

South Ridge Homeowners' of Winterville Meeting Minutes

Monday, May 12, 2014 @ 7:00 pm

IN ATTENDANCE: Bob Daniels (treasurer), Starla Early (secretary), Crystal Laremore (board member), Helen Parker (vice president), Jean Spong (board member), Julie Tucker (president), Jenny Sutton (representative of Rocky Russell Property Management – RPM)

CALL TO ORDER: 7:06 PM

1. Follow up business from previous meeting

- A. *Approval of 3/10/14 Minutes* – [REDACTED] made the motion to approve, [REDACTED] seconded, no discussion, all in favor; approved as read (by J. Tucker).  
\*\*\*Note: Annual Mtg. 4/8/14 minutes still needed from Dawn Paoletti.
- B. *Entrance Maintenance* – JP Harrell (not Robbie Bowen – R. Bowen is our contact person for the Moose Lodge) has been mowing the entrances; ~\$45/per two weeks; Liability concern; B. Daniels motioned to have JP Harrell sign a “Hold Harmless” agreement, [REDACTED] seconded. S. Early motioned to retain JP Harrell for as long as needed, if he signs the “Hold Harmless” agreement, [REDACTED] seconded. \*\*\*Note: J. Sutton will check with Rocky Russell about a “Hold Harmless” agreement to use as template. H. Parker to send B. Daniels a similar type of agreement so that he can create one that fits the needs of the South Ridge HOA.
- C. *Reminder* – June 3, 2014 meeting @ Moose Lodge @ 6:30 pm  
All proxies need to be received and noted prior to voting; proxies from the 4/8/14 Annual Meeting count unless someone revokes their proxy; Annual Mtg. required us to have 58 votes (from home owners/members/proxies) in order to retain Rocky Russell Property Mgt. (RPM) for 2015; the 6/3/14 meeting must meet a quorum of 29; 29 members/proxies with at least 19.43 (= 20) votes for OR against hiring Rocky Russell PM for 2015. \*\*\*Note: Sec. 5, pg. 6 of bylaws/covenants.
- D. *Mailing of June 3, 2014 meeting letters* – The SRHOA board was disappointed in Rocky Russell’s response (or lack thereof) in regards to the urgent mailing of our next meeting. Although RPM did not send the letter out as requested, the SRHOA board did follow bylaws/covenants in that the letters were sent within 30 days of the next meeting. J. Sutton apologized on behalf of RPM. Crystal Laremore motioned to limit home owners/residents to 5 minutes when speaking per topic of inquiry or concern. [REDACTED] seconded, none opposed. \*\*\*Note: The 5 minute discussion limit will be included in the agenda for SRHO/residents to abide by. Julie Tucker requested that C. Laremore be time keeper.
- E. *Unpaid Dues/Collections* - B. Daniels reminded J. Sutton that [REDACTED] and [REDACTED] have not yet paid dues. J. Sutton informed the board that Kiki at RPM handles collection.
- F. *Prior Violations* – RPM sent letters to [REDACTED] and [REDACTED]. These home owners are responding to SRHOA requests to cut grass/clean mildew. H. Parker noted a truck with a cover over it [REDACTED] is considered a “stored vehicle”. J. Sutton noted this violation concern and verified that trashcan violations were sent to owners. \*\*\*Note: [REDACTED] requested that notices of any kind be sent via his attorney. SRHOA will send all information to both him and his attorney, once we receive his attorney’s address.

## 2. New Business

- A. *Truck tonnage* – discussion of truck size in neighborhood and parking on streets; B. Daniels motioned to permit nothing over ¾ ton truck in a driveway or in the neighborhood street; C. Laremore seconded, all in favor, new rule approved. \*\*\*Note: Include this new rule in the next newsletter.
- B. *Dues disclosures for sellers* – H. Parker noted that anyone selling property needs to provide a “disclosure statement” that indicates that the SR neighborhood is governed by a HOA and annual HOA dues are required. H. Parker will obtain a standard “disclosure statement” form for SRHOA to give to any HO/listing agent/buyer’s agent that intends on selling property in SR. \*\*\*Note: neighborhood signs regarding the governing of a SRHOA were put up by the two entrances prior to January 2013. Bob Daniels placed signs on taller poles around January 2013.
- C. *Adding names to violation list* – J. Tucker requested that any violation concern be sent initially to her via email, then she will forward the violation to RPM (if necessary). Each violation should be “Cc” in email so that all board members are notified of concerns.
- a) *New Violations* – C. Laremore noted a white Honda parked in front of [REDACTED]; grey truck parked on road [REDACTED]; Animal Control has been called on dogs that are constantly barking and feral cats
- b) *Architectural Violations* – H. Parker noted that Mike Buck’s request about shutters needing to match on both sides A and B of duplexes; Architectural Committee consists of: Mike Buck, Charles McGowan, and Mike Spong.
- c) *Proposal of flyer as a reminder/notification* – RPM must adhere to formal violations; letters will be sent out to home owners who are noted in monthly “drive bys” by RPM
- D. *Yard Sale* – J. Spong will create flyer with information; Community Yard Sale June 7<sup>th</sup>, 2014 from 7:00 am until noon
- E. *Drainage Issues* – SRHOA board will continue to investigate as necessary. Any home owner who has personal property issues should attempt to resolve concerns with all those involved (e.g., another home owner, the City of Winterville, railroad department, etc.).

## 3. Treasurer’s Report – B. Daniels reported the following as of 5/12/14:

(RPM – J. Sutton will report from April 2014 through December 2014.)

Monies in First Citizen’s Bank	\$ 575.00	
Spent on RPM	\$7,000.00	(services for 4/1/2014 through 12/31/2014)
Management Fees RPM	\$ 480.00	
GUC	\$ 626.60	
Legal Fees (Brad Piner)	\$ 82.50	
[REDACTED]	\$ 6.90	
***no income***	\$ 0.00	
Total Cash on Hand	\$6,948.10	

Motion to Dismiss - 8:55 pm, made by C. Laremore; H. Parker seconded, all in favor.

Next Meeting Date: June 3, 2014, Moose Lodge @ 6:30 pm

Monday, August 11, 2014 @ 7:00 pm @ RPM...corrected 9/8/14

IN ATTENDANCE: Nadine Binkley (board member), Bob Daniels (treasurer), Starla Early (secretary), Crystal Laremore (board member), Helen Parker (vice president), Jean Spong (board member), Julie Tucker (president), Michele Johnson and Rocky Russell (representatives of Rocky Russell Property Management – RPM)

CALL TO ORDER: 7:04 PM

1. Balance Sheet, Profit & Loss Budget Performance, Work Orders, Violations, and Delinquents/Prepays Report were provided by Michele Johnson of RPM (hardcopy and email)
2. Agenda for This Mtg
  - A. J. Tucker – thought mtg was held to discuss all hearings (HO/residents in violation); this would count as our SRHOA board mtg
  - B. Michele - all hearings have been completed; 2 items in violation [REDACTED]; apologized for miscommunication/non-communication prior to this mtg; reviewed typical board mtg procedures that are held at RPM and advised SRHOA to meet at RPM for violation hearings; Procedures: 1) SRHOA board would be provided with total # of notifications sent and list of violations, 2) HOs (violators) would come to RPM for hearing, 3) SRHOA board would listen to HOs, 4) SRHOA board would decide “next steps” and communicate to RPM when it would like for the violation to be corrected (if extending time) OR communicate a need to assess a daily fine OR be legally notified.

