

RED BIRCH HOMEOWNERS' ASSOCIATION

Minutes of the Board of Directors Meeting of the Red Birch Homeowners' Association held at Russel Property Management on September 29, 2020.

I. CALL TO ORDER

Board Member Jean Davis called the meeting to order at 6:47 pm.

II. ROLL CALL OF BOARD MEMBERS

Present: Tim Camp, Jean Davis, Juanita Hobden, Lee Johnson, John Logelfo, Barbara Mulligan, Matt Walters

Absent: None

Also Present: Amanda Blomefield, Russel Property Management

III. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

N/A

IV. ELECTION OF OFFICERS

Moved by Lee Johnson - Carried

President: Jean Davis

Vice President: Tim Camp

Secretary: Lee Johnson

Treasurer: Barbara Mulligan

V. REPORTS:

A request was made to allow HOA fees to be paid monthly.

Motion by Matt Walters - Carried

“Allow monthly payments, access penalty, void penalties if paid on time each month with final payment due in current fiscal year.”

VI. VIOLATIONS:

M/S Matt Walters/Lee Johnson - Carried

1)“Ask Amanda to make the following contacts:

Sand in streets and long grass in construction areas. Amanda will send letter to Will Kuhn Homes and follow up with a personal contact if there is no positive response.

2)Entrance lights are not yet working. Meter should be inspected by Greenville Utilities.

3) Tucker Farms should turn over control of common area with lights in operable condition. Amanda will contact Tucker Farms representative Ralph Tucker and to contact Greenville Utilities about the condition of their meter.”

VII. DISCUSSIONS:

Concern was expressed concerning the condition of tree and hedge maintenance for the entrance areas. Amanda explained that the contractor is committed to bringing things into proper condition by devoting some time each week until completed. It was to be estimated 6-8 weeks.

There were questions concerning the handling of delinquent payments. M/S M/S Tim Camp/Juanita Hobden - Carried

“Delinquencies in excess of one year will receive a Demand Letter followed by action by an attorney if not satisfied.”

Liability/ Property Damage insurance is being reviewed. There is apparent confusion between HOA and condominium coverages. Jean will contact the underwriters to clarify.

The proposed budget for 2021 was reviewed. Under current expense/revenue projections there will be a modest surplus for both 2020 and 2021. Amanda will contact United Bank to determine any cost for putting year-end balance into a dedicated “Reserve” account.

VIII. NEW BUSINESS:

The need for an Architectural Committee was discussed. This committee will have autonomous decision authority for approving/disapproving requests for additions/modifications to properties.

M/S by Lee Johnson/Juanita Hobden - Carried

“Appoint John Logelfo, Tim Camp, and Matt Walters to the Architectural Committee”

Traffic calming was identified as a possible solution for Bessemer Drive due to perceived excessive speed in the residential area.

The informal initial general membership discussion held on July 25, 2020 in the cul-de-sac of Red Birch Lane raised concerns about the annual costs for HOA expenses. To address the position taken by this Board of Directors, it was decided that a formal meeting of the full membership would be held in December to inform all members of the actions of the board and the justification for fees. Handouts with highlighted services will be available.

The next BOD meeting will be held on December 2, 2020.

The Annual Meeting of the full membership will be held December 16, 2020. Details to follow.

IX. ADJOURNMENT

Meeting adjourned at 8:18 PM.

Lee Johnson, Secretary

RED BIRCH HOMEOWNERS' ASSOCIATION

Minutes of the Board of Directors Meeting of the Red Birch Homeowners' Association held at Russell Property Management on December 2, 2020.

I. CALL TO ORDER

Jean Davis called the meeting to order at 6:39 pm.

II. ROLL CALL OF BOARD MEMBERS

Present: Tim Camp, Jean Davis, Juanita Hobden, Lee Johnson, Barbara Mulligan, Matt Walters

Absent: John LoGelfo

Also Present: Amanda Blomefield, Russell Property Management

III. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

M/S Barbara Mulligan/ Matt Walters Carried

“Approval of Minutes as submitted”

IV. OLD BUSINESS

A. Speed Bumps

1. The possibility of having speed bumps installed on Bessemer Drive was discussed. Amanda Blomefield reported that the City of Greenville declined to do a traffic calming study since we are in Grimesland. Pitt County has no street division. NCDOT stated that this road is not on the state-maintained system.

M/S Matt Walters/ Barbara Mulligan Carried

“Authorize Amanda Blomefield to contact NCDOT to determine process and criteria for having Red Birch Lane, Golden Rain Court and the Red Birch HOA portion of Bessemer Drive recognized and accepted as the responsibility of NCDOT for maintenance and improvements.”

