

**RWHOA Board Meeting**

June 27, 2023

Russell Property Management  
Greenville, NC

**Board Members Present:**

Joseph Gondrez  
Matthew Koonce  
Sheaneathea White  
Jim Brinson

**Russell Property Management Managers Present:**

Stephanie Deans  
Freedom Edmundson

**The meeting was called to order at 6:00pm.**

**Managers Report:**

**Stephanie:**

**Delinquents:**

We are working on getting updated information from home owners.

**Freedom:** People are calling about how they sent checks that have yet to be cashed by HOA-ENC/Pirate Realty.

**Freedom:** We will send a letter to owners who are over 3 months past due and request proof of checks from those owing larger balances.

**Stephanie:** I will work on the letters on June 28th, 2023 and get with the board with the rough draft.

**Joseph:** Are our **bank accounts** still two separate accounts?

Stephanie: Yes.

**Freedom:** **\$1,270.00 was held back prior to now.** We should get it back by the end of June, 2023. ENC-HOA/Pirate Realty will pay us if it has not been transferred.

**Sheaneathea:** **Have any of our vendors complained about not receiving payment?**

**Freedom:** Little's Nursery is the only one who has complained about not receiving a contract payment.

**Joseph:** Can Russell Property Management put signs on the existing posts where HOA Management Co. had signs stating that they manage the HOA and a number to call?

**Stephanie:** We can look into that.

**Old Business:**

**Stephanie:**

**Missing Files:** One cardboard box is all we have been able to retrieve from HOA-ENC/Pirate Realty. The board could go look to search for additional paperwork.

**Freedom:** RWHOA had four lined plastic totes full of document history.

**Jim:** We could go with a Sheriff escort.

**Joseph:** Yes, we could go with a Sheriff escort.

**Joseph:** Are we still using the same **towing company** as we used in the past with HOA Management?

**Stephanie:** Bentley Towing is who Russell Property Management uses.

**Matthew:** A&B Towing is the current one being used for RWHOA.

**Joseph:** Maybe we could use Peadon Towing? Billy Peadon Tree Service is across the street from Rounetree Woods.

**Stephanie:** I will check into that.

**Freedom:** The owner of the parking space or the tenant living in that unit has to be the one calling for the tow truck.

**New Business:**

**Stephanie: Pool and Tennis Courts**

**Joseph:** There is nothing new to discuss. It is not being opened this season.

**Joseph: 2905-H There was a chimney issue in the attic.** We need to check the end units for 2903, 2905 and 2907; **2903 A and G, 2905 A and H and 2907 A and H.** We should contact CPM Roofing if there are issues, since they are the company that did the roof replacements.

**Joseph:** Is there a roofing company that Rocky Russell has had good dealings with?

**Freedom: James Company Painting and Home Repair** is a company that Russell Property Management uses and has had no complaints with the roofs they have worked on. This company could also be the one to inspect the attics that were mentioned.

**Freedom to Stephanie:** We should get with the home owners of these units and get permission for the roofing company to inspect the attics and chimneys.

**Open Forum:**

**Stephanie:** Are there any questions or concerns not yet discussed?

**Matthew:** There is a tree leaning on another tree away from B's Barbecue Rd. what are the liabilities if it falls?

**Freedom:** That would be considered an act of God. If it were to damage the fencing, we would need to contact the insurance company.

**Joseph:** 2903-B was requesting permission to extend their back deck. Have there been any follow-ups on that? We last requested exact measurements and property lines to make sure it would not end up extending onto common property.

**Stephanie:** We have not heard anything more about it.

**Jim:** Someone living in that unit approached me while I was walking back from throwing garbage in the dumpster. The person said they had been talking with Ashley of HOA-ENC about it. I told the person to begin contacting Russell Property Management instead. The person said they had received the letter in the mail about Rocky Russell Property Management being the new management company for RWHOA.

**Stephanie:** We need to decide when our next meeting will be held.

**Joseph:** We need to also schedule an Annual Meeting.

**Freedom:** We should hold off on the Annual Meeting for 2024. We would give 30 days notice to the home owners before the meeting.

What we could do, due to the change in management companies, is hold a Meet and Greet for the community with the board and Russell Property Management.

**Stephanie:** We have a church that Russell Property Management uses or we could use Parker's Barbecue on Memorial Dr. in Greenville. Both locations would be free. We could also use Sheppard Memorial Library in Greenville.

**Stephanie:** We can set a tentative date of August 14th, 2023 at 6:00pm. I will get notices ready and send a proof to the board for approval.

**Joseph:** Perhaps we could have light refreshments?

**Stephanie:** Parker's could serve anyone who would like to eat at their own cost.

**Stephanie:** We could have a closed Budget Meeting directly after the Meet and Greet.

**The Meeting was Adjourned at 7:10pm.**