

Sterling Pointe Phase 2 HOA

Board Meeting Minutes

March 25, 2019

Location: Russell Property Management

Meeting called to order by Board President, Antwyne Tyson. Quorum was established with 4 of the 5 Directors present (Gena Braley, James Braley, Blake Harris, and Antwyne Tyson – not in attendance was Allison Cavanaugh).

Minutes from previous Board meeting (November 12 2018) were reviewed and approved as submitted.

Financial reports as of 2.28.19 were reviewed. Collections policy was reviewed and approved – once an account balance reaches an equivalent to 3 months of dues assessment RPM will send a 15-day demand letter. If no response or payment in full is received, account will be turned over to the Law Offices of Jordan Price to pursue.

Updates for Rules and Regulations were reviewed. Once finalized will be sent to all owners/residents prior to letters being sent.

Major maintenance items (roof replacements, parking lot seal coat vs resurface, painting, etc) timelines were reviewed. No current projects in the works.

Dumpster repairs and painting were approved at a cost of \$675.00. Board approved for Lloyd Nunes to clean around dumpsters and recycle areas twice per month (around 1st and 15th) with other phases.

RPM approved to re-label all meters.

Pressure washing bids were reviewed. No vendor approved at this time. Board will review at a later date and may only proceed with spot cleaning as needed towards the end of the summer.

Meeting adjourned.

Next Board meeting is currently scheduled for Monday, July 22, 2019 at 5:30 pm.

Sterling Pointe 2
Board Meeting Minutes

July 22, 2019

Location: Russell Property Management

Meeting called to order with all 5 Directors present. Those present included Gena Braley, James Braley, Allison Cavanaugh, Blake Harris, and Antwyne Tyson, as well as Chelsey Bennett (Manager).

Minutes from March 25, 2019 Board meeting were reviewed and approved as submitted.

Financial reports as of June 30, 2019 were reviewed.

Estimates for pressure washing and gutter cleaning were reviewed. Board approved to proceed with Coastal Docs in March 2020 for both items at all buildings.

Landscaping contract updates were reviewed with detailed pond and ditch maintenance included. WB Denton to submit estimates – Board not interested in obtaining outside bids at this time. Additional discussion was had regarding WB Denton's concern about the resident plants flowers in front of

- Board decided they will not replace if Denton's crews damage as they take every precaution to not damage any; will allow the resident to trim her own shrubs if the issue continues.

Discussion about storm doors included grandfathering in units with ½ view (instead of full-view) storm doors (once need repairs, will need to be full-view but not forcing to replace if not broken) and allowing screen inserts (so long as screen mesh is maintained).

Meeting adjourned.

Next meeting is currently scheduled for Monday, October 21, 2019 5:30 at RPM.

Sterling Pointe Phase 2 HOA
Board Meeting Minutes

October 22, 2019

Location: Russell Property Management

Meeting was called to order at 5:35 pm Quorum was established with three of five Directors present. Those present included Gena Braley, Allison Cavanaugh, and Blake Harris, as well as Chelsey Bennett (manager).

Violation hearings were held for the owners of the following units:

- re: awning addition on ground behind patio and hose on ground by front door. Board voted to have items removed by landscaper or RPM and assess amount to owner as fines.
- re: large tree in patio. Owner attended – explained the tree has been in patio since it was purchased, there's a concrete area cut out around base of tree, owners keeps limbs trimmed so they don't damage the building or fence. Board agreed to allow tree to remain so long as maintained and no fines to be assessed.
- re: No glass in storm door (original violation; updated per October inspection storm door was replaced with ½ view instead of full view). Board voted to assess a fine of \$100.00 per month starting November 1, 2019 until the violation is corrected.

Minutes from July 22, 2019 meeting were reviewed and approved as submitted.

Financial reports as of September 30, 2019 were reviewed.

French drain installation behind building 3803 was approved for WB Denton to complete.

Annual meeting preparations includes the following:

- meeting will be held at Russell Property Management on December 3, 2019 at 6:15 pm
- 2020 draft budget was reviewed. Board voted to not increase dues assessment, will remain at \$50.00 per door per month.
- Allison Cavanaugh and James Braley are at the end of their terms and are willing to be on the ballot for re-election.

Sidewalk repair suggestions were presented from Precision Safe Sidewalks. Board voted to repair all noted areas and curbs – this will be included in 2020 budget and as such will be scheduled for after January 1, 2020. There is one location by the 3801 building that was noted to require demolition and replacement, which is not handled through this vendor. Board will review estimates for this area at first meeting in 2020.

Slate Painting was approved to paint all front entry doors, shutters, and building numbers in 2020.

Board members requested information to review on replacing front door entrance light fixtures property wide with motion sensor one.

Street lights are current old 150W Sodium ones (7 total). Chelsey will contact GUC to have converted to LED. Monthly price increase will be sent to Board via email.

Fire occurred at _____ caused damage to three units. _____ was completely destroyed; Board voted via email to allow owner to demolish the unit and convert to common area as cost to rebuild was higher than current appraised value and unit was uninsured. Estimated to be complete by first week of November.