Julie stated she prepares the agenda for SRHOA, but would love to print financial packet with open/closed violation list, if possible, for each monthly meeting (aka. report of open/closed violations each month). Rocky stated that RPM attempts to pull reports at least 24 hrs. in advance of a meeting; he also clarified that other HOAs send out “Warning” letters first when in violation of Bylaws/Covenants except when it’s a “dog poop” issue....then the HO receives a “Letter of Hearing” first (no warning, just direct hearing). Also, the SRHOA board could choose to fine violators with \$100/day....our choice. \*up to 18% per year interest....RPM noted other HOAs charge minimal late fee (it’s our option to charge); Rocky will ask his attorney about specific percentage/amount of interest; SRHOA can add this interest to what the HO already owes (their balance).
  - C. “Warning” letters first vs directly sending “Notice of Hearing” letters when in violation  
B. Daniels motioned for SRHOA to NOT send warning letters (due to this prolonging the time the HO/resident has to correct the violation)...but to send “Notice of Hearing” letter to each HO that is in violation. If RPM notes a violation, the first letter sent out would be an invitation to a hearing at RPM. The HO would attend the hearing to state their case, and the SRHOA board would decide the “next steps”. H. Parker seconded. Vote = 3 in favor, 4 opposed. Discussion took place.
  - N. Binkley – concerned about HOs not receiving letter in time to comply or attend a hearing. Others agreed. H. Parker requested for R. Russell to restate our current procedures. Rocky stated that our current procedures have us sending out warning letters first and the HO has 30 days to fix/correct the violation. If the violation is not corrected, then the “Notice of Hearing” letter is sent. Michele confirmed that a “driveby” would occur prior to monthly meetings to check if HOs are still in violation and need a hearing. C. Laremore noted that the explanation of current procedures for was helpful.

H. Parker motioned for RPM to send a “Notice of Hearing” letter and omit a “Warning” letter when HOs are in violation of Bylaws/Covenants. J. Spong seconded. All were in favor. J. Tucker – recaps – RPM would send “Notice of Hearing” when HOs are in violation.

### 3. Current Issues and Concerns

A. *Violations* – Julie noted on pg. 4 of 6 (in packet) that the violation of trashcans for [REDACTED] had been “closed/complete” but should be “open” due to trashcans being continuously left out. Michele stated Greg went out to SR to check on violations and claimed the violation had been fixed/corrected. R. Russell noted that he would check with Greg and SRHOA board would assess a fine for [REDACTED] (Greg does not assess fines; SRHOA board votes on fines). Michele confirmed RPM will mail quarterly statement showing anyone with a balance. RPM will check a week before the hearing to see if HOs are still in violation. C. Laremore – what if HOs still don’t comply? RPM reminded SRHOA that we could charge \$20/day violation fees.

N. Binkley – missing [REDACTED] address [REDACTED] on violation list for not pressure washing mildew off siding and large area in back of home (facing entrance of SR neighborhood, off Reedy Branch); Michele/Rocky stated the violation was closed at the end of June upon inspection, but Michele hopes to ride out to SR with Greg to look at this property.

B. Daniels – questioned if the 2 violations affect the HOs credit; R. Russell stated, “yes”. Rocky typically sends lien, but advises not to go to small claims; just file judgement of property. The HO would continue to accrue fines and SRHOA would add this to the HO’s debt. Rocky noted that it’s \$130 for magistrate to file judgement; this could be added to the violator’s debt. Attorney = \$300; RPM would go to court for SRHOA and file the paperwork. SRHOA could file lean with attorney for [REDACTED]. B. Daniels motioned for RPM to send a quarterly statement, and once HO’s fines reach \$300 to take the violation (HO) to an attorney or small claims court. C. Laremore seconded. All were in favor.

B. Daniels – noted the utility trailer is still on property of [REDACTED] [REDACTED]. Michele stated she would pass this on to Peter (administration) who handles violations and that Greg would drive out to the property to confirm.

Michele – asked about mailbox numbers; SRHOA stated mailbox numbers can be black stickers or metal, just need to be clearly legible.

J. Spong - Are both the tenant(s) and renter(s) aware of a violation? Michele confirmed that both the renter and the homeowner are sent a violation letter. RPM requests that violations/concerns be emailed. HOs in violation can email RPM if there is a legitimate reason for not complying with a violation and/or attending a hearing.

B. *Flooding* – J. Tucker reminded RPM that she had discussed SRHOA concerns re: flooding with Jenny Sutton; H. Parker stated that Milton went to DOT and DOT got USDA to clean the ditches and culverts that were blocked with dirt/grime/junk. J. Tucker asked H. Parker to help make contact with DOT again re: the other areas of SR that need to be cleaned out to help with overflow of rainwater. C. Laremore stated she had made a call to the city of Winterville. B. Daniels noted that when a firetruck drove through, it created a wake of water pushing water up onto homes. \*Ainee F. had taken photos and posted on WITN. B. Daniels

suggested to get more publicity on WNCT, WITN, and Daily Reflector re: amount of rainwater in Winterville (“they” publicize Ayden and Greenville, why not Winterville?).

Rocky – engineer needs to clean our ditches; RPM advises SRHOA to go to town council mtgs; if there are pipe issues contact Pitt Co. Soil & Conservation Service (may try to contact Charles Vanderfield?). <http://www.pittcountync.gov/depts/soilwater/>

- C. *Dogs* – SRHOA has had several complaints about off leash dogs. J. Tucker shared that [REDACTED] approached a dog sitter and left the yard again approaching a woman. Julie noted that our Summer 2014 newsletter clearly stated the Winterville Ordinance re: dogs being at large (off leash). C. Laremore motioned that all dogs and cats must be on a leash, then C. Laremore revised her motion to say SRHOA rules should follow the Winterville Ordinances that were included in the Summer 2014 newsletter. B. Daniels seconded. All were in favor.
- D. *Entrance Maintenance* – J. Tucker noted that the hedges haven’t been trimmed; Michele will call about this.
- E. *Printing of Newsletter* – J. Tucker asked if SRHOA had enough monies in our budget to allow for the printing of the Fall newsletter; RPM stated approx. \$150 to print at ACCULINK and it cost \$120 for July newsletter, leaving approx. \$260 in our budget.
- F. *Reminders* –J. Tucker asked about insurance draft (out of First Citizens); B. Daniels needs to close checking account; Michele needs information for insurance payment. \*Cincinnati Insurance Co.; \*\*\*Michele Johnson ( [Michele@russellpm.com](mailto:Michele@russellpm.com) ) will be helping Chelsey Bennett (taking Jenny Sutton’s place).

4. Treasurer’s Report was provided by RPM at the beginning of the meeting.

5. Suggestions for RPM – Michele welcomed suggestions re: trashcan violations, since HOs/residents are in violation once week and not the next.

Motion to Dismiss - 8:31 pm, made by N. Binkley; J. Spong seconded, all in favor.

Next Meeting Date: September 8, 2014, @ Russell Property Mgt @ 7:00 pm

Michele would send notification of valid meeting date 7 days prior to “Open” violation meetings. Rocky stated there are 41 “open” violations; give 2<sup>nd</sup> Monday and get previous month’s information in a packet prior to each meeting.

*South Ridge Homeowners' of Winterville Meeting Minutes*

**Monday, September 8, 2014 @ 7:00 pm @ Christ Church**

IN ATTENDANCE: Bob Daniels (treasurer), Starla Early (secretary), Helen Parker (vice president), Jean Spong (board member), Julie Tucker (president), Chelsey Bennett and Rocky Russell (representatives of Rocky Russell Property Management – RPM)

CALL TO ORDER: 7:00 PM – Julie Tucker

1. Agenda, Previous SRHOA Bd Mtg Minutes, Balance Sheet, Profit & Loss Budget Performance, Work Orders, Violations (open/closed), and Delinquents/Prepays Report were provided by Chelsey Bennett of RPM (hardcopy and email)

2. Quorum – 5 out of 7 board members were present

3. Hearings – 2 HO's/HO representatives present

- [REDACTED] – COMPLETE
- [REDACTED] - WARNING

A. J. Tucker – spoke with [REDACTED] re: mailing issues; they are receiving mail to the correct HO address, but the name on the mail is incorrect (name on mail was [REDACTED] should be [REDACTED]). Julie informed RPM. [REDACTED] inquired about the new rule about tonnage of trucks; a brief discussion took place. RPM confirmed that it's hard to tell the difference between a  $\frac{3}{4}$  ton and 1 ton truck. [REDACTED] asked - why not make an amendment to the rule to state "tractor trailer trucks" if that is what the board meant by  $\frac{3}{4}$  ton and 1 ton trucks not being permitted in HO driveways? [REDACTED] stated that he feels that the HO's ought to get together periodically to make the rules up and make changes that are needed.

