

Quail Ridge HOA Board Meeting
January 14th, 2025

1. Meeting was called to order at 5:30pm by Randy Collier, President.
2. In attendance were Randy Collier, Joyce Brantley, Kendra Herndon, Hilda Bradshaw, Joe Busby, John Person, and David Brown. Also in attendance was Freedom Edmundson with Russell Property Management.
3. David Corsini and Bobby Parker were present as guests.
4. One violation hearing was held. The owner spoke on his violation and provided proof that the violation had been rectified. Freedom was instructed to close the violation and no fines were implemented.
5. Seegar's representatives spoke on fence replacement updates. Updates included how work was going, issues with the first phase, and the next steps (buildings to be completed in 2025).
6. Minutes from the meeting held October 8th, 2024, were reviewed and motion to approve by Joyce. 2nd was given by David and all approved.
7. A board election of officers was held.
 - President – Randy Collier
 - Vice President – Joyce Brantley
 - Secretary – Rachel Wells
 - Treasurer – John Person
8. Joe Busby spoke about his dissatisfaction with the elections in November regarding Bobby Parker being removed from the board. Joe feels this was a loss to the community. Joe discussed the board's responsibility to remain honest and transparent. John Person commented that he was dissatisfied with elections. John stated that Bobby was a valuable businessman to the board.
9. Kendra Herndon stated that it should be a diverse board to reflect the Quail Ridge community.
10. Discussion was held regarding the board vacancy due to member resignation.
11. John Person nominated Bobby Parker for the vacancy, Joe Busby 2nd the motion. Motion carried with 6 members approving and 1 member opposed. Bobby was asked to join the board at this meeting.
12. Freedom reviewed management reports. Delinquent reports were reviewed with legal steps discussed. John questioned the balance sheet and requested details of the equity account. Freedom will get with Tonya to pull a report.
13. NEW BUSINESS
 - Wood rot work orders over \$500.00 were approved.
 - The Landscaping committee will be asked to determine greenery to be planted at the entrance signs. This needs to be something that requires little to no attention.
 - A pool update was given. Repairs are not expected to exceed \$80,000.00. Joe made the motion to approve a 50% deposit for this work. Kendra seconded Joe's motion, and the board approved. The pool committee will meet in March to review, recruit new attendants, modify rules, and prioritize new furniture and supplies.
 - Wood rot quotes were reviewed for buildings 1829 and 1985. The board will approve these quotes via email once a breakdown of materials and labor is provided.
 - The new towing contract with B&D was reviewed and accepted. This contract includes towing for certain violations immediately. The board voted line by line for immediate

towable offenses. Freedom will over communicate this contract with owners. This will be done via emails, USPS, and door hanging flyers.

- Joe made the motion to accept Cleggs termite and pest control as the new vendor for Quail Ridge due to Otho's failing to maintain their contract. John seconded this motion and all approved.
- The fence contract is scheduled for 2025. Dumpster fencing may be delayed due to a materials delay in 2024 throwing of the schedule. Seegars will provide new numbers due to inflation.
- Carolina Windows and Doors is scheduled for clubhouse window replacement on 1.20.25.
- Pressure washing of the sidewalks and walkways was not approved. Owners may get their area done at their own cost or schedule with neighbors to do all walkways to the building.
- The board agreed to seek legal council at the rate of approximately \$250.00 per hour to determine who is responsible for a unit's foundation, concrete repairs, and porches. As requested by owners several porches are cracked and/or settled. Joe made the motion for approval and John seconded. All members approved.
- A violation was discussed where the owner has altered the front door to allow cats to roam free. Animal control has been contacted, and the owner will need to replace the door to be in its original condition. The owner will be invited to a fine hearing if no action is taken.
- The cable contract was discussed. The contract is in place until 8.14.26.
- The board discussed and agreed to solicit volunteers for supportive committees. Joe made a motion to involve committees and Hilda seconded this motion. All approve. Committees for volunteers are as follows:
 - Communication
 - Social
 - Pool
 - Landscaping
 - Board Nominations

