines. Joe seconded the motion and it passed

New business:

- The City is replacing lights along Quail Ridge Road with LED lights. The Board discussed the placement of these same lights in other areas for security reasons. Concern was expressed that they might be too bright and cause homeowners problems. Allan and Bobby will research the cost and financing help that might be available to the Board to replace the existing lights.
- Allan and Bobby will check the mulberry trees at 1851L when they complete their walk around.
- Continued Board meetings via webinar for 60 days (COVID concerns). Request that future meetings use a platform that allows Board members to see each other during the meeting.

The next HOA Board meeting will be held on March 9, 2021 at 5:30 pm by a virtual webinar. There being no further business, the meeting was adjourned at 6:20 pm.

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, March 9, 2021
5:30 pm
Virtual Meeting

The monthly meeting of the Quail Ridge Homeowners Association Board was virtually called to order at 5:30 pm, by president Cyndra Gasperini. All members were present except Joe Busby and Tonya Jones represented Russell Management. A quorum was established

The minutes of the January, 2021, meeting were read. Allan moved to approve the minutes, Sharon seconded and they were approved as written.

Tonya presented the Management report for questions and discussion.
Financials effective January 31, 2021

- o Operating Account:
- o Escrow Account:
Delinquents

Delinquent accounts and violations were discussed. Work orders were reviewed.

The issue with Suddenlink service and our contract was discussed. The Board expressed an interest in surveying the community about their use. Our long-term contract will renew next year and it was decided to survey the owners/renters to determine the use of the basic (Board pays for) and the extra packages that they may subscribe to (that appears to include the basic). The Board was asked to submit questions to Tonya (by the next Board meeting) that could be included on the survey. Tonya was also asked to reach out to her contact at Suddenlink to see if he would attend a Board meeting to discuss the contract. Information will also be researched relating to the new Fiber Optic Company, MetroNet that is coming to Greenville in the near future.

The Board was reminded that the City of Greenville handles citations on parking violations on Quail Ridge Road. We were asked by some of the residents in 2043 to check the large Spruce tree that is hanging over the road. The lid on the dumpster near 1905 has been taken care of and we were asked if we wanted to continue with dumpster improvement. Allan moved and Joyce seconded to remove the lids. Allan will pursue the repair information/cost and present bids at the next meeting.

James Co was approved for a work order on _____ by a motion made by Allan and seconded by Randy.

Pool Committee: Following a discussion of the proposed pool contract, the Board requested that the payments be extended over 10 weeks, similar to the one we have had in the past. Approval is pending that response.

It was decided to offer outside memberships this summer, initially at a 50% of previous memberships (50-55 memberships) on a first-come basis. Records of the order in which registrations are received will be kept in case there is a need to adjust the use of the pool during the summer. Cyndra asked that we research other pools in the area who offer outside memberships.

Old business:

- The T-111 from the second order (alternate supplier) has been received.
- The shingles needed for repairs this year can be special ordered - the Board asked for a price.
- The lighting along Quail Ridge Road will be discussed at the next meeting
- The dumpster near 1828 lacks the capacity needed for that area. Randy motioned, and Bobby seconded, to enlarge the dumpster at that site.

New business:

- The Club House can begin to accept rentals - currently at 30% capacity.
- is adding an addition to the unit and needs the Board's approval. He will need to present specifics and pictures to be discussed at the next Board meeting.
- Cyndra shared a letter from Janis Crane concerning the situation of the back deck/patio and drainage. Rocky is asked by the Board to determine if there is a patio beneath the deck.
- Tonya was asked to provide a new Board roster.

The next HOA Board meeting will be held on April 13, 2021 at 5:30 pm by a virtual webinar. There being no further business, the meeting was adjourned at 6:58 pm.