B. SRHOA board members and RPM introduced him/herself to HO's/HO reps attending.

C. [REDACTED] noted that this property is being RENTED; gave contact - [REDACTED]; recvd letter re: broken fence but stated they do not have a broken fence on this property; RPM acknowledged mailbox violation was COMPLETE; Julie gave [REDACTED] a copy of the rules (latest newsletter) and mentioned they could contact her with any questions/concerns; Chelsey gave them her business card with contact info; [REDACTED] inquired about Annual Mtg, number of units, and how the board is formed; Julie noted our Annual Mtgs are every April – there are ~96 units - ~80% are occupied by owners – and stated that SRHOA board members are nominated. Julie asked RPM about [REDACTED] violation; RPM confirmed the house has been pressure washed and numbers replaced = COMPLETE (in good standing).

D. 7:17 pm - Julie thanked HO attendees/violators for coming and confirmed with RPM that these two properties were "COMPLETE" as far as violations.

E. Closed Discussion by SRHOA board - brief discussion re: assessing fines; RPM stated it was up to the SRHOA board to decide a one time fine OR daily fine up to \$100 per day

- [REDACTED] – mailbox numbers/letters faded or missing; HO did not attend; Julie restated the newly enforced rule 5: Mailboxes must be maintained with

proper doors, a clean appearance and legible addresses, numbers and letters. Helen Parker motioned to ask HO to add numbers/letters “on both sides” of the undersign of their mailbox. Jean Spong seconded, ALL in favor. NOTE: Add this wording to rule in fall newsletter. There was discussion of a “no show / initial fine of violation”. Jean Spong motioned that HOs be assessed an initial fine of \$50 (for not attending the hearing and for being in violation) and fine HOs an additional \$20 per day fine if still in violation of rules and covenants. Bob Daniels seconded, 4 out of 5 board members voted “yes”, 1 board member did not vote. Beginning 9/14/14, there will be a \$20 per day until violation is fixed (we have to wait 5 days).

- [REDACTED] – mailbox, bushes/weeds (2 violations); HO did not attend; Jean Spong restated motion to charge an initial fine of \$50 and \$20 per day per violation (ex. \$50 initial fine violation (whether HO attends mtg or not) plus \$20 per day X 2 violations = \$90). Bob Daniels seconded, 4 out of 5 board members voted “yes”, 1 board member did not vote. If he completes one violation, then he is fined \$20 per day for the violation that is OPEN.
- [REDACTED] – trashcans – COMPLETE; Jean Spong thinks someone has moved into this property.
- [REDACTED] – 2 violations; Starla and Jean mentioned that they saw Martha and her son pressure washing on Saturday; Bob noted that the “big wall had been cleaned” but not all of the siding has been completely pressure washed; RPM will take photo of the top slanted back siding that still has mold and dead tree and send to HO (homeowner) letting them know they are not compliant; \$50 and \$20 per day/per violation (2 = \$40)
- [REDACTED] – as of 4 pm 9/8/14 trashcan was moved behind fence, therefore this violation is COMPLETE.
- [REDACTED] – weeds/vines, trashcans; \$50 and \$20 per day/per violation

4. Review of Prior Mtg. Minutes 8-11-14 – Chelsey noted a change needed to be made re: page 2. Greg does not assess the fines, but the SRHOA board assesses violation fines at hearings and HO receives a “fine letter”. Starla corrected the minutes and emailed updated minutes to RPM on 9-12-14. \*\*\*HO must attend hearing or contact RPM or SRHOA board/officer, then SRHOA board decides on assessment (or no fine). Bob inquired about escrow account; closed account of \$488.75 and transferred, check given to RPM; Bob confirmed that we no longer have a First Citizens account. Bob motioned to accept changes to minutes, Helen seconded, ALL approved.

5. Julie addressed new concerns

- A. [REDACTED] - neighbor that has tractor trailer has been parked for 3 days in driveway, but trashcans are moved; Bob spoke to Police Chief and he said the covenants overrule city ordinances; Rocky stated that covenants can be more restrictive but city streets can be difficult to prohibit parking on; Rocky asked us to call RPM or email Chelsey Bennett [chelsey@russellpm.com](mailto:chelsey@russellpm.com) if truck is parked in driveway and they will send violation/ hearing letter (\$20 per day); invite to one hearing, then fine for violation not being complete thereafter. RPM will go ahead and send invitation to hearing letter and each day tractor trailer truck is parked in driveway, date/time will be documented and HO will be fined.

B. Voicemail complaint was left on RPM re: [REDACTED] transformer box (on corner of property) having overgrown bushes around it; Nadine recvd violation letter re: bushes not being pruned, but rules/covenants say nothing HO cannot have bushes around the transformer box; Julie checked and confirmed that bushes are well-groomed and one side is opened; [REDACTED] tried to get bushes cut down and had GUC conduct a survey and measured for something; Bob believes this part of the property actually belongs to City of Winterville and we may not have any control over it. Bob noted spray paint markings in his yard and high water sign.

SRHOA board discussed concerns re: HOs or residents calling in violations to RPM and not contacting an officer or board member. RPM stated they will check if someone is truly in violation before sending a violation letter. RPM encourages HOs/residents to call in violations to help enforce rules/covenants. SRHOA trying to prevent neighbors from knocking on doors inquiring whether or not they have recvd violation letters [REDACTED] who is an aggressive neighbor that knocked on [REDACTED]

## 6. Old Business

A. Chelsey – re: center islands – Who’s responsible? – RPM has issued violations to both sides of duplex since they can’t clearly tell who is responsible; it’s up to SRHOA board to decide; seems like split division = shared responsibility

B. Landscaping/Weeds - bushes at entrances on South Ridge

C. Bob – inquired about builder/HO [REDACTED] of split lot, [REDACTED], receiving a “dues letter”; Helen – property should have prorated dues; *Does SRHOA wait until unit/property is ready to be occupied to require HO dues?*

D. Julie gave update as of 8-21-14 re: drainage issues

- Julie met w/ PJ Andrews and Brian Evans (Pitt Co. Soil, Water, and Conservation), Don Barker (US Dept. Agricultural District Conservation), and Mike Buck (knows where pipes are b/c he had them put in); discussed pipes; ran survey down Westside of Old Hwy 11 to help drainage issues; 8-29-14 they contacted Julie – to run a pipe down that side, the pipe would need to be buried 7-8 ft. deep to get through the hill and drain; impractical and cost too much; they have been in close contact w/ Travis Welborn (Town of Winterville); Town of Winterville has contracted an engineering firm to work/survey; PJ Andrews advised that we not contact Travis (Town of W) and let them handle drainage issues since they are aware and in progress of correcting the drainage situation.
- Julie also asked Town of Winterville about cutting the grass up by railroad; no TOW signage by railroad track; Helen mentioned again that Milton had met with DOT individuals re: sediment running from Ms. Speight’s property to their property (her land runoff to their land is causing problems). Ditch by road needs to shoveled.

7. New Business – Bob inquired about motion in July re: sending letters to railroad and getting price for lawyer; he suggested to wait on calling railroad and/or lawyer. Julie said Pitt Co. SWC suggesting to wait and let Travis Welborn take action. Bob mentioned the road had been patched down by his end of the neighborhood.

Motion to Dismiss - 8:29 pm, made by Helen Parker; Bob Daniels seconded, ALL in favor and happy.

