

Sterling Pointe 4 HOA  
Board of Directors  
Meeting Minutes  
February 23, 2016

Meeting called to order at 6:10 by Board President.

Quorum established with 4 of 5 Board members present (one vacant position)

Present: Gena Braley, Shonda Bullock, Bonita Easter, Willie Pollard, Chelsey Bennett (RPM)

Officers were elected as follows:

President – Willie Pollard

Vice-President – Gena Braley

Secretary/Treasurer – Bonita Easter

Meeting reports were reviewed including balance sheet, profit & loss, delinquencies, violations, and work orders. Specific accounts were reviewed in relation to collections, below actions were voted on by the Board:

- write off remaining balance due to bank foreclosure
- pursue money judgement
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- pursue money judgement

is the unit that the HOA foreclosed on previously and has owned since September 2014.

Board voted to allow BB Realty to clean up and manage the unit as a rental.

Bids for roof replacements were reviewed. MG Construction was approved to replace the roofs on buildings 3825 UU, 3827 TT, and 3829 SS.

Pressure washing bids are to be reviewed and approved via email for spot cleaning as needed.

Draft of updated Rules and Regulations were reviewed and approved with a few corrections.

Violation hearing held in relation to reports about young residents of unit being reported as a nuisance. Tenant attended on behalf of owner to discuss details. Board decided to allow tenant one week to send RPM names and units of other residents. If none received, a \$100 fine will be imposed on the account.

Meeting adjourned.

Sterling Pointe HOA

Board of Directors

Meeting Minutes

June 29, 2016

Meeting called to order by Board President.

Quorum established with 4 of 5 Board Members

Present: Gena Braley, Shonda Bullock, Bonita Easter, Willie Pollard, and Chelsey Bennett (RPM)

Meeting reports were reviewed and previous minutes from February 23, 2016 meeting were approved.

1<sup>st</sup> motion – Gena Braley and 2<sup>nd</sup> motion – Bonita Easter

proceed with foreclosure

waiting for results(re: money judgement)

Hearing with tenant and homeowner related to basketball usage and kids playing near townhouse.

Owner states she will contact her lawyer regarding this issue.

Hearing with homeowner regarding feces on patio. She plans to move.

Dumpsters – if less than \$200 repair and if repair costs are more than \$200 replace them and replacements will have side doors. 1<sup>st</sup> motion – Gena Braley and 2<sup>nd</sup> motion – Willie Pollard

Motion to adjourn – 1<sup>st</sup> motion - Gena Braley and 2<sup>nd</sup> motion - Willie Pollard

Meeting was called to order by Willie Pollard

Quorum was established with proxies received.

Officers

President : Ryan Moss

Vice-President: Gena Braley

Secretary: Bonita Easter

Chelsey reviewed budget/financial documents and questions were answered.

Violations:

A hearing was held with the owner of [REDACTED] regarding the violation of improper blinds – it was agreed by the board that the violation held. He was given 30 days to resolve the issue from the time of the meeting.

[REDACTED] extended time for violation to be resolved. (company to relocate satellite dish)

It was agreed to continue with money judgments if they own and live in the unit.

Roofs:

E & J Framing – completed UU, TT, and SS in 2016; RR, QQ, VV – to be completed in 2017

[REDACTED] – bank had a hearing for possible foreclosure. Gena estimates approximately \$500 cleanup to rent the unit again.

Meeting was called to order by Gena Braley.

Members present: Gena Braley, Bonita Easter, Willie Pollard, Nanette Hardison

Chelsey reviewed budget/financial documents and questions were answered.

Previous minutes were reviewed. Motion was made by Gena to approve and seconded by Willie.

Violations:

A hearing was held with the owner of regarding the violation of improper blinds(vertical blinds downstairs) – it was agreed by the board that the violation held. He was given time to take care of this issue and it will be inspected again after June 16<sup>th</sup>..

- blinds do have to be changed

- air conditioner window unit has to go

Mailboxes – Motion was made by Gena to buy the one mailbox in need of replacement at this time. Motion was seconded by Bonita.

Roofs – Motion was made by Willie and a second by Nanette to proceed with the replacement of 3 more roofs this year.

Pressure Washing – Quotes were reviewed and a motion was made by Gena to proceed with awarding the contract to Blue Ridge for only what was needed. A second motion was made by Willie.

A motion was made by Gena and a second by Willie to get an estimate for interior repairs on

No motion was made to proceed with replacing mulch at this time but to hold off on the replacement.

Meeting was called to order by Gena Braley.