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, April 13, 2021
5:30 pm
Virtual Meeting

The monthly meeting of the Quail Ridge Homeowners Association Board was virtually called to order on Tuesday, April 13th, at 5:45 pm, by president Cyndra Gasperini. Technical issues caused a 15 minute delay in the virtual meeting. All members were present except Joe Busby and Tonya Jones represented Russell Management. A quorum was established

The minutes of the March, 2021, meeting were read. A correction was noted in reference to the dumpster lids; the minutes should have read that the Board voted to remove the lids, not replace them. Correction was made and Joyce moved to approve the minutes as corrected, Randy seconded and they were approved as corrected.

Tonya presented the Management report for questions and discussion.

Financials effective January 31, 2021

- o Operating Account:
- o Escrow Account:
Delinquents

Old Business

Delinquent accounts and violations were discussed. Work orders were reviewed.

- Bobby moved that the \$1235 bid for the dumpster behind 2007 be accepted. The motion was seconded and passed. Allen reported that the dumpster near 2005 quotes were from \$4-5,000. There are 8 that need new gates - at a cost of approximately \$1000 each.
- Randy mentioned that during his regular walks, he had noticed chimney caps that needed attention and suggested that Tonya have these checked on their next inspection.
- was mentioned as a possible violation. A car with the two rear tires deflated has been parked in the parking lot for an extended time. Tonya was asked to check on towing possibilities..
- Behind 2005 and 1873J are accumulated leaves which are not being mowed or cleaned by US Lawns. Tonya was asked to address this with US Lawns.
- Tonya was asked to include in the next newsletter a section that reminded occupants of where to place different types of trash.
- Joyce motioned, and Sharon seconded, to approve the proposed agreement by US Lawns concerning the area behind the building 2060. Motion passed.
- Further discussion took place concerning the sidewalks near 1908 and 1912. The dips are deep enough that the occupants are concerned from a safety issue and want the sidewalks re-poured.
- The proposal from the Landscaping Committee concerning the replacement of shrubs was bid at by US Lawns. It was noted that this is not budgeted in the 2021 budget. Sharon moved and Randy seconded that the proposal be tabled until 2022 and that we include that item in the 2022 budget. The motion passed.
- Research into the cost of updating the street and area lights, as well as the increased cost for operation of the new lights are also not included in the 2021 budget. Randy

moved, and Bobby seconded, to table that plan until 2022 and to work to have that item covered in the 2022 budget. The motion passed.

- The issue with Suddenlink service and our contract was on the agenda. Our contract will expire in February, 2022 and Hunter Turnage (Suddenlink representative) was invited to the meeting to discuss options. Since it was a virtual meeting and he had prepared no handouts that could be mailed to us ahead of time, he was asked to come back to the May meeting prepared with handouts to discuss our options.

New business:

- The Club House will begin to accept rentals - maximum capacity will be posted and individuals will lose their deposits if the capacity numbers are not respected.
- Pool memberships will be accepted for the 2021 summer season. If the initial 50 memberships fill, a waiting list will be maintained for future access.

The next HOA Board meeting will be held on May 11, 2021 at 5:30 pm at the Quail Ridge Clubhouse. There being no further business, the meeting was adjourned at 6:58 pm.

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, May 11, 2021
5:30 pm

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, May 11th, at 5:30 pm, by president Cyndra Gasperini. A quorum was established; absent members included Joyce Brantley and Bob Parker. Tonya Jones represented Russell Management.

The minutes of the April, 2021, meeting were read and approved as presented.

Tonya presented the Management report for questions and discussion.
Financials effective January 31, 2021

- Operating Account:
- o Escrow Account:
- Delinquents

Delinquent accounts and violations were discussed. Work orders were reviewed.

Old Business

- The Landscaping Committee reported that we are still waiting to get pine straw.
- The Maintenance Committee reported that Seegars is preparing bids for dumpster gates. Tonya was asked to contact Greenville to request the two days / week pickup of garbage again and recommended replacing the dumpster in 2007 with a larger unit (bottom rusted out in current unit).
- Clubhouse maintenance - Tonya was asked to prepare Guidelines and a Checklist to be used when the building is rented to guarantee standards are followed.
- Pool - the parts are ordered for repairs on the "baby pool" but repairs may delay opening that pool. A discussion of future attention to the pool drains was presented. The pool skimmers are not working as needed and will need to be replaced in the near future. This will involve cutting a 4 feet wide strip in the concrete and replacing the pipes. The projected cost is \$45,000.
- One truck of supplies has arrived for the roofing/wood rot repairs and is currently being used on building 1983. The next part of the order is expected in July.