Next Meeting Date: October 13, 2014, @ Russell Property Mgt @ 7:00 pm



*South Ridge Homeowners' of Winterville Meeting Minutes*

**Monday, October 13, 2014 @ 7:00 pm @ RPM**

IN ATTENDANCE: Starla Early (secretary), Helen Parker (vice president), Julie Tucker (president), Nadine Binkley (board member), and Chelsey Bennett (representative of Russell Property Management – RPM)...Crystal Laremore (board member) joined us @ 7:18 pm

CALL TO ORDER: 7:02 PM – Julie Tucker

1. Agenda, Previous SRHOA Bd Mtg Minutes, Balance Sheet, Profit & Loss Budget Performance, Work Orders, Violations (open/closed), Delinquents/Prepays Report, and List of HO that received Warning Letters were provided by Chelsey Bennett of RPM (hardcopy and email)

2. Quorum – 4 out of 7 board members were present; 5 out of 7 were present @ 7:18 pm.

3. Hearings – pages 1-2 - no HOs showed up for a hearing

- [REDACTED] - did not attend but are in compliance with other violations.....since board voted previously to fine \$50 for initial violation and \$20/day until complete/fixed, this property owner will receive an initial fine of \$50 plus a \$20 per day fine until bushes are pruned
- [REDACTED] – did not attend warning hearing for tractor trailer truck parked at this address.....The ¾ ton + truck has not been seen since Labor Day weekend; therefore, this violation is COMPLETE. Chelsey will begin the “fines” process, if the tractor trailer truck is seen parking at this property.

4. Review of Prior Mtg. Minutes 9-8-14 – Starla recognized Nadine’s email regarding August Mtg Minutes about the wording of ...Her concern was that both adjoining property should have been fined, since there is a shared responsibility with median (center island) violations. Nadine commented that since we had already voted/approved August minutes, it was not necessary to go back to make any changes.

Bob Daniels shared with Julie – financial reports look fine; Bob also confirmed via Julie that we no longer have a First Citizens account and the PO box has been closed. Helen motioned to accept the September minutes and treasurer’s report, Crystal seconded, ALL approved.

5. Review Reports & Old Business

A. [REDACTED] – delinquent list; still owes fines; dead tree was replaced with new tree; pressure washed strip of siding at back, top of home; take 1 week off \$370 fines (approx. \$140 off current fines) because this is approximately the date when the violations were complete. Other violations – send “Demand” letter. Make sure HOs know fines are compounded.

B. [REDACTED] – keep tracking until they accrue to limit (\$300 +).

C. [REDACTED] - keep tracking until they accrue to limit (\$300 +).

\*\*\*RPM is sending letters to the address given; will update any change in address so that property owner receives proper notification of rules/violations, etc.

## 5. Continued .....Review Reports & Old Business

- D. [REDACTED] – board members are concerned about paint cans being kept alongside of this property and the Hydromax vehicle was seen parked, at this address, this past week; violates the parking on the grass rule. Board members chose to keep an eye out on Hydromax truck and report to RPM when seen in violation, since the vehicle isn't consistently on the grass.

## 6. New Business

- A. Rule 5 – Mailboxes must be maintained with proper doors, a clean appearance and legible address, numbers and letters. ----→change/add wording to say “**legible on both sides**”. When SRHOA board sends out Winter Newsletter, RPM will update the rules online.  
\*\*\*Reminder: SRHOA cannot charge fines for rules the HOs are unaware of.
- B. Rule 12 – Only vehicles of  $\frac{3}{4}$  ton capacity or less shall be permitted to park in driveways or on the streets when driveways are full. Board discussed the wording of this rule and considered [REDACTED] comment (9-8-14) as well as Helen Parker's comment re: specifying the type of trucks that would be in violation. After discussion, Nadine motioned to leave Rule 12 wording as is (for the time being); Helen seconded, ALL in favor.
- C. Crystal reported [REDACTED] both addresses are missing 1 black shutter on the 2<sup>nd</sup> story of the brick home
- D. Julie gave update re: drainage issues – page 5 of Sept. minutes – Town of Winterville had said they are going to take care of, just give them time (until January 2015).
- E. Wait to print newsletter until Winter (board members voted via email); Julie and Starla will create by December 1<sup>st</sup> and add any new rules and change wording to current Rule 5 (SEE above), initial \$50 fine plus \$20 per day. Content----→President's Message, Bd Member Contact numbers, New Rules/Fines, Thanks & Praise to HOs who complied and RPM.
- F. Nadine suggested that we include a section *thanking homeowners for complying with violations* and Julie suggested that we include a comment *praising RPM for their hardwork*. Re: Voicemail about [REDACTED] bushes around transformer box; Nadine reported that this area with bushes is on her property and does not belong to the City of Winterville.

Motion to Dismiss - 8:06 pm, made by N.Binkley; C.Laremore seconded, ALL in favor.

Next Meeting Date: November 17, 2014, @ Russell Property Mgt @ 7:00 pm

\*\*\*Board will decide whether or not to have a December meeting; this would give HO in violation a longer period of time to get in compliance.

*South Ridge Homeowners' of Winterville Meeting Minutes*

**Monday, November 17, 2014 @ 7:00 pm @ RPM**

IN ATTENDANCE: Bob Daniels (treasurer), Starla Early (secretary), Crystal Laremore (board member), Helen Parker (vice president), Julie Tucker (president), Nadine Binkley (board member), Jean Spong (board member), Rocky Russell and Chelsey Bennett (representatives of Russell Property Management – RPM)

CALL TO ORDER: 7:01 PM – Julie Tucker

1. Agenda, Previous SRHOA Bd Mtg Minutes, Balance Sheet, Profit & Loss Budget Performance, Violations (open/closed), Delinquents/Prepays Report, and List of HO that received Warning Letters were provided by Chelsey Bennett of RPM (hardcopy and email)
2. Quorum – 7 out of 7 board members were present
3. Hearings – pages 1 - no HOs showed up for a hearing..... RPM's Greg Colson monitors violations
  - a. [REDACTED] – out of compliance for dead bushes; RPM keep tracking accrued fines
  - b. [REDACTED] – Bob spoke to [REDACTED] earlier this year re: foreclosure didn't go through; recalls [REDACTED] living near Simpson; RPM keep tracking accrued fines (storing random items beside of home and large commercial truck).
  - c. [REDACTED] – RPM will track fines (\$50 initial and \$20 per day until complete)
  - d. [REDACTED] – COMPLETE
  - e. [REDACTED] – RPM will send letter of warning – home owners will have until next meeting to comply (January 12, 2015).
4. Review of Prior Mtg. Minutes 10-13-14 – S. Early motioned to accept the October minutes; C. Laremore seconded; ALL approved.
5. Review Reports
  - a. Concerns about landscaping fees/contract; SR board would like contract in writing from JP Harrell itemizing what exactly is including in the price \$200; RPM shared that Peter (RPM Admin.) had spoken to JP Harrell.....JPH said “mow grass as needed” = approx. 2X/month, \$40 each cut
  - b. SR board discussed putting in mulch vs pinestraw; Rocky R. shared general cost of \$6 to \$7 per bale (material and labor included) to put down pinestraw; discussion of fire ants building mounds in mulch, pinestraw doesn't wash away like mulch; RPM says SRHOA has about \$500 in budget (if JP Harrell has all bills in, SR paid for Oct.); RPM will check company off County Home Rd. to see if they will put it in as part of cost; Discussion - approx. 10 bales per entrance. N. Binkley motioned to pinestraw both entrances, H. Parker seconded. B. Daniels asked that discussion take place regarding the cost/expense of putting down pinestraw and amended N. Binkley's motion – put pinestraw down subject to SR board's approval of cost, C. Laremore seconded; N. Binkley amended her own motion to go ahead pinestraw if it's within SRHOA's budget (so we don't have to wait another month); \*\*\*Starla

restated N. Binkley's amendment of own motion - If SRHOA has budget now to put pinestraw down at the front two entrances, then go ahead and put pinestraw down now. (brief discussion of "within budget" - defined as - if cost is \$300 or below); ALL in FAVOR of putting pinestraw in now if "within budget".

- c. Check on [REDACTED] address (property [REDACTED]) – RPM has mailing address [REDACTED] Georgia
- d. [REDACTED] – demand letter, may pay double; RPM suggested SR board could hire Sheriff to collect claim; discussion of lien...lien expires 3-6 yrs (lien accumulates interest) and small claims 10 yrs; B. Daniels motioned to stop at lien amount (\$370) and for RPM to sue through use of a lawyer; fees include accumulated interest and attorney fees, J. Tucker seconded, ALL in FAVOR.