2. The possibility of the Red Birch HOA portion of Bessemer Drive being in condition to be accepted by NCDOT while the Glen Abbey portion not meeting acceptance criteria was discussed. It was postulated that it may become necessary to create a removable barrier between these two sections.

M/S Matt Walters/ Tim Camp Carried – dissent by Lee Johnson

“Authorize Amanda Blomefield to contact Ray’s Fencing for a quotation on an appropriate removable barrier across Bessemer Drive”

B. Savings Account M/S Matt Walters/Tim Camp

“Authorize Amanda Blomefield to open a reserve account with an initial deposit of \$50 at United Bank on behalf of the HOA.”

C. Insurance Policy

1. M/S Matt Walters/Barbara Blomefield Carried

“Enter into a contract for General Liability, Director and Officer coverage and Property Damage coverage in the amount of \$1,000,000

With Nationwide Insurance at an annual premium of \$550.”

2. Lee Johnson asked Amanda Blomefield to have Red birch HOA

added as ‘additional insured’ on the insurance policies of all contractors doing business with the Red Birch HOA.

D. Entrance Lighting

1. Amanda Blomefield reported that Tucker estates has reimbursed the HOA for repair and activation expenses of the entrance lighting.

2. Concern was expressed that having two different generations of lighting on opposite sides of the road may be unattractive. No action was taken.

V. REPORTS:

A. Financial Status

Balance Sheet, Profit & Loss & Delinquency reports were reviewed.

Discussion followed.

B. Violations

1. Past violations were reviewed and have mostly been resolved. Tim Camp presented an alternative for concealing trash containers. He showed an inexpensive L-shaped lattice fence that blocks visibility from the street. Information will be available to homeowners at the annual meeting.
 2. A clarification was requested from a prospective buyer of a property in Red Birch concerning the acceptability of having five pet dogs.
M/S Barbra Mulligan/Tim Camp Carried
“Notify prospective buyer that there is no restriction on the number of approved pets not kept for commercial breeding.”
- C. Architectural Committee submitted a report detailing four requests. The committee has acted on each of them.

VI. NEW BUSINESS:

A. Amending Covenants The process for formal revision of HOA covenants was reviewed. It was agreed that the expense and complication of making changes made further action undesirable at this time.

B. Easement Access

1. It was clarified that the easement along Avon Road is for maintenance purposes only, this is not available for public or HOA member access for leisure activities.
2. The easement from Bessemer Drive to the jointly owned septic field is available to all Red Birch property owners and for maintenance but is not accessible by the public.

C. 2021 Budget

1. The draft budget was reviewed and will be presented with changes at the Annual Meeting.
2. M/S Matt Walters/Lee Johnson Carried
“The annual homeowner assessment for HOA services shall be \$450 for FY 2021.”
3. The Annual Meeting packet was reviewed.

D. Contract Expirations

1. M/S Juanita Hobden/Barbara Mulligan Carried
“Continue to contract with US Lawns-Greenville NC for landscaping services”
2. M/S Barbara Mulligan/Tim Camp Carried
“Continue to contract with Russel Property Management LLC for association management services.”

VII. GENERAL DISCUSSION

Amanda Blomefield suggested that it would provide continuity of directors if the directors were elected to staggered terms. She suggested that several current directors serve a two-year term commencing July 1, 2020 and expiring in 2022. The remaining directors will serve a one-year term expiring June 30, 2021. Jean Davis, Barbara Mulligan, and Matt Walters self-selected to serve an initial two-year term. Juanita Hobden, John LoGelfo, Tim Camp and Lee Johnson will each serve an initial one-year term and may be nominated for reelection. Directors elected to fill the expired term will serve a two-year term expiring in 2023.

Remedies to deteriorating property condition, e.g. green algae/mildew on siding or unkept fencing, were explored. Amanda Blomefield clarified that there is no provision in the HOA covenants to empower anyone to force compliance with unstated standards. However, “reminder” letters without any enforcement backing are appropriate to send.

VIII. NEXT MEETING

The Annual Meeting will be held at 6:30 pm on Wednesday, December 16, 2020 at Salem United Methodist Church.

IX. ADJOURNMENT

M/S Barbara Mulligan/Juanita Hobden Carried
“Meeting Adjourned at 9:06 pm”

Submitted By

Lee Johnson, Secretary

RED BIRCH HOMEOWNERS' ASSOCIATION

Minutes of the Meeting of the Board of Directors of Red Birch Homeowners' Association held at Salem United Methodist Church on December 16, 2020.