14. Meeting was adjourned at 7:40pm. Next meeting is scheduled for 2.11.25 at 5:30pm.

Minutes respectfully submitted by Randy Collier and Joyce Brantley

Quail Ridge Meeting Minutes
February 11th, 2025
Meeting Minutes

1. The meeting was called to order at 5:34pm by Randy Collier. The members present were Rachel Wells, Joyce Brantley, Hilda Bradshaw, Kendra Herdon, Randy Collier, Bobby Parker, John Person, David Brown and HOA representative Freedom Edmundson. A quorum was formed.
2. Minutes were reviewed; Kendra Herndon asked that item 9 be revised to reflect "a diverse board to reflect the Quail Ridge community". David Brown made a motion to amend January meeting notes, Hilda Bradshaw seconded.
3. Item 12 was moved to a new business.
4. Minutes were approved with amendment to item 9.
5. Discussion of open work orders.
6. Discussion of the unit with a cat door (installed without board approval/knowledge) and potential hearing.
7. Review of delinquent units.
8. 2005/2007 dumpster: pending plan to expand concrete pad and fence. We are waiting for city approval for the submitted plan, no vote needed at this time.
9. Entrance shrub replacement is with the landscaping committee. Aiming for low maintenance shrubs.
10. Club house windows have been replaced by Carolina Windows and Doors.
11. **New business was introduced.**
12. 2025 Fence replacement schedule
13. Discussion of treatment of fencing replaced in 2024. Noted the need to have this done ASAP and include the pergolas at the pool once 90 days have passed. Freedom to source quotes for treatment of 2024 fences.
14. Pool repairs: pergolas being replaced (approved via email) with salt treated wood. Pool lining to be replaced this year and any major cracks in the cement surrounding the pool. May 1 is our inspection date for the 2025 season.
15. Discussion: need for new pool attendants. There is a need for 5 attendants to keep the pool running from Memorial Day to Labor Day. Interviews will be conducted by the pool committee.
16. Pool committee to update the signage inside the pool fence to reflect current rules and regulations. The need for new furniture for the pool area will be assessed prior to opening day.
17. Wood rot replacement in 1985 has been scheduled to begin 2/17.
18. Foundation separation issue - we had a lawyer review our covenant and bylaws to see if the HOA would be responsible for foundation issues where porches are separating from the concrete foundation slab. Per lawyers' interpretation, the owners of the unit are responsible for the foundation, not the HOA. Sidewalks were ruled to be under the HOA's responsibility.
19. The Architectural Committee is in place for home improvements. Freedom has recommended that 3 board members serve on the committee as well. Freedom will check our covenant/bylaws to see if there is a minimum number of people needed for the committee to operate. John Person recommended that all final approvals must be issued by the board; David Brown seconded. Joyce, Hilda, and David all volunteered to sit on the committee.
20. A resident asked for their clubhouse rental deposit to be refunded. David motions to refund resident, John seconds. Unanimous agreement among present members.
21. John requests general ledgers to reconcile the HOA's escrow account. He will be having his employees with previous HOA experience review our escrow statements. Joyce motions, Kendra seconds.
22. Hilda questioned the mail house light bill; members discussed moving to LED lighting in each of the houses to reduce the monthly bill.
23. Kendra brought a questionnaire from the Social Committee for board approval. Rachel approved distribution to residents, Bobby seconded. Unanimous agreement among present members.
24. Bobby suggests having pool attendants sign a waiver/release stating that they are not serving as lifeguards while working at Quail Ridge Pool. John motions to approve, Joyce seconds.
25. Meeting was adjourned at 6:53pm by John and Hilda.

Quail Ridge
April 8th, 2025 – 5:30 pm

Board members present: R. Collier, J. Brantley, H. Bradshaw, K. Herndon, R. Wells, D. Brown, B. Parker

Meeting called to order at 5:36pm by RC

The Board had several residents bringing issues to them.