## 6. Old Business

- a. RPM will send out invoice for increase of dues to \$110 by 12-1-14 (verified, already sent out; S. Early received 12-5-14). HO's already voted on this increase at April's annual mtg.
- b. Winter Newsletter – Julie gave Starla a copy of the "President's Message" to go in the next newsletter; Starla will email draft to all board members; N. Binkley motioned for RPM to print newsletter because it would cost less than current printing company (Rocky gave estimate of **\$.30** per side X 2 for color printing of approx. 100; cost would be \$60 or less for black/white, 2 pg newsletter to be printed on light green paper). H. Parker and J. Spong seconded, 6 out of 7 board member approved. Several board members volunteered to help pass out newsletter.
- c. RPM will send [REDACTED] a letter re: storage of any items must be behind the dwelling or fence (No items may be placed or stored beside of unit.). This HO continues to place random items alongside the property causing the home/neighborhood to look unwelcoming.

## 7. New Business

- a. RPM will check for email address for J. Spong (board member); Jean doesn't always receive the forwarded emails.
- b. 2015 Budget – RPM will go by last year's budget.

Motion to Dismiss - 8:16 pm, made by C. Laremore, H. Parker seconded, ALL in favor.

Next Meeting Date: Monday, January 12, 2015, @ Russell Property Mgt @ 7:00 pm

SOUTHRIDGE HOA BOARD MEETING MINUTES  
MONDAY, JANUARY 12, 2015

IN ATTENDANCE: Nadine Binkley, Jean Spong, Crystal Laremore, Julie Tucker, Helen Parker, Bob Daniels.

ABSENT: Starla Early

CALL TO ORDER: 7:00 PM

HEARING: [REDACTED] present for [REDACTED] violation oversized truck parked in driveway.

[REDACTED] present to contest. Says our rule on this circumvents covenants according to Attorney Horne. Cannot be changed until 2017. Photo of 12' truck was shown.

DISCUSSION

Julie Tucker read covenants.: Sect. 7 "Use restrictions" should apply. Julie suggested our attorney should be contacted.

Bob Daniels referred to 47F-3-102 powers of owners association (17), "exercise any other powers necessary".

Julie Tucker & Helen Parker think "such as" (page 12) puts this truck under the rule.

The owner has asked the renter to move the truck.

Bob Daniels motion to ask RPM to contact attorney on this matter. Motion carried with all ayes.

Once decision is made, board can enforce.

Amendment to motion by Bob Daniels.

[REDACTED] will be sent another letter to inform decision. He has 5 days after receipt of letter to comply or it will be dropped/closed.

Rocky Russell stated board voted no to the warning letter, makes hearing letter seem harsh.

VIOLATION HEARINGS

[REDACTED] Cheryl Ct [REDACTED] Warning letter sent by her to RPM re: violation dog. Crystal motion that she be informed. Notify homeowner of covenant Art. 7 Sect. 16 and rule #7 of Winterville Law. Enforcement fine will be incurred if not followed.

Reported [REDACTED] Cheryl Ct has dog running at large.  
Warning letter sent by her to RPM re: small dog running at large.

[REDACTED] Cheryl Ct. completed no fine  
[REDACTED] Edward Ct. ABC family-gate fine due  
[REDACTED] Edward Ct. awaiting attorney advice  
[REDACTED] Emily Drive fine due  
[REDACTED] Kevin Circle mailbox repair fine due

APPROVAL OF MINUTES – Motion by Nadine Binkley, Jean Spong seconded all  
ayes passed.

BUDGET REVIEW, ETC,

Reviewed \$88.97 as of Dec. 31, 2014. Page 3 2014 budget  
Profit & loss Dec. 2014

Delinquents & pre-pays report

[REDACTED] Emily Dr send demand letter  
[REDACTED] Emily Dr send demand letter  
[REDACTED] Cheryl Ct. send demand letter

Bob Daniels moved to keep same. All ayes passed.

NEW BUSINESS:

Discussion on monthly meeting fee. (monthly meeting at RPM Company)  
Cost is \$60 an hour, if above the 5 meetings - 4 quarterly plus annual meeting

Next regular Board meeting date Feb. 9, 7 PM at RPM.

Helen Parker motioned for adjournment.

NOTE: 104A Emily dead bush left corner, front bed. Creeping juniper crawling onto her beds.

South Ridge Homeowners' of Winterville Meeting Minutes

Monday, February 16, 2015 @ 7:00 pm @ RPM

IN ATTENDANCE: Bob Daniels (treasurer), Starla Early (secretary), Crystal Laremore (board member), Nadine Binkley (board member), Rocky Russell and Chelsey Bennett (representatives of Russell Property Management – RPM)

CALL TO ORDER: 7:06 PM – Bob Daniels

1. Agenda, Previous SRHOA Bd Mtg Minutes, Balance Sheet, Profit & Loss Budget Performance, Violations (open/closed), Delinquents/Prepays Report, List of HO that received Warning Letters, a copy of Julie's email re: "wording" for Rule 11, a copy of Jon Carr's (lawyer) response to Rocky's questions re: Rule 11, and a copy of Jean's email re: satellite dishes were provided by Chelsey Bennett of RPM (hardcopy and email)
2. Quorum – 4 out of 7 board members were present
3. Hearings – page 4 - no HOs showed up for a hearing..... RPM's Greg Colson monitors violations
  - a. [REDACTED] Cheryl Ct – mailbox is still dirty; HO received violation letter, but hasn't responded; fines will begin. N.Binkley motioned to continue to follow prior ruling of fines for such violations, C. Laremore seconded, ALL in favor.
  - b. [REDACTED] Emily Dr. – mailbox cover; C. Laremore stated that this topic was discussed in the past and mailbox covers were permitted; no further discussion from the board.
4. Review of Prior Mtg. Minutes 1-12-15 – Since January's minutes were not prepared/shared, the board agreed to approve January's minutes along with tonight's minutes at the next meeting.
5. Review Reports
  - a. Bob asked if there was any discussion that needed to take place re: balance sheet, reports, etc.; the board did not wish to have a discussion at this time; It was understood that the 4 hearings listed on page 4 would receive their "violation/hearing" letter in March.
6. Old Business
  - a. D. Dinkins - re: storage of items alongside of this home look unwelcoming.
  - b. Violations seem to be handled accordingly and *most* HOs are showing effort to maintain a pleasant looking neighborhood.
  - c. RPM will be sure Greg is not sending out letters re: "dead" shrubs in the winter.
7. New Business
  - a. Annual Mtg - N. Binkley will contact Moose Lodge re: reserving for April 14, 2015 @ 7 pm
    1. *Member Terms/Ballot* – board members are elected for a 3 yr term
      - N. Binkley (3<sup>rd</sup> yr), J. Spong (2<sup>nd</sup> yr), C. Laremore (end of 1<sup>st</sup> yr)
      - Officers nominated yearly – Treasurer, Secretary, VP, and President; S. Early is willing to serve another year, if nominated; H. Parker is willing to serve another year, and she volunteered to lead the Nominating Committee (any 2 HO and a nominated board member)

- RPM will notify HO's of Annual Mtg and include the positions that will be available if there is anyone interested in serving.

b. Rules and Regulations

1. *Parking* – RPM shared that “¾ ton” refers to how much you can carry and that it is difficult for someone to determine this just by looking; board questioned whether Rule 11 was meant for entire neighborhood or just one neighbor.
  - present board members reviewed the lawyer’s response (page 13) and revisited Article VII, Sec. 10, which refers to **owners not parking on the streets**; discussion about “mobile personal property” also took place and confusion of HO's/residents in regards to what they can park where (type/location); RPM read definition of “non-passenger vehicle”; board members discussed possibly changing the wording to “non-passenger vehicles shall not be permitted” such commercial or company trucks, semi-trucks, etc. ....C. Laremore motioned for RPM to check with lawyer (get verification) about who/what type of “vehicle or automobile” can park in the driveway, N. Binkley seconded, ALL in favor. RPM will get clarification from Jon Carr and also ask “Can we prohibit certain types of vehicles (ex. FedEx) from parking in the driveway?”
2. *Satellite Dishes* – J. Spong’s email (page 15 – back page)
  - board doesn’t know who Jean Spong is referring to re: satellite dish violations; RPM will defer to J. Carr (lawyer) re: “only 1 satellite dish in the backyard”, and RPM will call Jean Spong to follow up on who the resident/owner is and then RPM will contact owner to address this issue.
  - C. Laremore motioned to table the multiple satellite dish issue until our next meeting, no one seconded. Board decided to let RPM get more information from Jean Spong and then contact the HO to address satellite dish violation.
3. *Warning/Violation Letter* – discussion of easing up on initial violation letter due to the HO's perceiving this as too aggressive; Bob commented that violations such as dirty mailboxes and median weeds are not as severe as other violations; board asked RPM if there was a “nice” notice of violation that could be sent (Chelsey emailed a copy on 2-17-15); N. Binkley motioned to begin sending a “warning” letter, first, for ALL violations (before the hearing letter), C. Laremore seconded, 3 in favor-1 opposed. Motion to send initial “warning” letter was passed.

c. N. Binkley shared that M. Wooten of 122 B Emily Dr. has moved; no longer a resident.