I. CALL TO ORDER

The meeting was called to order at 7:12pm

II. ROLL ALL OF DIRECTORS

Present: Juanita Hobden; Matthew Walters; Lee Johnson; Jean Davis; Barbara Mulligan

Absent: Tim Camp; John LoGelfo;

Also Present: Amanda Blomefield, Russell Property Management

III. CONTINGENCY ACCOUNT

Amanda Blomefield explained that United Bank had increased the required minimum deposit for the Contingency Account from \$50 to \$100. She was authorized to open the account at the higher minimum.

IV. ANNUAL FEES

Will Kuhn Homes has protested the billing of annual fees at 100% of the fee charged for occupied properties for properties under construction. Following discussion, Russell Property Management was instructed to continue to invoice properties under construction at the same rate as occupied properties.

V. ADJOURNMENT

Meeting adjourned at 7:32pm

Submitted By:

Lee Johnson, Secretary

RED BIRCH HOMEOWNERS' ASSOCIATION

Minutes of the Board of Directors Meeting of the Red Birch Homeowners' Association held Virtually via GoToMeeting on March 3, 2021.

I. CALL TO ORDER

Jean Davis called the meeting to order at 6:39 pm.

II. ROLL CALL OF BOARD MEMBERS

Present: Juanita Hobden, Lee Johnson, Barbara Mulligan, Jean Davis, Matt Walters

Absent: John LoGelfo, Tim Camp

Also Present: Amanda Blomefield, Russel Property Management

III. Election of Officers

It was agreed to conduct the election of officers after new two-year term directors for the term starting July 1, 2021 have been elected.

IV. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

M/S Juanita Hobden/ Matt Walters Carried

“Approval of Minutes of 12/3/2020 as submitted”

M/S Barbara Mulligan/ Matt Walters Carried

“Approval of Minutes of 12/16/2020 as submitted”

V. Old Business

A. DOT Street Acceptance

M/S Matt Walters/ Lee Johnson Carried

“Move forward with a formal request to have NCDOT accept responsibility for the three streets in the Red Birch subdivision”

B. Speed Bump Installation

Matt Walters stated that speed bumps or other traffic calming solution needs to be considered for Bessemer Street. This discussion is held pending outcome of NCDOT acceptance of streets.

VI. REPORTS:

A. Financial Status

Balance Sheet, Profit & Loss & Delinquency reports were reviewed. Discussion followed. Barbara Mulligan requested that journals be remapped to reflect delinquent accounts as receivables.

B. Delinquencies

M/S Matt Walters/Junita Hobden Carried

“Russel Management to send letter to property located at 709 Golden Rain Court demanding payment of dues in arrears.”

VI. New Business:

A. Entrance Improvements

Lee Johnson expressed approval of the new lighting at the entrance to the subdivision and observed that it would be improved by shielding spillage that has the potential to be an irritant to motorists coming from either direction. In addition, he mentioned that the sign lettering is partially in a shadow created by the hedge of shrubs. Amanda Blomefield will explore alternative remedies.

B. Standard Mailboxes

A letter will be sent to properties that have non-conforming mailboxes and posts stating that they need to conform upon future replacement of the existing equipment.

VII. Next Meeting

The next meeting of directors will be held at 6:30 pm on Wednesday, May 19, 2021.

IXI. Adjournment

M/S Juanita Hobden/Barbara Mulligan Carried

“Meeting Adjourned at 7:24 pm”

RED BIRCH HOMEOWNERS' ASSOCIATION

Minutes of the Board of Directors Meeting of the Red Birch Homeowners' Association held on May 19, 2021.

I. **CALL TO ORDER**

Jean Davis called the meeting to order at 6:37 pm.

II. **ROLL CALL OF BOARD MEMBERS**

Present: Juanita Hobden, Lee Johnson, Barbara Mulligan, Jean Davis, Matt Walters, John LoGelfo, Tim Camp

Also Present: Amanda Blomefield, Russel Property Management
Bill Freelove, U.S. Lawns-Greenville

III. **APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS**

M/S Matt Walters/Tim Camp Carried

“Approval of Minutes of 3/3/2021 as submitted”

V. **Old Business**

DOT Street Acceptance

Signatures required to move forward with DOT application have not been completed.

VI. **REPORTS:**

Financial Status

Balance Sheet, Profit & Loss & Delinquency reports were reviewed.