Meeting was adjourned at 5:30.

Sterling Pointe Townhomes, Section Two, Homeowners Association, Inc.
Board of Directors Meeting Minutes

March 24, 2020

Location: online via GoToMeeting

Meeting called to order at 5:30 pm. Quorum was established with all 5 Directors present – Gena Braley, James Braley, Allision Cavanaugh, Blake Harris, and Antwyne Tyson as well as Chelsey Bennett (manager).

Officers were elected as follows:

President – Antwyne Tyson

Vice President – Gena Braley

Secretary – Allision Cavanaugh

Treasurer – Blake Harris

Violation hearings were originally scheduled to occur at 5:30 pm, however due to COVID-19 gathering restrictions no hearings were held.

Minutes from previous Board meeting, October 22, 2019, were reviewed and approved as submitted.

Financial reports as of February 29, 2020 were reviewed.

Motion sensor lights were approved to be replaced on the front of all units – Black Alexandria Wall Lantern Sconce with Curved Beveled Glass. Once installed, owner will be responsible for maintenance/repairs/replacement as needed.

Parking lot was approved to be seal-coated (2 coats), stripping, and areas repairs by Asphalt Solutions.

Sidewalk repairs were previously completed by Precision Safe Sidewalks. Area by 3801 R1 was noted to need demolishing and replacement in order to fix. Additional estimate will be gathered, if lower will proceed with second vendor, otherwise approved to have Asphalt Solutions proceed.

Retention area by 3809 does not need clean-up at this time. Ditches will be reviewed for 2021 budget.

Meeting adjourned 5:50 pm.

Next Board meeting is currently scheduled for June 30, 2020 5:30 pm at Russell Property Management

Sterling Pointe Townhomes, Section 2, Homeowner's Association, Inc
Board Meeting Minutes
Via GoToMeeting

June 30,2020

Meeting called to order at 5:15 pm.

Quorum established with three of three Board members present. Those present included Gena Braley, James Braley, Blake Harris, and Antwyne Tyson, as well as Chelsey Bennett (Community Association Manager).

First part of meeting included all 4 phases to discuss neighbor wide items.

- All Boards want to proceed with front door entry light replacement. Concerns with motion sensor lights include many being discontinued (because of service issues with the sensor), limited quantities available (no space to store extras until can receive all), and limited (or no) warranty. James Braley to investigate further with Home Depot contact.
- Parking lot repairs were previously approved. All patching / pothole repairs have been completed. Additional approved services (seal coat and/or space painting and labels) to be schedule for the fall.
- Suggestion from RPM to have Rules and Regulations reviewed by an attorney after recent education. Boards decided to not have reviewed and no changes made, but will know internally what violations can and cannot be assessed fines. Agrees to continue to send violation letters as normal, but will only send Notice of Hearing for those violations that manager feels Board has authority to fine for.

*All other phases Board members exited meeting before items for this phase only were discussed.

Minutes from March 24, 2020 Board meeting were reviewed and approved as submitted.

Financial reports as of June 30, 2020 were reviewed.

Meeting adjourned.

Next meeting is scheduled for September 29, 2020.

Sterling Pointe Townhomes, Section 2, Homeowners Association, Inc
Board Meeting Minutes

September 28, 2020

Location: virtually via GoToMeeting

Meeting called to order at 5:30 pm. Quorum established with 3 Directors present (Gena Braley, Blake Harris, and Antwyne Tyson). Also present was Chelsey Bennett, Community Association Manager. Absent from the meeting was James Braley and Allison Cavanaugh.

Homeowner concerns:

- (owner of) requesting to keep flag pole installed on front column. Board voted that owner shall have removed and holes patched; suggested to have small garden flag in front flower bed.
- (owner of) wanted to speak with Board about damaged flowers she planted in front flowerbed, however she never called in.

Minutes from June 30, 2020 Board meeting were reviewed and approved as submitted.
Financial reports reviewed as of September 30, 2020.

Boards for all 4 phases want to proceed with front door entry light replacements. Concerns with motion sensor lights include many being discontinued (because of service issues with the sensor), limited quantities available (no space to store extras until can receive all), and limited (or no) warranty. Board members to continue investigating options.

Reviewed current Rules and Regulations regarding authority to fine. Motion made to continue to just send standard violation letter and no hearings letters during the COVID-19 pandemic, all in favor. Board will review process and authority for fines at March 2021 Board meeting.

Annual meeting was previously (tentatively) scheduled to take place on Wednesday, December 2. Board reviewed options of having in-person vs virtually; decision was made to have in-person following COVID protocols with a option for remote attendance as well. Available dates at Christ's Church will be determined through email and packets mailed to all owners accordingly.

Budget for 2021 fiscal year was approved with no increase in dues assessment; will be included with annual meeting packet for ratification by the owners.

Three current Directors (Gena Braley, James Braley, Blake Harris) will be represented on the ballot for re-election.

Motion made to have all dumpsters in this phase repainted at \$35 each, plus cost of paint, all in favor. List of any dumpsters noted to need welding repairs prior to painting will be reviewed via email.