- Midge Ogletree: dog waste problem. She requests to have three dog waste stations placed throughout the community. If the board does not approve, could additional signage be placed around the community asking pet owners to pick up after their pets.
- Brenda Diggs: gutter cleaning. Concerned that gutter guards cannot be moved without violating the warranty. She requests that the gutters be fully flushed and cleaned.

The residents departed and the board began their meeting with approval of minutes. BP motioned to approve; DB seconded.

Finances

- JB asked if the family that broke the poolside clubhouse window had paid for the window replacement. RC to send the person's contact information to FE to have a bill generated.
- DB questioned what falls under Accounts Payable (AP). A: Landscaping, management, GUC

Delinquencies

- 2 of the larger balances have been paid off
- No pool passes will be issued to anyone who owns over \$100 for more than 60 days

2005/2007 Dumpster

- JB makes motion to delay other dumpster fencing slated for 2025 and finish 2005/2007 project (this includes demoting a portion of the concrete pad, expanding the concrete pad, and finishing the fencing). HB seconds

Entrance Shrubs

- BP spoke on behalf of the Landscape Committee. They suggest replacing everything in borders with boxwoods, holly or evergreen shrubs.
- KH asked which shrub is the most cost efficient. A: Either holly or boxwood.
- RW motions to put in holly bushes and verbenas, KH seconds.
- Final plan is to pull out any existing plants that are not thriving.

1968 trees with mistletoe

- There are 2 trees that have mistletoes growing in them behind the 1968 block. RC requests removal of mistletoe.
- Plan to reevaluate in winter when leaves have dropped.

NEW BUSINESS

Foreclosure (FOR PUBLICLY PUBLISHED MINUTES)

- BP motions to begin foreclosure process, JB seconds

1920 Termites

- Just 1 unit in the block has termites
- Clarification that HOA only pays for inspection and exterior/wood repair, not the treatment
- DB motions to NOT treat the entire complex (all QR units), HB seconds

Front Door (Resident request from previous meeting)

- Original request from residents was a different style of front door and adding in additional paint color choices
- Architecture Committee reviewed the request and decided to not make any changes to the currently approved doors or paint colors at this time
- BP motions to approve Architecture Committee's decision, DB seconds

1829 Wood Rot

- FE asks if we want to schedule the siding replacement for the 1829 block. This is part of the planned wood rot prevention schedule.
- RW motions to approve quote and schedule work, JB seconds

Cherry Trees

- These were originally requested to be removed and replaced as they were dead. The board has viewed the trees this spring, and noted they were blooming and had new growth.
- This item will be removed from the agenda.
- A request was made to have WAC look at trimming the trees when appropriate.

Mailbox Request

- A resident requested approval to mount a mailbox on their unit due to mobility issues.
- Board clarified that USPS has final say as to whether they will deliver mail to said mailbox rather than mail house.
- The Board decided to send this matter to the Architectural Committee to determine mailbox type and where they should be placed outside units.
- The Board did note that the requestor will have to use a Board approved vendor to do the installation to ensure consistency in placement.

Work Order 28208 (Deck board replacement)

- This is for the deck on 1953 D, the Board requests that the vendor adds unit numbers to all quotes
- BP motions to approve quote, RW seconds

Work Order 28151 (Roof Leak)

- Quote had minimal information, the Board requests the vendor include breakdown of materials and labor on all quotes
- JB motions to approve quote, KH seconds

Gutter Cleaning (item from resident visit)

- Current state, there is not a good solution to clean out the gutters that have gutter guards. It was determined that the gutters were not properly cleaned out prior to installation (this was by a previous vendor).
- RPM has cleaning of gutters scheduled for 2 or 3 times a year, based on units' location to tree line
- FE is going to investigate if there is any way to thoroughly clean out the gutters before continuing routine maintenance

Landscape Pruning

- A resident emailed RPM stating they had overgrown shrubs that had not been pruned during the last round of pruning.
- FE will be requesting pictures (none were originally provided).
- Pruning is currently scheduled to be done in 4-6 weeks.