M/S Lee Johnson/Matt Walters Carried

“Reimburse \$1000 to developer for cash loan advance”

VII. **New Business:**

Entrance Improvements

Bill Freelove, owner of U.S. Lawns-Greenville and maintenance contractor to the Red Birch HOA, discussed needed upgrades to the subdivision entrance to improve appearance and sign visibility. He suggested painting the sign letters, raising lighting, minor trenching, mulch, plant replacement and related maintenance. Cost would be approximately \$2000. The board will consider his recommendations. In addition, after dark he will inspect the light pollution from sign lighting.

VIII. **Next Meeting**

The next meeting of directors will be held at 6:30 pm on Wednesday, August 18, 2021.

IX. **Adjournment**

M/S Tim Camp/Matt Walters Carried

“Meeting Adjourned at 7:18 pm”

RED BIRCH HOMEOWNERS' ASSOCIATION

Minutes of the Board of Directors Meeting of the Red Birch Homeowners' Association held on August 18, 2021.

I. CALL TO ORDER

Jean Davis called the meeting to order at 6:35 pm

II. ROLL CALL OF BOARD MEMBERS

Present: Matt Walters, Lee Johnson, Barbara Mulligan, Jean Davis, John LoGelfo, Tim Camp

Also Present: Amanda Blomefield, Russel Property Management

III. ELECTION OF OFFICERS

M/S Barbara Mulligan/Matt Walters	President – Jean Davis	Carried
M/S John LoGelfo/Matt Walters	Vice-President – Tim Camp	Carried
M/S Tim Camp/ Matt Walters	Secretary – Lee Johnson	Carried
M/S Lee Johnson/John LoGelfo	Treasurer – Barbra Mulligan	Carried

IV. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

M/S Barbara Mulligan/Matt Walters Carried

“Approval of Minutes of 5/19/2021 as submitted”

V. Old Business

A. Entrance Improvements

Discussion of Entrance Improvements was tabled pending transition to a new landscaping contractor.

B. Landscape Contract

A Request for Bids will be provided to prospective landscape contractors for award upon expiration of the current contract.

VI. REPORTS:

Financial Status

Balance Sheet, Profit & Loss & Delinquency reports were reviewed.

VII. New Business:

Discussion: Matt Walters pointed out that the Board is now one position short of permissible members as a result of Juanita Hobden declining reelection. It was suggested that residents be recruited to seek election at the annual meeting.

The status of our petition to the NCDOT for maintenance responsibility for our public roads was reviewed. It has been determined that the representative for Tucker Estates had previously submitted this request and that a determination is now pending.

VIII. Next Meeting

The next meeting of directors will be held at 6:30 pm on Wednesday, November 17, 2021.

IX. Adjournment

M/S Barbara Mulligan/John LoGelfo Carried
“Meeting Adjourned at 7:20 pm”

RED BIRCH HOMEOWNERS' ASSOCIATION

Minutes of the Board of Directors Meeting of the Red Birch Homeowners' Association held on November 23, 2021.

I. CALL TO ORDER

Jean Davis called the meeting to order at 6:57 pm

II. ROLL CALL OF BOARD MEMBERS

Present: Matt Walters, Lee Johnson, Barbara Mulligan, Jean Davis, John LoGelfo, Tim Camp

Also Present: Amanda Blomefield, Russel Property Management

III. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

M/S Barbara Mulligan/Matt Walters Carried

“Approval of Minutes of 8/18/2021 as amended”

IV. Old Business

A. Entrance Improvements

Replacement of the entrance sign lighting was discussed. Existing lighting does not provide coverage of the full name of the subdivision and has excessive distractive overspill. This is referred for discussion at the Annual Meeting.

B. Landscape Maintenance

A proposal by the existing landscape contractor for trimming and removal of specified berm trees and limbs was reviewed. It was decided to refer this proposal to the Annual Meeting for member comments.

C. NCDOT Acceptance of the three streets within the HOA

There are continuing questions concerning Century Link encroachments. Amanda Blomefield will monitor progress periodically.

V. New Business:

A. Financial Status

Balance Sheet, Profit & Loss & Delinquency reports were reviewed.

B. 2022 Budget

1. M/S Barbara Mulligan/Tim Camp Carried

“Reduce dues assessment for 2022 to \$400.00”

2. M/S Barbara Mulligan/Tim Camp Carried

“Include \$300.00 in the 2022 budget for pressure washing of entrance feature”

VI. Annual Meeting

The Annual Meeting will be held in late December or early January.

VII. Adjournment

M/S Barbara Mulligan/Matt Walters Carried

“Meeting Adjourned at 7:43 pm”