Estimates for vinyl fence replacement at 3801 R will be collected and reviewed through email.

Meeting adjourned at 6:15 pm.

Sterling Pointe Townhomes, Section Two, Homeowners Association, Inc
Board of Directors Meeting Minutes

July 21, 2021

Location: Russell Property Management Office

Meeting called to order at 5:02 pm. Quorum established with all 4 Directors present – Gena Braley. James Braley, Allison Cavanaugh and Antwyne Tyson as well as Emily Summerlin (manager) and Chelsey Bennett (RPM).

Rocky Russell provided update on Gatlinburg Lawns and mulch. Denton will be trimming hedges within the next two weeks. Board discussed finding outside vendor for mulch.

BOD approved RPM picking up trash weekly for \$99.20.

Delbert Bryant and John Synder with the City discussed trash issues at Sterling Pointe. DB stated dumpsters are emptied Monday and Friday. Bulk item pickup is on Mondays. Anyone may call in about other items and they may be picked up if a truck is available to do so. Issues with trash collection: boxes are not broken down and fill up dumpsters quickly. GB asked if fences around dumpsters can be removed, DB and JS said fences must be up due to City Code. There is not any further action the City of Greenville can do to help Sterling Pointe's trash issue.

Shonda Bullock and Verlie Rudolph addressed the Board with landscaping concerns. Issues are being dealt with accordingly.

A&B Towing has been contracted for towing services.

Hearings were put on hold because of COVID. Board agreed to send hearing letters and start holding hearings at the October meeting.

Board agreed to hold on trail cameras until further instruction from GPD.

Board discussed replacing all exterior lights for \$6,687.36. Gena made motion to move forward with light replacement, all other members approved.

Meeting adjourned at 6:55 pm.

Meeting minutes submitted by Allison Cavanaugh.

Sterling Pointe Townhomes Section Two, Homeowners Association, Inc.

Board of Directors Meeting Minutes

October 27, 2021

Location: Russell Property Management Office

Meeting called to order at 5:00 pm. Quorum established with 3 directors present Gena Braley on call in, James Braley, Allison Cavanaugh, as well as Emily Summerlin, (manager) and Chelsey Bennett (RPM).

BOD approved increasing monthly HOA dues by \$1.70 for a total of \$51.70.

BOD approved keeping the 2021 budget and moving \$5500 excess from last year's budget into building maintenance.

Board agreed to get quotes for landscaping.

Meeting adjourned at 5:25 pm.

Meeting minutes submitted by Allison Cavanaugh

Sterling Pointe Townhomes Section Two, Homeowners Association, Inc.
Board of Directors Meeting Minutes

March 23, 2022

Location: Russell Property Management Office

Meeting called to order at 5:00 pm. Quorum established with 4 directors present. Those present included James Braley, Antwyne Tyson, Allison Cavanaugh and Gena Braley on call in, as well as Emily Summerlin (Manager).

Estimates for pressure washing and gutter cleaning were reviewed. Board approved to proceed with the Clean Team for both items for all buildings.

BOD approved keeping Denton Landscaping to continue with landscaping

Board approved \$10,200 for fences for Buildings 3801 R and 3805 S.

Meeting adjourned at 5:250 pm.

Meeting minutes submitted by Allison Cavanaugh

Sterling Pointe Townhomes Phase 2 HOA
Board Meeting Minutes
July 20, 2022
Location: Russell Property Management

Meeting called to order at 5:00 pm. Quorum established with 4 directors present. Those present included James Braley, Antwyne Tyson, Allison Cavanaugh and Gena Braley on call in, as well as Emily Summerlin (Manager).

BOD approved guidelines about visitor parking spaces: if a complaint is about a specific car, the car owner has 24 hours to move the car or it will be towed within 48 hours by A&B Towing.

Minutes from previous Board meeting (March 23, 2022) were reviewed and approved as submitted.

Emily Summerlin will contact Denton Landscaping in September to discuss any changes.

Meeting adjourned at 5:250 pm.

Meeting minutes submitted by Allison Cavanaugh

Sterling Pointe Townhomes Phase 2 HOA
Board Meeting Minutes
October 26, 2022
Location: Russell Property Management

Meeting called to order at 5:45 pm. Quorum established with 4 directors present. Those present included James Braley, Allison Cavanaugh with Gena Braley and Antwyne Tyson on conference call, as well as Emily Summerlin (Manager).

Landscaping:

Denton Landscaping and Lawn Care completed the services agreed upon. Motion was made for the property manager to look into breaking companies up by Phases.

Ponds and Ditches:

Dragonfly Pond Works was approved for maintenance and repair of our ponds and ditches.

Towing:

Approved to keep A & B Towing Service. G-Vegas Towing and Recovery will be approached as backup if A & B is not available.

Minutes from the previous Board meeting (July 20, 2022) were reviewed and approved as submitted.

New Business:

Approved new fences for U and V building for 2023.

Approved an increase of dues by \$2.30 for a new monthly total of \$54.

Meeting adjourned at 5:45 pm.

Meeting minutes submitted by Allison Cavanaugh