

Quail Ridge Homeowners Association

Board Meeting Minutes

Tuesday, January 18, 2022

The monthly meeting of the Quail Ridge Homeowners Association Board welcomed Bill Freelove of US Lawns to our pre-meeting session on Tuesday, January 18, 2022, at 5:30 pm, to discuss the updated Landscaping contract proposal. A quorum was established. The Board and Mr. Freelove discussed services and billing changes. Following this discussion, the Board agreed to send a list of specific areas that we want to be addressed and Mr. Freelove is to send to the Board an explanation of “additional services” that we should expect for the proposed rate increase. At the close of this discussion, Randy thanked Bill, dismissed the pre-meeting session and called the business meeting to order at 6:32 pm. Members absent included Cyndra Gasperini, Joe Busby, and Allan Howell (who left before the business meeting began). Tonya Jones represented Russell Management.

The minutes of the November 9, 2021, meeting were read and approved as presented.

Tonya presented the Management report for questions and discussion.

Financials effective December 31, 2021:

- Operating Account:
- Escrow Account:
- Delinquents:

Delinquent accounts and violations were discussed. The Board asked for an update next month on the status of the Delinquent Account on Work orders were reviewed. Rather than approve all work orders as presented (in ranked order), the Board voted to complete the first one, wait until the supply is verified and to email for approvals as supplies and progress is established. Tonya also requested again the specs for the Club House order so she can complete that workorder. The report from the Maintenance Committee concerning sidewalk repair needs was tabled until further discussion at the next meeting. It was felt that further evaluation was needed to determine the degree of damage at each site and whether the community could be divided into zones to address these needs by priority. It was reported that the Crepe Myrtle at 1908-J had been removed successfully and replaced with a Holly.

Old Business: There was no further discussion

New Business:

- A verbal agreement of those present was given for the proposed prices of the previously approved roof replacements on the remaining four roofs to be completed in the community.
- A verbal agreement of the gutter replacement cost on building 1868 was approved as well as allowing Derek a \$5,000 draw. Members of the Board continued to express concern about allowing “draws” and agreed that this needs to be discussed more and perhaps give him advanced notice that after a certain date, draws will not be honored. This discussion/decision was tabled until the next meeting.
- Request for moving the bicycle stand near the Club House was denied.

- Pine Straw order for 2022: The Board voted to order the pine straw now (2600 bales) and to ask the company for recommendations about quantity needed for this size community. Further discussion is needed at the February meeting to determine if the quantity needs to be increased.

There being no further business, the meeting was adjourned at 7:12 pm. The next Board Meeting will be held on Tuesday, February 8, 2022, at 5:30 pm at the Clubhouse.

Quail Ridge Homeowners Association
Board Meeting Minutes
Thursday, February 17, 2022

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Thursday, February 17, 2022, at 5:30 pm by vice-president Randy Collier. A quorum was established. All members were present. Tonya Jones represented Russell Management.

The election of the 2022 officers was first on the agenda. The slate of Randy Collier, President; Bob Parker, Vice-President; Phyllis Wooten, Secretary; and Sharon Cullipher, Treasurer, were nominated by Joe Busby and seconded by Joyce Brantley. Motion passed. The minutes of the November 9, 2021, meeting were read and approved as presented.

Tonya presented the Management report for questions and discussion.

Financials effective December 31, 2021:

- Operating Account:
- Escrow Account:
- Delinquents:

Delinquent accounts and violations were discussed. Following a discussion of specific accounts, the Board decided to delay foreclosure actions until an agreement can be reached among the Board on minimum amount owed and length of delinquency before foreclosure action is pursued. Discussion will continue at the March meeting.

Work orders were presented (2010F, 1829G, 1855U, and 2069D) and approved to be completed as soon as materials are received.

Committee Reports:

- Maintenance: Tonya was asked to obtain an evaluation on immediate needs of the sidewalks.
- Pool: Joe moved; Sharon seconded, to approve the pool repair quote. Motion passed. Joe moved; Joyce seconded, to approve the 2022 Pool Contract. Motion passed. The Board was asked to spread the word that the applications are open for pool staff for the summer. The Board discussed whether additional pool furniture is needed, and it was decided to monitor this but not to make additional purchases at this time.

Old Business:

- Tonya announced that 2600 bales of pine straw have been ordered for \$15,210.00. These are scheduled to be put out in May and will be adjusted if more is needed.
- Tonya was asked to reach out to Bill Freelove of USLawns to request the updated information from the January conference with him (list of additional services we can expect for the proposed increase in the Landscaping contract fees for this year).
- Allan recommended that we not contract for a storage building to use for the siding but purchase a tarp and use the Pool area for temporary storage until it is used this spring for repairs. Board agreed.