The next HOA Board meeting will be held on June 30, 2021 at 5:30 pm at the Quail Ridge Clubhouse. There will not be a Board meeting in July. There being no further business, the meeting was adjourned at 7:04 pm.

Quail Ridge Homeowners Association

Board Meeting Minutes

Wednesday, June 30, 2021

The June/July “monthly” meeting of the Quail Ridge Homeowners Association Board was called to order on Wednesday, June 30, 2021, at 5:30 pm, by president Cyndra Gasperini. A quorum was established, all members were present. Tonya Jones represented Russell Management.

The minutes of the May, 2021 meeting were read and approved as presented.

Tonya presented the Management report for questions and discussion.
Financials effective May 31, 2021:

- Operating Account:
- Escrow Account:
- Delinquents:

Delinquent accounts and violations were discussed. Work orders were reviewed.

Committee Reports:

- Landscaping: Pine straw is coming. Trailer has been delivered and straw should be spread within a few days. (Addendum Note: trailer was delivered to wrong address – pine straw did arrive but a few weeks later)
- Clubhouse: a bid has been received to strip the floors for \$2200. The Board has asked for further bids
- Maintenance: Dumpster enclosures/quotes were discussed

Old Business:

- representative for the hearing about personal items on porch failed to show. Joe moved to send a letter and assess a \$100 fine. Motion passed. Tonya was asked to proceed.
- All Homes Repairs request for draws for wood rot work was discussed, partial amount was approved

New Business:

- Termite damage found in units and window damage found during wood rot work were discussed and the Board decided that the items will be repaired but charges for these items will be reverted to owners.
- request for sidewalk repair was discussed. The Board will evaluate this site before voting on this repair request,
- Randy requested attention to chimney caps in the area. He feels that these need attention and possible repair in the near future.

There being no further business, the meeting was adjourned at 5:57 pm. The next Board Meeting will be held on Tuesday, August 10, 2021, at 5:30 pm at the Clubhouse.

Quail Ridge Homeowners Association Board Meeting Minutes

Tuesday, August 10, 2021

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, August 10, 2021, at 5:30 pm, by vice-president Randy Collier. A quorum was established; absent members included Joe Busby and Bob Parker. Tonya Jones represented Russell Management.

The minutes of the June 30, 2021, meeting was read and approved as presented.

Two owners appeared before the Board to address concerns:

- – concern over flooding in her patio area. An underground pipe to drain the area would cost about \$2000. The Board asked Tonya to revisit the issue of pine straw/weeds behind the unit with US Lawns. If the pipe is needed, request three bids and send out an email for the vote.
- – Thanks to the Board and concerns expressed about overgrown shrubs and vines in trees near 2072. Also asked that we contact the city about cleaning out the drains near JP11 and contact JP11 to ask that they clean out the retention pond between the school and Quail Ridge units.

Tonya presented the Management report for questions and discussion.

Financials effective May 31, 2021:

- Operating Account:
- Escrow Account:
- Delinquents:

Delinquent accounts and violations were discussed. Work orders were reviewed.

Old Business:

- Pool: workers are going back to school and Board members are helping with monitoring the pool through Labor Day Monday. Probably losing two long term employees – need to think about replacements for next summer's season.
- Clubhouse: concern about an offensive odor in the clubhouse. Not sure of the source but needs attention.
- Check on chimney stack estimates on chimney caps – asks for specific specs for bids
- Need for another draw for wood rot work would need a written progress report and an inspection by Rocky followed by an email vote by the Board

New Business:

- The bid from Tri City for \$500 was approved for the work on gutter guards and down spouts on . Question about responsibility for gutters on storage units was determined to be the owner's responsibility.

- The estimated budget for 2022 was presented. The Board was asked to review for discussion at the September meeting, followed by the joint Budget meeting/Board meeting in October.