Members present: Gena Braley, Bonita Easter, Willie Pollard

Chelsey reviewed budget/financial documents and questions were answered.

Previous minutes were reviewed. Motion was made by Willie to approve and seconded by Bonita.

Violations:

– Willie made a motion to issue a fine. The motion was seconded by Bonita.

Mailboxes – We have money in the budget if needed. Salvage old mailboxes if possible to use parts to replace doors, etc. when possible.

No motion was made to proceed with replacing mulch at this time but to hold off on the replacement until Spring 2018

It was discussed to hold our annual meeting and invite Steven West(insurance agent) to be present for a Q & A session regarding a master insurance policy. Chelsey will secure a date and meeting location and the packets will be sent out to all homeowners.

A motion was made by Willie to adjourn and seconded by Bonita.

Sterling Pointe – Phase 4  
Board Meeting Minutes  
April 24, 2018

Meeting called to order. Quorum was established with all 4 directors presented – Gena Braley, Nanette Hardison, and Willie Pollard. Also in attendance was Chelsey Bennett with RPM.

Officers were elected as follows:

President – Willie Pollard

Vice President – Gena Braley

Secretary/Treasurer – Bonita Easter

Minutes from September 26, 2017 Board meeting were reviewed and approved as submitted.

Financials reports as of 3.31.18 were reviewed.

Violation hearings were held for the following units.

- re: missing blinds. Board voted to assess an initial fine of \$100, followed by \$100 per month until the violation is corrected.
- re: broken window. Board voted to assess an initial fine of \$100, followed by \$100 per month until the violation is corrected.
- re: damaged/broken blinds. Board voted to not assess a fine as this account has been turned over to the attorney for collections and a money judgment is in process.
- re: complaints against tenants. Board voted to no assess fines as owner was in the process of evicting current tenants.
- re: torn window screen. Owner attended hearing. Board voted to not assess fines as violation was reported complete. Owner requested review of another violation for this unit regarding vertical blinds (hearing was previously held 1.31.17). Board agreed to stop fines from this date further as owner said she will have replaced soon. Board also agreed to remove fines once all legal fees are paid in full.
- re: complaints against tenants. Board decided to not assess fines at this time. G. Braley to follow up regarding validity of complaints.

E&J Framing was approved to proceed with roof replacement at buildings 3935 TTT, 3939 SSS, 3951 OOO, 3975 DDD, 3987 LLL, and 3995 KKK.

Mulch installation was previously approved to be completed by Enhancement Solutions. Start date is pending.

Winterville Post Office proposal to purchase new mailbox stations was reviewed. All 4 phases would need to be in agreement as mailboxes would be re-located. HOAs would be responsible for purchase of concrete. No decision was made at this time. Board will continue to review.

Property wide gutter clean out and full pressure washing was approved to be completed by Blueridge Pressure Washing.

Slate Painting was approved to paint all front doors, shutters, and building/unit numbers. Painting will be completed after pressure washing.

Dumpster clean out proposals were reviewed. Board voted to approve Llyod Nuinez cleaning out dumpster areas around the 1<sup>st</sup> and 15<sup>th</sup> of each month.

Discussion was held about hiring a security company to help address issues within the neighborhood. No decision was made at this time.

Curbing concern was reviewed in front of building 3949. Board voted to have area sprayed as a precautionary measure but did not approve additional work at this time.

Meeting was adjourned.

Next Board meeting is scheduled for Tuesday, July 24, 5:00 pm at Russell Property Management.

Sterling Pointe – Phase 4  
Board Meeting Minutes  
July 24, 2018

Meeting called to order. Quorum was established with all 4 directors presented – Gena Braley, Nanette Hardison, and Willie Pollard. Also in attendance was Chelsey Bennett with RPM.

Violation hearings were had for the following units:

re: torn screen (No fine assessed – confirm completion after meeting)

re: missing screen (Board voted to assess an initial \$100 fine for violation remaining open and monthly \$100 fine until corrected)

Minutes from April 24, 2018 Board meeting were reviewed and approved as submitted.

Financials reports as of 06.30.18 were reviewed.

Mulch installation was previously approved to be completed by Enhancement Solutions. Start date was still pending. Board voted to have WB Denton install mulch at \$10,368 once pressure washing is completed.

Winterville Post Office proposal to purchase new mailbox stations was reviewed. All 4 phases would need to be in agreement as mailboxes would be re-located. HOAs would be responsible for purchase of concrete. Board agreed to proceed as needed.