New Business:

- Tonya was asked to reach out to the owners of 1920 G and explain that outside spigot repair is the owner's responsibility and will not be addressed by the Board.
- 1870/1872 Recycle Enclosure for yard trash – this expense will be held for future discussion
- The Club House specs were presented, and the Board decided to delay this work until the 2023 budget year.
- City Grant – The Board discussed the City of Greenville's Neighborhood Improvement Grant and whether we wanted to apply for this grant. Following an explanation of the requirements of, and quantity of (\$750 reimbursement) this grant, Sharon moved (seconded by Bob) that the Board not apply for this grant. Motion passed.

There being no further business, the meeting was adjourned at 7:08 pm. The next Board Meeting will be held on Tuesday, March 8, 2022, at 5:30 pm at the Clubhouse.

Quail Ridge Homeowners Association

Board Meeting Minutes

Thursday, March 8, 2022

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Thursday, March 8, 2022, at 5:30 pm by President Randy Collier. A quorum was established. All members were present. Tonya Jones represented Russell Management.

Bill Freelove, USLawns, was present to discuss his proposed HOA contract with the Board. Following a question-and-answer session, Bill left the meeting and the Board discussed various options to reach our goals. Bill was asked to update his pre-emergence and fire ant bids to Tonya on March 9; Bob was to get another bid for the same service and get it to Tonya asap. Alan moved, and Bob seconded to accept USLawns proposed bid (excluding the pre-emergence and fire ant treatments), effective January, 2022. Motion passed.

Minutes from the previous meeting were presented. Joyce motioned and Brenda seconded that they be approved as written. Motion passed.

Tonya presented the Management report for questions and discussion.

Financials effective December 31, 2021:

- Operating Account:
- Escrow Account:
- Delinquents:

Delinquent accounts and violations were discussed.

Committee Reports:

- Maintenance: Sidewalk treatments discussion was continued. Dumpster gates are being replaced slowly (1827/29 most recent)
- Pool: Outside Membership prices were discussed. The Board approved prices for 2022 summer season will be:
 - Individual: \$310 (may purchase **only** 1 more band for \$75)
 - Family (5 bands): 465 (may purchase 1 extra band for \$75)

Old Business:

- Tonya reported that 2015-B, D – shrubbery is pushing the air conditioner fence and 1861 tree needs attention.

New Business:

- Tonya reported on a recent conversation with a Metronet representative. According to this conversation, Metronet will not offer service in the Quail Ridge community unless they are guaranteed access to the attics of every unit in Quail Ridge (to install their units).
- Board discussed the upcoming meetings schedule. Due to out-of-town conflicts, the Board will not meet in April (unless an emergency requires an online meeting).

There being no further business, the meeting was adjourned at 7:03 pm. The next Board Meeting will be held on Tuesday, May 17, 2022, at 5:30 pm at the Clubhouse.

Quail Ridge Homeowners Association
Board Meeting Minutes
Thursday, May 17, 2022

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, May 17, 2022, at 5:30 pm by President Randy Collier. A quorum was established. Chelsey Bennett represented Russell Management.

Action on a request for installation of solar panels on 1868E was delayed after a requested phone conference with Damyon McGhee (267-963-8802) went unanswered. Minutes from the previous meeting were presented. Sharon motioned, Alan seconded, and the minutes were approved.

Tonya presented the Management report for questions and discussion.

Financials effective December 31, 2021:

- Operating Account:
- Escrow Account:
- Delinquents:

Delinquent accounts and violations were discussed. Follow-up on 2 to determine if there are any mortgages/loans was requested. Metronet access to Quail Ridge was discussed along with updates on spraying. Brenda asked for clarification on clubhouse maintenance and the Board was directed to send workorders to Tonya when any needs were seen.

Committee Reports:

- Maintenance: Dumpster Enclosure at 1968 was damaged by the city vehicles; also 2069 and 2081. Contact with city representative is underway for repairs and follow-up action.
- Pool: request for a refund for a 6th pool band was denied; published information states pool band purchases are non-refundable. Alan reported that the pool had passed inspection and was ready to open on Friday, May 27, at 9:00 am. We are fully staffed for the summer at this time.

Old Business:

- Further discussion of the mistletoe in the tree near 1920 yielded the decision to wait till winter (so leaves will not hamper vision of the mistletoe) to before we act. We will need a licensed sprayer and a boom truck (cost of \$1000/day).

New Business:

- Painting rotation was reviewed. Plans are to begin on units 1855, 1866, and 1968 next.
- Board members were reminded that information sent among Board members about HOA business should not be shared outside of the group.