Dog Waste (item from resident visit)

- DB suggests putting up flyers in mail houses and have them delivered to all units
- FE confirms the cost of this will be \$75
- The Board agrees to pursue this route currently

Social Committee

- The Board discussed paying for a portion of the food for the Social Committee Potluck
- RW motions to not have the HOA fund the Social Committee in any capacity, DB seconds

Pool

- Pool needs to be ready for inspection by May 3
- FE to follow up with the resurfacing company to ensure all work is finished on time

The meeting was adjourned at 7:36pm.

May 13th HOA Meeting

Present: B. Parker, J. Person, K. Herndon, J. Brantley, J. Busby, H. Bradshaw, R. Wells, R. Collier, and RPM Rep F. Edmondson

Resident visit:

J. Hoffstader brought a towing issue to our concern. As a resident parked in her spots, she was towed from her two parking locations. Her request is that the parking lot in her cul-de-sac be repainted. She requested that she be refunded her \$150. J. Brantley assured we will discuss during today's meeting and report back in a timely manner.

J. Brantley called the meeting to order at 5:48pm and established a quorum.

Minutes reviewed, B. Parker motions to approve, H. Bradshaw seconds. All members vote in favor.

VP nomination: B. Parker nominates Joe Busby as VP, J. Brantley seconds. All members vote in favor. J. Busby accepts the nomination.

Financials: Call out of we are under budget for the year. 2nd wood rot building is being completed. J. Person had a coworker with extensive HOA accounting experience review our general ledger. The coworker had several questions regarding the escrow account, J. Person suggested they come to an in-person meeting to discuss the open questions/findings. J. Person requests a QuickBooks pull for just the Quail Ridge HOA. J. Busby motions to accept financials, J. Person seconds. All members vote in favor.

Delinquents were discussed, no major concerns at this time.

2005/2007 Dumpster

- 2nd dumpster has been delivered, pending sealing of fence.

Entrance Shrubs

- Pending the third entrance updates, but main entrance is finished.

Cherry Tree

- WAC suggested the trees finish blooming prior to trimming. Will stay open.

NEW BUSINESS

Resident Towing Complaint

- Review of contract with towing company to ensure
- Motion to have a quote procured for repainting parking spot identification by J. Brantley, seconded by K. Herndon
- J. Busby makes a motion to reimburse J. Hoffstedder the \$150 she was charged for towing, B. Parker seconds. All members vote in favor. This was a situation brought before the board and was approved on a conditional basis.
- J. Busby motions for a letter to be sent to the towing company to be more cautious in their towing, B. Parker seconds. All members vote in favor.

2072-C Landscaping

- Arc Committee met regarding a bush in front of her unit. A significant change was requested, hence why it went to Arc Committee first. Arc Committee is sending the request to the Landscape Committee for approval. J. Brantley to send information to B. Parker.

Front Door Mailbox

- Arc Committee decided it would be up to USPS to determine if mail will be delivered to the mailbox. Must be a black mailbox, placed next to the front door. Resident must pay for repairs when mailbox is removed.
- R. Wells makes a motion to approve, J. Busby seconds. All members vote in favor.

1983-A Landscape Request

- Resident requests approval to put sand/steppingstones to the side of her unit. This is a common area, not considered part of their unit.
- Request denied by board

Facebook Discussion

- J. Brantley requests that board members refrain from interacting with more controversial FB posts.
- This will apply to in person conversations as well.

Clubhouse Floor Cleaning

- It's been 2+ years since the floors in the clubhouse have been cleaned.
- F. Edmundson will get quotes, board approves it is time to be done.

Toiletry supplies in the clubhouse

- J. Brantley asks about stocking the bare minimum: toilet paper, paper towels, hand soap, dish soap, and trash bags.
- R. Wells motions to approve stocking the clubhouse accordingly, J. Person seconds. All members vote in favor.