Property wide gutter clean out and full pressure washing was approved to be completed by Blueridge Pressure Washing. If not on the property by August 6, the Board advised RPM to move onto the next vendor (2<sup>nd</sup> lowest cost). Slate Painting was approved to paint all front doors, shutters, and building/unit numbers. Painting will be completed after pressure washing.

Board will review adding one more roof to be replaced at the next meeting.

Meeting was adjourned.

Next Board meeting is scheduled for Tuesday, October 16 , 5:00 pm at Russell Property Management.



Sterling Pointe Phase 4  
Board Meeting Minutes

October 16, 2018

Location: Russell Property Management

Meeting called to order and quorum was established with three Directors present. Those present included Gena Braley, Nanette Hardison, and Willie Pollard, along with Chelsey Bennett (from RPM).

Owner, Kim Stokes, attended to discussion concerns about a dog in a neighboring patio to one of her units. Spoke to animal control multiple times, but no action has been taken.

Violation hearing held for the following units where held:

- re: water hose stored on top of bush; Board voted to allow 30-day grace period before assessing a fine of \$100.00 per month.
- re: stained/yellow blinds; Board voted to allow 30-day grace period before assessing a fine of \$100.00 per month (due to new property manager starting to manage unit).
- re: missing screen; Board voted to assess a fine of \$100.00 per month starting November 1

Minutes from last Board meeting – July 24, 2018 – were reviewed and approved as submitted.

Financial reports as of September 30, 2018 were reviewed.

Below work orders were reviewed:

- 3985 EEE catch basin repair, APPROVED
- tree behind 3827 TT building to be trimmed, APPROVED
- dumpster pad repair by 3929 AAA, APPROVED

Mailbox replacements are underway with the installation of concrete pads. Winterville PO will install mailboxes once pads are cured, and will deliver keys to RPM for distribution.

Annual meeting preparations included the following:

- scheduled for Tuesday, December 4, 2018 5:00 at RPM's office
- 2019 budget review; dues increase to \$49 even effective January 1, 2019; Board voted to not include a special assessment vote
- member terms expiring for Bonita Easter, Nanette Hardison, and Ryan Moss; Bonita Easter and Nanette Hardison are willing to be on the ballot for re-election, Ryan Moss will not run. Blake Harris will be represented on the ballot.

Concern was raised by Nanette Hardison about drain extenders. Front ones will be checked during next walking inspection and work orders issued for repairs. Any ones inside patios are owner/resident responsibility to maintain, extend, etc.

Next Board meeting will be scheduled after the start of the new year and will be emailed to all Directors.

Meeting adjourned.

Meeting was called to order by Gena Braley.

Members present: Gena Braley, Bonita Easter, Blake Harris, James Braley, Nannette Hardison

Previous minutes were reviewed. Motion was made by Blake Harris to approve and seconded by James Braley.

Violations: Hearings were scheduled for this meeting but no homeowners showed up.

Dumpster repairs were discussed and Chelsey had obtained quotes for repairs. The motion was made by Gena Braley to proceed with the repairs and seconded by Blake Harris.

Chelsey reviewed budget/financial documents and questions were answered.

We reviewed the list of roofs which have been replaced and the ones in need of replacement. The list for replacement this year includes 3949 BBB, 3955 PPP, 3950 YY, 3979 MMM, and 3985 EEE. A motion was made by Gena Braley to replace these roofs and seconded by Nannette Hardison. \$76,000.00 will be moved from escrow for the roof replacements.

We discussed the potholes and the need for repairs. Chelsey had obtained quotes and the motion to proceed with these repairs was made by Gena Braley and seconded by Nannette Hardison.

A motion was made by Blake Harris to adjourn and seconded by James Braley.

Meeting was called to order by Gena Braley.

Members present: Gena Braley, Bonita Easter, Blake Harris, James Braley,

Previous minutes were reviewed. Motion was made by Gena Braley to approve and seconded by James Braley.

Violations: Hearings were scheduled for this meeting, but no homeowners showed up. Fines per month will be assessed

We reviewed the list of roofs which have been replaced and the ones in need of replacement. All roofs scheduled for replacement in 2019 have been completed. Roofs needing replacement in 2020 are RRR, III, FFF, NNN, and XX, Roofs for 2021 will be QQQ, CCC, and JJJ.

Collections: – 1<sup>st</sup> motion by Gena Braley and 2<sup>nd</sup> by Blake Harris to write off

– send letter to bring up to date by Sept 1 or further action. Will look at proceeding with foreclosure in October if not paid.