There being no further business, the meeting was adjourned at 6:33 pm. The next Board Meeting will be held on Tuesday, June 21, 2022, at 5:30 pm at the Clubhouse.

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, June 21, 2022

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, June 21, 2022, at 5:30 pm by President Randy Collier. A quorum was established. Tonya Jones represented Russell Management.

Potential Board member David Corisini (2072-F) was present to meet the Board prior to the Board's action to fill Cyndra Gasperini's unexpired term. Following a question/answer period, David was excused while the Board discussed the Board position and voted on the motion (made by Alan, seconded by Joe) to invite David to join the Board. The motion passed and David was welcomed to the Board and rejoined the meeting as a voting member.

Action on a request for installation of solar panels on _____ was brought back to the table from the May meeting for further discussion. Concerns were expressed about potential damage to roofs, building structure, the neighboring units, and the uniformity of appearance within the community. Following discussion, Sharon moved to not allow solar panels on individual units at this time. The motion was seconded by David and passed. Tonya was asked to communicate this decision to the owners of the _____ unit.

There was no owner represented for the hearing scheduled concerning Personal Items near front door. A letter will be sent to notify of fines.

Minutes from the previous meeting were presented. A correction of the Russell Management representative's name (Chelsey, not Tonya) at the meeting was made and the minutes were approved as corrected.

Tonya presented the Management report for questions and discussion.

Financials effective May 31, 2022:

- Operating Account:
- Escrow Account:
- Delinquents:

Delinquent accounts and violations were discussed. Follow-up on _____ determined there are no mortgages/loans in place. Joe moved and David seconded to send a letter of intent to foreclose on the unit. Clarification of the mortgage status on units 1 _____ and _____ was discussed and the Board was told that a mortgage company was involved with _____. The proposed work order to repair windows in the club house was tabled until further research can be conducted and discussed at the next meeting.

Committee Reports:

- Pool: following discussion, the Board voted to extend the pool season for two weeks (till September 18) to compensate for the two weeks lost during repairs. Proposed updates to the bathrooms (new light fixtures, larger trash cans, and hot water) was discussed and will be revisited for consideration for next year.
- Maintenance: all dumpster gates have been repaired but because of damage caused by the Sanitation department trucks, many need repairs again.

New Business:

- A request from _____ to install an Arch – pergola – in the patio area was approved.

There being no further business, the meeting was adjourned at 7:13 pm. The next Board Meeting will be held on Tuesday, July 12, 2022, at 5:30 pm at the Clubhouse.

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, July 12, 2022

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, July 12, 2022, at 5:30 pm by President Randy Collier. A quorum was established. Tonya Jones represented Russell Management. Alan left the meeting at 6:34 but a quorum still existed so the meeting continued.

Homeowner Kathy Harvey addressed the Board about concerns arising from Pool policies and monitoring. Pool bands were not being consistently checked, motorized toys were being allowed in the pool area and a general discussion of the rules in general. Following a discussion among the Board members, Kathy was thanked for her comments, and she left the meeting. The Board continued discussion of the issues and agreed to reinforce guidelines to the pool staff and members.

Minutes of the June meeting were presented. Joe motioned, David seconded, and the minutes were approved as presented.

Tonya presented the Management report for questions and discussion.

Financials effective June 30, 2022:

- Operating Account:
- Escrow Account:
- Delinquents:

Joe moved and Alan seconded to approve the financial report as presented. Motion was approved.

Delinquent accounts and violations were discussed. The Board requested that _____ be invited to the next meeting to discuss the patio situation. Randy reported that he had tried to contact _____ calling and left a message but had received no return. A reminder was issued to _____ that visitor's spots in the parking lots cannot be used to store items.

Committee Reports:

- Pool: Alan reported that there had been an issue with the contracted pool maintenance company with the chlorine delivery causing a "green" pool. Also, with toilet paper/paper towels running out. Further study will be completed before renewing contract for next year. There are 6 broken chairs. Alan recommended buying 4-5 new chairs and refurbishing 6. The Board needs further study to determine the validity of keeping the pool operational all year: the expense of running all year versus the expense involved in draining, cleaning, and reopening it each Spring. This decision must be made before September 18th and will be discussed further at the August meeting.

Old Business:

- The 1959 Wood Rot which has already been approved will begin as soon as materials arrive. Painting quotes for 1855, 1866, and 1868 were discussed and awarded to Marlow.