Motion to Dismiss - 8:23 pm, made by C. Laremore, N. Binkley seconded, ALL in favor.

Next Meeting Date: Monday, March 9<sup>th</sup>, 2015, @ Russell Property Mgt @ 7:00 pm  
 \*\*\*Annual Mtg (tentative @ Moose Lodge on April 14<sup>th</sup>, 2015 @ 7 pm)\*\*\*





*South Ridge Homeowners' of Winterville Meeting Minutes*

**Monday, March 9, 2015 @ 7:00 pm @ RPM**

IN ATTENDANCE: Julie Tucker (president), Helen Parker (VP), Bob Daniels (treasurer), Starla Early (secretary), Crystal Laremore (board member), Rocky Russell and Chelsey Bennett (RPM)

CALL TO ORDER: 7:04 PM – Julie Tucker

1. RPM provided our information packet both via email and hardcopy
2. Quorum – 5 out of 7 board members were present
3. Hearings – pgs 1-4 – (HO did not show up for hearing, but sent response to RPM-SEE copy of her response in packet)
  - a. [REDACTED] Cheryl Ct. – dog barking violation – SRHOA board discussed “nuisances” and city ordinances re: dogs barking. The fact that this HO has only had one complaint and has made an effort to correct the dog’s barking has been considered by the board. SRHOA board requested that RPM write a letter to [REDACTED] re: Article VII “nuisances” in our Covenants.....and include our appreciation for her efforts to resolve any nuisance her dog MAY have caused and we thank her for her thorough explanations of the circumstances; SRHOA board asked that RPM inform the person making the complaint that the SRHOA board recommends to carry the matter to the Town of Winterville.
4. Review of Prior Mtg. Minutes 1-12-15 and 2-16-15
  - a. January minutes – pg.5 RPM sent [REDACTED] Cheryl Ct. a “warning” letter re: violation dog, if further complaints then she’ll have fines; pg. 6 RPM sent “warning” letter to S. [REDACTED] Cheryl Ct. re: small dog running at large.
  - b. February minutes – B. Daniels questioned N. Binkley’s motion re: sending a “warning” letter, first, for ALL violations (before the hearing letter)...pg. 8. In February, Bob recommended that we separate minor and major violations (ex. dirty mailboxes and median weeds VS other violations that would be considered more severe). SRHOA board does not have a separate list at this time, but we’ll consider the idea if we begin to see HO not complying within a reasonable amount of time or if the violation(s) become habitual. B. Daniels motioned to keep the current process of sending a “nice, warning” letter in place for ALL violations until the board decides to define major/minor violations and each outcome. C. Laremore seconded, no discussion, ALL in favor.
5. Review Reports
  - a. Julie asked if there was any discussion re: reports. Bob Daniels requested a copy of the Check Detail. RPM’s Chelsey Bennett provided a copy. No further discussion. ALL agreed to move forward.
6. Old Business
  - a. Annual Mtg (April 21<sup>st</sup>, 2015 @ Moose Lodge @ 7pm....Board will arrive 6:30 pm)
    - reviewed ballot presented in DRAFT Annual Mtg packet (**printed on colored paper**)
    - H. Parker (Nominating Committee) – discussed possible nominations
    - B.Daniels noted he would like to retire as treasurer, if another HO is nominated.
    - reminder – elect officers first, then nominate bd members (directors)- # yrs for term
    - Julie requested to include a box at the bottom to record (**colored pen**) # of votes

## b. Rules and Regulations

- *Parking* – re: FedEx truck and Charles McGowan; discussion re: amending Rule 12. Julie questioned whether or not we're covered by saying "non-passenger vehicles". Rocky said he would drive by on March 9<sup>th</sup> to verify large trucks within our neighborhood and those within this discussion. B. Daniels motioned to use RPM's proposed rule with E. stating, "greater than 11,000 pounds" in regards to capacity. C. Laremore seconded, no discussion, ALL in favor. \*\*\*RR contacted SASCORP to inquire about weight; 16,000 lbs, so he suggests that we reword to say 17,000 lbs. SEE email 3-13-15.

**PROPOSED RULE** (voted and passed for **NEW RULE 12** with changes to the shaded areas):

Owners and Tenants are not permitted to park Non-Passenger vehicles at South Ridge. Non-Passenger vehicles include:

- A. A box truck, also known as a cube truck, cube van, or box van, is a truck with box-shaped cargo area.
- B. A semi-truck (aka. tractor or cab) is a large vehicle that consists of a towing engine that is designed to carry freight on an open or closed bed.
- C. Any vehicle that is designed to carry more than 10 persons.
- D. Any vehicle that is designed to provide temporary living quarters.
- E. Heavy duty pickup trucks and vans with a gross vehicle weight rating **greater than 8,000 pounds.**

C. Laremore motioned to replace Rule 1 and 2 with Article VII, Sec. 10 and reword it to say, "residents agree not to park automobiles on the streets in the South Ridge development – SEE Covenants, Article VII, Sec. 10". B. Daniels seconded, no discussion, ALL in favor.

### **Former RULE 1 and 2**

1. No parking on the grass.
2. All residents, visitors and guests should fill available driveway space first before temporary street parking will be allowed. (was not in compliance with Covenants)

Although the board had told [REDACTED] he would be notified of the new rule, then need to comply within 5 days, the board decided to send a "warning" letter and give 30 days to comply since we voted on a "new" rule about parking and we voted to continue with the motion of sending an initial "warning" letter for ALL violations (instead of first mailing "hearing" letters upon confirmation of violation).

- *Satellite Dishes* – pg 8 - discussion re: most of these issues are renters; Rocky Russell confirmed that he would contact [REDACTED] and the property owner(s) to address the satellite issues. RPM would phone call/contact HOs with more than 1 satellite and ask them to remove, once confirmed that their property has more than more satellite dish.