– send letter to request payment plan

– 1<sup>st</sup> motion by Blake Harris and 2<sup>nd</sup> by James Braley to proceed with foreclosure.

Pressure Washing: 1<sup>st</sup> motion by James Braley and 2<sup>nd</sup> by Gena Braley to accept quote from Coastal Docs and proceed to have pressure washing completed.

Discussion:

Ponds - \$2250.00 to clean now then contract with Denton to cover pond maintenance.

Storm doors need to be full view

A motion was made by Blake Harris to adjourn and seconded by James Braley.

Sterling Pointe Phase 4 HOA  
Board Meeting Minutes

October 22, 2019

Location: Russell Property Management

Meeting was called to order. Quorum was established with three of five Directors present. Those present included Gena Braley, Nanette Hardison, and Blake Harris, as well as Chelsey Bennett (manager).

Violation hearing was held for the owners of \_\_\_\_\_ regarding AC window unit installed (and missing screen). Board voted to assess a fine of \$100.00 per month starting November 1, 2019 until the violation is corrected.

Minutes from July 23, 2019 meeting were reviewed and approved as submitted.

Financial reports as of September 30, 2019 were reviewed.

Board voted to proceed with foreclosure at \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

Annual meeting preparations includes the following:

- meeting will be held at Russell Property Management on December 3, 2019 at 7:45 pm
- 2020 draft budget was reviewed. Board voted to not increase dues assessment, will remain at \$49.00 per door per month.
- Gena Braley 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 areas noted as severe and most severe only – this will be included in 2020 budget and as such will be scheduled for after January 1, 2020. There are two locations (one by the 3929 building and one between 3920 and 3940 buildings) that were 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.

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

Additional roof replacements approved for this year include 3943 RRR, 3965 CCC, and 3993 III. Funds will be moved from escrow/CD to cover the cost of these. All remaining buildings (5 total) will have roofs replaced in 2020.

Meeting was adjourned.

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

March 24, 2020

Location: online via GoToMeeting

Meeting called to order at 6:20 pm. Quorum was established with 3 Directors present – Gena Braley, James Braley, and Blake Harris, as well as Chelsey Bennett (manager). Absent from the meeting was Bonita Easter and Nanette Hardison.

Officers were elected as follows:

President – James Braley

Vice President – Gena Braley

Secretary – Bonita Easter

Treasurer – Blake Harris

Violation hearings were originally scheduled to occur at 6:30 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 to be replace on the front of all units was tabled until next meeting – 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 have stripping and areas repairs by Asphalt Solutions.

Sidewalk repairs were previously completed by Precision Safe Sidewalks. Areas by 3920 & 3940 and 3949 BBB1 were noted to need demolishing and replacement in order to fix. Additional estimate will be gathered, if low will proceed with second vendor, otherwise approved to have Asphalt Solutions proceed.

LDCC, Inc approved to clean up retention pond area (by 3940 and 3975). Ditches will be reviewed for 2021 budget.

Meeting adjourned 6:45pm.

Next Board meeting is currently scheduled for June 30, 2020 6:30 pm at Russell Property Management

Sterling Pointe Townhomes, Section 4, 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, and Blake Harris, 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.

Repair estimate reviewed for fence panel between 3969 NNN1 and NNN2 for \$760.00. Motion was made to have full wooden fence replaced with vinyl for \$12,500, plus electrical work – all approved. Seegars Fence Company to replace in conjunction with approved fence from Phase 1.

Meeting adjourned.

Next meeting is scheduled for September 29, 2020.

Sterling Pointe Townhomes, Section 4, Homeowners Association, Inc  
Board Meeting Minutes

September 28, 2020

Location: virtually via GoToMeeting

Meeting called to order at 6:38 pm. Quorum established with 3 Directors present (Gena Braley, James Braley, Blake Harris). Also present was Chelsey Bennett, Community Association Manager. Absent from the meeting was Nanette Hardison. Bonita Easter resigned as 9.17.20 - as her term is set to expire the Board will wait until the annual meeting to fill this position instead of appointing someone for only a few months.

Minutes from June 30, 2020 Board meeting were reviewed and approved as submitted.

Financial reports reviewed as of September 30, 2020.

Motion made to proceed with foreclosure for delinquent dues at \_\_\_\_\_ and \_\_\_\_\_, all in favor.

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.

Ballot representation will include Blake Harris and Nanette Hardison. Third position will be up for election; hoping for nominations from the floor at the annual meeting as no interest has been received at this time.

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.

Meeting adjourned at 6:45 pm.