New Business:

- The tree/Root removal request at 1829 H/I/J was discussed. Joe moved and David seconded a motion to approve this removal. Motion was approved.
- Tonya brought to the President's attention that a member of the Board had been absent for three consecutive meetings which required the attention of the Board. It was brought to the attention of the Board that the recent rescheduling of Board meetings from the established date to alternate dates to assist a member's vacation plans had caused these conflicts (absences). The Board asked Tonya to send a reminder to the Board Member about attendance policy. The importance of maintaining the meeting schedule (2nd Tuesday of each month) was emphasized. If a quorum cannot be met for any given month, the meeting will not be rescheduled but necessary actions will be conducted by email. Only if an emergency requires immediate action will a called meeting be rescheduled.

There being no further business, the meeting was adjourned at 7:15 pm. The next Board Meeting will be held on Tuesday, August 9, 2022, at 5:30 pm at the Clubhouse.

Quail Ridge Homeowners Association

Board Meeting Minutes

Tuesday, August 9, 2022

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, August 9, 2022, at 5:33 pm by President Randy Collier. A quorum was established. Tonya Jones represented Russell Management.

Homeowner _____ addressed the Board with concerns arising from a conversation that took place in the parking lot near her unit. Following a discussion among the Board members, _____ was thanked for her comments, and she left the meeting. The Board continued discussion of the issues and agreed that the issue had been acknowledged.

Minutes of the June meeting were presented. Joe motioned, Bobby seconded, and the minutes were approved as presented.

Tonya presented the Management report for questions and discussion.

Financials effective June 30, 2022:

- Operating Account:
- Escrow Account:
- Delinquents:

Joe moved and Bobby seconded to approve the financial report as presented. Motion was approved.

Delinquent accounts and violations were discussed. _____ was invited to the meeting to discuss the patio situation. Tonya received no response to the request, and she was not present. Randy reported that he had contacted _____); discussing the overgrown trees and patio situation. The Board will continue to monitor this site.

Committee Reports:

- Pool: Randy reported that we have five attendants with no major issues; however, we will begin to lose attendants as school/college(s) take in. Board members were asked to be available to help until the pool closes the middle of September. He reported that after further research and discussion, it appears that it will be more expensive to keep the pool open year-round than to close it in September and reopen it in the spring. He also reminded the Board that in the next couple of years, we will need to replaster the pool (estimated cost \$30,000+). Final vote will be taken at the September meeting.

Old Business:

- It was reported that Building 1855 was being painted; the last one in the current cycle.

New Business:

- Tonya was asked to communicate with US Lawns about concerns of pine straw not being removed behind 2005C
- Tonya was asked to email the owner in _____ concerning the growth of a fig tree on the patio fence and to remind them of the rules/maintenance of the tree.

- Board members were asked to consider Committee assignments that would be finalized at the September meeting. Goal is to return to the committee format that existed prior to Covid. Board members will serve on at least one of each committee: Landscaping, Pool, and Maintenance. Additional committee membership will be open to community owners.
- The Clubhouse refrigerator needs replacing. Joe moved (and Bobby seconded) to replace it with a maximum budget of \$800. Motion carried.
- The proposed 2023 Budget was passed out and Board members were asked to study it in preparation for a Budget meeting in September and vote in October.

There being no further business, the meeting was adjourned at 6:54 pm. The next Board Meeting will be held on Tuesday, September 13, 2022, at 5:30 pm at the Clubhouse.

Quail Ridge Homeowners Association
Board Meeting Minutes
Tuesday, September 13, 2022

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Tuesday, September 13, 2022, at 5:32 pm by President Randy Collier. A quorum was established. Tonya Jones represented Russell Management. Board members absent included Brenda Diggs and Sharon Cullipher.

Minutes of the August meeting were presented. Joe motioned, David seconded, and the minutes were approved as amended.

Tonya presented the Management report for questions and discussion.

Financials effective June 30, 2022:

- Operating Account:
- Escrow Account:
- Delinquents:

The Board discussed and requested that Tonya go back to reporting the Escrow balance each month and not as an annual adjustment. She agreed.

Delinquent accounts and violations were discussed. Current membership fee is \$188/month and fines are set at \$100/month. Joe moved, and Bobby seconded, that letters be sent at two months (instead of the current three months) to remind members of delinquency. The Board discussed turning the accounts over to our attorney when fees reached \$1000. Tonya was asked to follow up with Jordan Price, attorney, about the delinquency that was turned over to him on October 21, 2020, without follow-up on his part to our knowledge. There has been no response from from recent violation reports. Also, no response from concerning the violation with a pecan tree. Tonya was asked to follow up on these accounts.