## 7. New Business

### a. Collections Vote

- [REDACTED] Cheryl Ct) – send letter for fines
- [REDACTED] Cheryl Ct) – sent demand letter; phone call
- [REDACTED] Cheryl Ct)– send reminder letter (haven't paid dues)
- [REDACTED] Edward Ct) – send reminder letter

- [REDACTED] Edward Ct & [REDACTED] Kevin Cir) – send demand letter for both properties (owe fines)
- [REDACTED] Emily Dr.)– SRHOA board voted in previous meeting to put a lien on this property. SRHOA board still agrees to move forward with this lien.
- [REDACTED] Emily Dr.) – send reminder letter
- [REDACTED] Emily Dr.) – dues paid, possible foreclosure, sent demand letter
- [REDACTED] Emily Dr.) - \$110 paid as of 3/4/15, owner requesting fines to be removed; HO moved to Maryland, said had mail fwd but never received notices; C.Laremore motioned to remove fines, S. Early seconded, discussion took place. H.Parker questioned whether or not removing these fines was fair because these were violation fines not “dues” fines (satellite dish, paid dues late), and provided the board with background info. [REDACTED] had been contacted via mail and email, and still did not respond. Property tax records still indicate that she is the home owner. C.Laremore retracked her motion to remove fines. S. Early, also, withdrew her motion to remove fines. SRHOA board voted to send demand letter for the \$690 in violation fines.
- [REDACTED] Emily Dr.) – send demand letter (fines)
- [REDACTED] Emily Dr.) – dues paid
- [REDACTED] Emily Dr.) – dues paid

b. SRHOA board asked RPM to print an updated copy of “new” Rules and include this in the Annual Mtg packet to be mailed to HOs; \*\*\*Please include the date in the top, corner to let HOs know that the Rules have been updated 3/09/15. Try to group rules that are similar together. B. Daniels requested that RPM make a copy of the Proposed Budget and Monies Spent. Chelsey noted the copy she included in the DRAFT of the Annual Mtg packet (last pg). Bob approved.

c. Julie inquired whether or not we must have HOs vote on hiring RPM again - Bob commented that as long as we do not increase the dues over 5%, then we can hire RPM without HO votes/approval each year. RPM is a monthly contract. If SRHOA decides to end contract with RPM, we must give at least 30 days notice. \*\*\*H.Parker agreed to tell HOs at the annual mtg that RPM has been a great help in enforcing our Covenants and assisting with maintaining records, etc.... “working without RPM would have been a nightmare”.

d. RPM will email a clean copy of SR map of neighborhood to all board members.

Motion to Dismiss - 9:40 pm, made by C. Laremore, H. Parker seconded, no discussion, ALL in favor.

Next Meeting Date: **ANNUAL MEETING - Tuesday, April 21<sup>st</sup>, 2015, @ Moose Lodge @ 7:00 pm**  
(board members need to arrive @ 6:30 pm)



South Ridge Homeowners' of Winterville Meeting Minutes

Monday, May 11, 2015 @ 6:00 pm @ J.Tucker's House

IN ATTENDANCE: Julie Tucker (president), Helen Parker (VP), Bob Daniels (treasurer), Starla Early (secretary), Cheryl Adams (board member), Crystal Laremore (board member)

CALL TO ORDER: 6:01 PM – Julie Tucker

1. Julie provided a copy of the agenda and welcomed Cheryl Adams and Kathryn Pacha (absent).
2. Quorum – 6 out of 7 board members were present

3. SR Board Mtg Minutes – Monday, March 9, 2015 and April 13, 2015

- a. C. Adams motioned to approve the 3-09-15 minutes, B.Daniels seconded, H. Parker inquired about FedEx truck notes, ALL in favor. March 9, 2015 minutes were approved.
- b. B.Daniels motioned to approve the 4-13-15 minutes, Helen Parker seconded, no discussion, ALL in favor. April 13, 2015 minutes were approved.

4. Board members reviewed reports and balance sheets sent by Chelsey (RPM).

5. Old Business

- a. C. Adams motioned to ask RPM about the policies and procedures for a “money judgement” and the cost to SRHOA. Does a money judgement require a lawyer? If so, how much would this cost for two properties [REDACTED] and [REDACTED] and what would the process be?
- b. [REDACTED] - the Board decided to inquire with RPM about a money judgement instead of lien or judicial foreclosure.
- c. [REDACTED] – late charges and fees not paid – B. Daniels motioned for RPM to send a collection letter that includes “or further judicial action will be taken”, H. Parker seconded, no further discussion.
- d. [REDACTED] – HO dues/late fees – S. Early will inquire with tenants (L. Vines and family) about new address for property owner.
- e. [REDACTED] – H. Parker motioned for [REDACTED] to pay fees at the time presented and RPM to send a demand letter saying fines owed need to be paid now, not when the tenants move out (i.e., SRHOA should not have to wait for tenants to move out before collecting.), C. Adams seconded, no discussion, ALL in favor.
- f. [REDACTED] – property owner is thought to be in nursing home, family is in/out to keep up house (over dues HO dues) – S. Early motioned to send a demand letter, B. Daniels seconded, no discussion, ALL in favor.
- g. [REDACTED] – C. Laremore motioned to contact RPM to request photos for each time these violations have occurred, to verify for evidence, C. Adams seconded,

discussion took place. Ask RPM if property is under foreclosure but not foreclosed – What is the status of this property? Is there proof of foreclosure besides the notice on the door? (Note: Mortgage company has 1<sup>st</sup> dibs on property.)

B. Daniels motioned for RPM to send demand letter with pictures (if RPM has any) – if not, RPM sends demand letter stating that SRHOA does not have to provide photos,

C. Adams seconded, no further discussion, ALL in favor.

h. [REDACTED] – FedEx truck is parked in the street throughout the evening/night everyday, leaves 6:15 am – returns 5:15 pm. B. Daniels motioned for RPM to send hearing letter stating for property owner to attend their hearing on 6-8-15 to respond to violation, C. Laremore seconded, question was asked – *Where can the lady driver park?* Board discussed parking at FedEx company or at the Moose Lodge (w/permission), no further discussion, ALL in favor.

i. [REDACTED] (lives TX) – [REDACTED] (tenant) share lease which states Hearthside Property Mgt is responsible for maintaining lawn. C. Laremore motioned that RPM send demand letter to Hearthside referring to the violation/fines and re: grass needs to be maintained in the front, back, and side of the property, B. Daniels seconded, no discussion, ALL in favor.

j. Left light out by Old Hwy 11 entrance – B. Daniels will check. C. Laremore motioned for B. Daniels to be given permission to check the light, replace the light, and receive reimbursement (from SRHOA via RPM) for the replacement cost, C. Adams seconded, 5 board members approved, 1 abstained from voting.

k. Brief discussion re: type of weed killer JP Harrell uses – Round Up

l. Board decided that discussion re: large/small fines was not necessary at this time.

m. Brief discussion re: property line – middle of ditch

## 6. New Business – Summer Newsletter

a. B. Daniels motioned for RPM to continue to print the 2 page newsletter, C. Laremore seconded, no discussion, ALL in favor.

b. Neighborhood Yard Sale – not advertising this year, but **Moose Lodge is having a yard sale May 30<sup>th</sup>** if any neighbor would like to have their own yard sale on the same day.

c. Include in Newsletter – RPM website, summer recipe, “Thank You” to property owners who are taking care of and maintaining property, volunteer sec. to organize potluck party.

Motion to Dismiss - 8:07 pm, made by S. Early, H. Parker seconded, no discussion, ALL in favor.

Next Meeting Date: Monday, June 8<sup>th</sup>, 2015, @ RPM @ 6:00 pm

Monday, June 8, 2015 @ 7:00 pm @ RPM

IN ATTENDANCE: Helen Parker (VP), Bob Daniels (treasurer), Starla Early (secretary), Cheryl Adams (board member), Crystal Laremore (board member), Chelsey Bennett and R. Russell (RPM)