There being no further business, the meeting was adjourned at 6:39 pm. The next Board Meeting will be held on Tuesday, September 14, 2021, at 5:30 pm at the Clubhouse.

Quail Ridge Homeowners Association

Board Meeting Minutes

Tuesday, September 14, 2021

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, September 14, 2021, at 5:30 pm, by president Cyndra Gasperini. A quorum was established; all members were present. Tonya Jones represented Russell Management.

The minutes of the August 14, 2021, meeting was read and approved as presented.

Hearing:

- – appeared before the Board in reference to the charge of allowing her cats to run free in the neighborhood. She has had three warnings and failed to show to the Hearing scheduled at the August meeting. The Board voted to enforce the \$100 fine and to continue monthly fines until evidence that the cats are not being allowed free roam of the neighborhood is established.

Tonya presented the Management report for questions and discussion.
Financials effective August 31, 2021:

- Operating Account:
- Escrow Account:
- Delinquents:

Delinquent accounts and violations were discussed. Work orders were reviewed.

Old Business:

- Pool: Allan discussed pool upgrades and maintenance needed for the coming year. He also presented steps being taken to winterizing the pool
- Dumpster Enclosure Quotes: Segars continues to fail to provide updated, corrected quotes for the dumpster gate work which is needed on multiple units.
- Landscaping Project: had held off for financing but feel we can do \$7-\$10,000 now.
- Request from the owner of _____ to remove a tree was discussed and decided this was not a Board issue.
- Continuing to wait on Rocky's evaluation of the situation at _____ and suggestions for the flooding in her patio area.

New Business:

- Discussion of handrails: Tonya was asked to write an article for the next newsletter and write an addition for the Rules and Regulations edition that re-emphasizes the guidelines from 2010 for handrails allowed in the neighborhood.
- US Lawns has notified us that there will be an increase from \$5026 to \$6000 / month for the landscaping contract beginning in January 2022. The Board will discuss accepting additional bids for landscaping contract beginning in 2022.

- The needed tree removal and stump grinding at 1963 was approved with the stipulation that the holes be filled on the same day they are created by the grinding.
- The owner's concern about the sidewalk at 1872G will be evaluated by the Board.
- The 2022 Estimated Budget was presented for study and comments. The Board decided to begin the October meeting with a discussion of the proposed budget, followed by the regular business meeting.

There being no further business, the meeting was adjourned at 7:19 pm. The next Board Meeting will be held on Tuesday, October 12, 2021, at 5:30 pm at the Clubhouse.

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, October 12, 2021
5:30 p.m.

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, October 12, 2021 at 5:30 p.m. by vice-president Randy Collier. A quorum was established,, absent members included Phyllis Wooten, Bobby Parker, Joyce Brantley and Joe Busby. Tonya Jones represented Russell Management virtually due to covid.

The minutes of the September 14, 2021 were read and approved as presented.

The 2022 estimated Budget was discussed and balanced. The revised budget will be printed and sent via email for board approval. Cyndra Gasperini moved, and Allan Howell seconded, a motion to increase monthly dues to \$188. as based on CPI of 3.4%. The motion passed.

The Management Report was presented effective September 30, 2021
Operating Account
Escrow Account
Delinquent

Delinquent accounts and violations were discussed. Workorders were reviewed.

- Motion was made by Cyndra Gasperini and seconded by Allan Howell not to approve this workorder. The members felt that the ditch that was dug has caused the problem. Motion passed.

Sidewalk Repair Quote-Motion was made by Allan Howell and seconded by Sharon Cullipher to approve. Motion passed.

Committee Reports

Pool- We continue to wait on estimates on pool repairs.

Maintenance- We continue to wait on estimates on dumpster fencing.

Landscaping- In progress, projects to address bald spots and replacing bushes.

Old Business-none

New Business-none

The meeting was adjourned.

Next Board Meeting- Tuesday, November 9, 2021, 5:30 p.m.
Annual Meeting- Monday, November 15, 7:30 p.m.