Committee Reports:

- Pool: Following discussion, the Board decided to drain and winterize the pool. Joe motioned and Bobby seconded this motion. The pool will close for this season on Sunday, September 18 at 7:00 pm. Attendants will be working on 9/20 to finalize the close down process, after which the pool contract company will winterize the area.

Old Business:

- Re-formation of standing committees was discussed, and everyone was asked to let Randy know which committee they would like to serve on, Pool or Landscaping. Final assignments will be made at the October meeting.
- Further discussion of gates and trash bin areas was conducted. The bin near 1849 cannot be opened by the neighbors. The Board voted to remove the gates. We will explore the option of cutting down the height of the dumpster fence/gate
- Tonya was asked to contact Bill Freelove with USLawns to revisit our new contract and how it is being carried out.

New Business:

- – concern over three trees with large roots causing water draining issues. Bobby recommended that we determine whether it is leaves/pine straw not be raked rather than roots that is causing the drainage issues before we act.
- bush and tree removal - approved bush removal and tree removal if less than \$500.
- Hilda Bradshaw will be invited to attend our next Board meeting to discuss filling a vacancy on the Board.
- Another Board member will be contacted about her five consecutive absences to determine her continued service.
- The Board voted to have one “long” meeting in October to address the Board meeting agenda as well as the Budget discussion instead of two separate meetings.

There being no further business, the meeting was adjourned at 7:12 pm. The next Board Meeting will be held on Thursday, October 6, 2022, at 5:30 pm in the Russell Management Company Conference Room.

Quail Ridge Homeowners Association

Board Meeting Minutes

Thursday, October 6, 2022

The monthly meeting of the Quail Ridge Homeowners Association Board was called to order on Thursday, October 6, 2022, at 5:31 pm by President Randy Collier. The meeting was held in Russell Management Boardroom to facilitate work on the proposed budget. A quorum was established. Tonya Jones represented Russell Management. Board members absent included Joe Busby and Sharon Cullipher. Hilda Bradshaw was introduced and addressed the Board as a potential member (replacing Allan Howell's unexpired term). After excusing Hilda, the Board voted, and Hilda was invited to join the Board effective January 1, 2023.

Minutes of the September meeting were presented. Joyce motioned, David seconded, and the minutes were approved as presented.

Tonya presented the Management report for questions and discussion.

Financials effective June 30, 2022:

- Operating Account:
- Escrow Account:
- Delinquents:

Delinquent accounts and violations were discussed. Work orders for wood rot damage on (\$2615) and (\$1365) were presented for Board approval. Brenda moved (and David seconded) to approve the bids and the Board approved. Further discussion is planned for scheduling replacement of decks and fences in our rotating repairs calendar and the Board's policy on financial draws by contractors during completion of a work order.

Old Business:

- Re-formation of standing committees will go into effect on January 1, 2023. Board members will serve on at least one of the standing committees.
- The Board was made aware that the 1861F unit was scheduled to be professionally cleaned on Friday, October 7, following the recent death of the owner in the unit.
- The Board was asked for recommendations for a new member to fulfill the unexpired term of Sharon Cullipher.

New Business:

- A proposed WiFi account for the ClubHouse was presented and discussed. The Board voted to not undertake this expense at this time.
- A request from unit to pay for leaks and termite damage was discussed and determined this was not the responsibility of the Board.
- Unit requested permission to install a handrail and ramp for handicapped access. Board approved but stipulated that the owner is responsible for upkeep and removal when the unit is sold.
- The Crepe Myrtle/Oak trees at the pool (from a back yard in Brook Ridge) will be trimmed where they overhang into the pool area.

- USLawns will be asked to trim the crepe myrtles in the common areas, and it was confirmed that if a limb from a tree in the common area falls into a patio area, the HOA will have the landscaper remove the limb. It was also decided to remove the pampas grass at the end of the Clubhouse.

Budget Meeting:

- Board reviewed and discussed the proposed budget for 2023. Points considered included:
 - Toilets and mirrors in the pool area need to be replaced.
 - There are seven buildings left in the wood rot repair rotation and we want to complete those in 2023 if materials are available. Prior budget line items for painting and roofing should not need their previous amounts so this could be used to cover additional wood rot work.
 - Importance in continuing to maintain our maintenance/repair calendar and adding fences to the rotation.
 - The allowed COLA for 2023 (announced at 8.7% on 10/13).
- After discussion, a proposed budget was agreed upon and a membership fee of \$200 (6.38% increase) was recommended to support the budget.

There being no further business, the meeting was adjourned. The next Board Meeting will be held on Monday, November 14, 2022, at 6:00 pm in the Clubhouse. Following that, the Annual Meeting of the HOA will begin at 7:30 pm