1864-N Patio

- Unit has been in violation of overgrown patio 4 times in the past two years.
- Violation letter was sent about tree next to structure.

1912-C Parking

- Tags have been expired for over a year. Resident has been non-compliant/aggressive with towing company.
- Paper trail is being provided to owner of unit.

2072-G tree – clean up

- Landscaping Committee requested a bid to clean up the area under tree and remove second tree
- J. Busby makes a motion to accept bid of \$1500 to remove tree, J. Brantley seconds. All members vote in favor.

1851-H rear tree request

- Resident requested the area behind their unit be cleaned up off their property line.
- Freedom to procure quote for trimming of area

Pool Update

- Temporary ladders are installed. Permanent ladders will be installed upon arrival.
- Pending pool inspection, pool company will let HOA board know when inspection is complete.
- 4 pool attendants are hired for the season.

June meeting – Freedom asks for June's meeting date to be adjusted. J. Brantley suggests meeting June 17 and skip July barring pressing business.

Meeting adjourned at 7:05pm.

Quail Ridge HOA Meeting

June 10, 2025

Meeting is called to order at 5:29pm.

Board members present: J. Brantley, K. Herndon, J. Person, J. Busby, H. Bradshaw, & R. Wells. RPM representative F. Edmundson. Quorum is established.

Resident visit – Charles Ogletree

Mr. Ogletree requests that we add neoprene sleeves to the handles of the pool stairs closest to the pool house. This would allow for more traction for those with mobility issues to get out of the pool.

- J. Busby motions to have sleeves installed and reimburse C. Ogletree for the sleeves already purchased, J. Person seconds. All voted in favor.

May Minutes

- Minor change needed to address: 2075 – C, corrected to 2072 - C
- J. Busby motions to accept minutes as corrected, J. Brantley seconds.
- Freedom to publish minutes with amendments

Follow up business

- 2072 – C: quoted \$400 for removal of bush and replacement with Dwarf Yaupon.
 - o J. Busby motions to accept the quote, H. Bradshaw seconds. All voted in favor.
- 1851 – H: quoted \$350 to push back tree line.
 - o J. Busby motions to accept quote, J. Person seconds. All voted in favor.

New business

- Towing log for May – will be distributed a month in arrears, for board reference.
- Clubhouse floor quotes
 - o Two quotes were provided (World Class (\$1742.50) and Buff's Floor Cleaning (\$1,800)).
 - o J. Busby asked if we had a prior history with either company, F. Edmondson confirmed previous use of World Class at other HOA run facilities
 - o No date confirmed until approval of quote has been given.

- K. Herndon motions to approve World Class quote, J. Busby seconds. All vote in favor.
- Parking lot quote
 - Review of quote provided by Absolute Pavement Services (APS)
 - J. Brantley provided another company for Freedom to reach out to for a quote.
 - Plan to build into 2026 budget.
- Fence sealing
 - Fences that were replaced this year (2025) will be sealed in August 2025.
- 1983 – G
 - Significant wood rot found behind where gutter work was done.
 - PDB provided quote to replace wood rotten area
 - J. Busby motions to approve quote and get work scheduled, H. Bradshaw seconds. All vote in favor.
- Pool Incident Report
 - J. Brantley has created a draft of an incident report to be used at the pool. This would be used to capture any damage done to Quail Ridge property.
 - K. Herndon motions to approve, R. Wells seconds. All vote in favor.

Financials and Delinquents

- J. Person has access to the QuickBooks file (see May notes for further information).
- Discussion of pool memberships – comparison of 2024 season to 2025
- J. Busby makes motion to accept financials as observed, J. Person seconds. All vote in favor.

Will be skipping July meeting unless something pressing comes up. Next meeting will be August 12th.

J. Brantley brought to the board attention that the motor in kiddie pool will need to be replaced. Pending replacement quote; if under \$500, Freedom will automatically approve, if over \$500 board will approve.

Meeting adjourned at 6:10pm.