CALL TO ORDER: 7:03 PM – H. Parker

1. RPM provided a copy of the agenda and packet.
2. Quorum – 5 out of 7 board members were present
3. Hearings – [REDACTED] – FedEx truck) – H. Parker motioned to begin fines 6-13-15, five days after the hearing, and notify property owner of \$50 initial fine and \$20 per day fine after every subsequent violation. \*RPM will send letter on 6-9-15 stating that in 5 days these fines will begin unless violation is confirmed “complete”.
4. SR Board Mtg Minutes – Monday, May 11, 2015
  - a. C. Laremore motioned to approve the 5-11-15 minutes with the correction of 5c, B.Daniels seconded, ALL in favor.
5. Board members reviewed reports and balance sheets.
6. Old Business
  - a. [REDACTED] – balance is due to fine, SR board decided no action now.
  - b. 3032 B Edward Ct. – ABC Family – Chelsey contacted; said check was sent but no show.
  - c. 207 B Emily – A. Brewer – bushes have been pulled in the median
7. New Business
  - a. Collections – R. Russell reviewed the **money judgement procedure** (see handout/email)
    1. [REDACTED] – \$110 payment 2015 dues applied to 2014 dues owed C. Laremore motioned to remove fines for bushes and pursue the dues of \$110, since violation first was noted in fall/winter when bushes may be dormant. C. Adams seconded, no further discussion, ALL in favor.
    2. [REDACTED] – HO dues/late fees – demand letter returned S. Early inquired twice with tenants; no new address/phone was given.
    3. [REDACTED] (claim of lien \$258.25 added to ~\$300 = \$594.57) Bd will review moneyj v. foreclosure information before determining “next steps”.
    4. [REDACTED] (pending bank foreclosure) - Board will read info RPM provided and wait for bank to register deed.
  - b. Share Violations – Bd will think about for future discussion
  - c. Storing old files at RPM – S. Early turned over old files in two drawer plastic container and plastic filing tote (tax records, neighborhood seal, letterheads, proxies, etc.)
  - d. Drug Activity & Vandalism (3032 A Edward Ct & 3029 Kevin Cir.) 40,000 of damage – neighbors are encouraged to contact police and monitor vacant properties
  - e. RPM Maintenance
    1. B.Daniels gave RPM the light bulb that was replaced. Board requested that when RPM receives a work order to contact SRHOA Board to discuss price of particular job. Board asked RPM to provide list of normal charges for work orders (\$60/hr + cost of item needing replaced, etc.).
    2. Board inquired – *Who is responsible for putting “High Water” sign up/down?*
    3. Board briefly discussed idea of installing “calming bumps” to slow traffic/speeding.
8. S. Early and H. Parker volunteered to distribute summer newsletter throughout neighborhood.

Motion to Dismiss - 8:14 pm, made by C. Laremore, H. Parker seconded, no discussion, ALL in favor.  
Next Meeting Date: Monday, July 13<sup>th</sup>, 2015 @ \_\_\_\_\_ @ 6:00 pm

*South Ridge Homeowners' of Winterville Meeting Minutes*

**Monday, July 13, 2015**

1. Call to order by Julie Tucker 6:10 pm.
2. In attendance: Julie Tucker, Kathryn Pacha, Crystal Laremore, Bob Daniels and Cheryl Adams.
3. Quorum established with 5/7 in attendance.
4. Old Business
  - Approval of 06/08/15 minutes with #7, Part D amended to include "\$40,000 damage". Laremore motioned. Adams 2<sup>nd</sup>. All in favor.
5. New Business
  - A. Discussion of Terri Parker, Winterville Town Manager, email response to SR Drainage meeting on 06/30/15. Julie Tucker will send a written response to SR Board and Terri Parker with our objections to Parker's email. Motioned by Laremore. Adams 2<sup>nd</sup>. All in favor.
  - B. Discussion of trimming hedges and plants at entrances. Laremore motioned for Bob Daniels to cut hedges and bushes for \$280 (same amount as charged by JT Harrell last time cut). Pacha 2<sup>nd</sup>. 4/5 in favor. Daniels didn't vote.
  - C. August meeting to be held at RPM on 08/10/15 at 6 pm if possible. Motioned by Daniels. 2<sup>nd</sup> by Laremore. All in favor.
  - D. Adams asked if it is okay for Board members to email Chelsey Bennett with notice of covenant violations. Discussion revealed this to be okay.
6. Motion to dismiss at 7:28 pm by Pacha. Daniels 2<sup>nd</sup>. All in favor.





South Ridge Homeowners' of Winterville Meeting Minutes

Monday, August 10, 2015 @ 6:00 pm @ RPM

1. CALL TO ORDER: 6:28 PM – J. Tucker
2. Quorum – 5/7 present; IN ATTENDANCE: Julie Tucker (P), Helen Parker (VP), Bob Daniels (treasurer), Starla Early (secretary), Cheryl Adams (board member), Chelsey Bennett (RPM)
3. Violation Hearings (3 no show)
  - a. [REDACTED] – SR Bd chose to wait to see what “next steps” are after the 8-10-15 ride through by RPM.
  - b. [REDACTED] (W. Flora) – SR Bd chose to move fwd with \$50 initial fine + \$20/daily until violation complete.
4. Prior SR Board Mtg Minutes – Monday, July 13, 2015
  - a. B. Daniels motioned to approve the 7-13-15 minutes, H. Parker 2<sup>nd</sup>, no discussion, ALL in favor.
5. Board members reviewed reports and balance sheets.
6. Old Business - Updates
  - a. 3009 B Cheryl Ct. - P. Malcolm – Bd chose to wait until next mtg
  - b. [REDACTED] – wait until we hear back; RPM will find out if \$\$\$ owed on property and if back is foreclosing; discussion about including attorney fees in letter.
  - c. [REDACTED] – already foreclosed; Bd chose to write off final balance.
7. New Business
  - a. Discussion re: *drainage* – Julie and Bob have spoken to Ron Cooper (commissioner); Helen to Travis Welborn (public works director); Bob to Staff Sgt. J. Smith (Armory) regarding permission for city to mow ditch behind Emily; Julie to J. Stroud – Stroud stated NCDOT is responsible for ditches with sediment; Julie will ask Stroud to resend his email.
  - b. Bob shared that the Town of Winterville is planning to repave Emily in Nov. and put white line down center of Emily Drive.
  - c. Bob shared bids for entrance maintenance – JPHarrell will cut grass Apr-Oct (7m), trim hedges 1/yr, pinestraw 1/yr, and weed/edge for \$1160; Eddie Rhodes quoted \$525 for same maintenance for both entrances. H. Parker motioned to hire E. Rhodes for \$525 effective January 1, 2016, C. Adams 2<sup>nd</sup>. Discussion – Why hire during winter months? H. Parker withdrew her initial motion. H. Parker motioned to hire E. Rhodes beginning April 1, 2016 for 7 months for \$525. B. Daniels 2<sup>nd</sup>, no further discussion, ALL in favor. Bob will ask E. Rhodes for copy of insurance and W-9 form for RPM.
  - d. Bd will discuss filling K. Pacha's position at next mtg.
8. Motion to Dismiss - 7:48 pm by H. Parker, B. Daniels 2<sup>nd</sup>, no discussion, ALL in favor.

Next Meeting Date: Monday, September 14<sup>th</sup>, 2015 @ C. Adams' home @ 6:00 pm

*South Ridge Homeowners' of Winterville Meeting Minutes*

**Monday, September 14<sup>th</sup>, 2015 @ 6:00 pm @ C.Adams' Home**

1. CALL TO ORDER: 6:16 PM – J. Tucker
2. Quorum – 5 out of 6 present; IN ATTENDANCE: Julie Tucker (P), Bob Daniels (Tr), Starla Early (Sec), Cheryl Adams (Bd Mbr).... Helen Parker (VP) arrived @ 6:50 pm
3. Prior SR Board Mtg Minutes – Monday, August 10<sup>th</sup>, 2015
  - a. B. Daniels motioned to approve the 8-10-15 minutes, C.Adams 2<sup>nd</sup>, no discussion, ALL in favor.
4. Board members reviewed reports and balance sheets.
5. Old Business
  - a. [REDACTED] – panel truck violation – B. Daniels motioned to begin initial \$50 fine per violation effective today 9-14-15 and \$20 per violation per day here after (box truck car parked on grass), C. Adams 2<sup>nd</sup>, no discussion, ALL in favor. Beginning today, [REDACTED] would be fined \$50 plus \$50 (for both initial fines), then \$20 for box truck but not car on grass since no one saw it there on the grass today. HO was told this at the hearing.  
  
Landscaping violation – C. Adams motioned to dismiss the \$220 fines because the violation was corrected once home owner received notice, S. Early 2<sup>nd</sup>, discussion re: HO's circumstances and bd member disagreement, 3 votes to approve motion, 1 opposed.  
\*\*\*1 bd member hadn't arrived at this time.
  - b. Drainage Update (J.Tucker) – mowing alongside track was a onetime occurrence  
Shared fences are not supposed to be on easement; Alan Lilly
6. New Business
  - a. 3009 B Cheryl Ct. - P. Malcolm – Bd chose to wait until next mtg
  - b. [REDACTED] – wait until we hear back; RPM will find out if \$\$\$ owed on property and if back is foreclosing; discussion about including attorney fees in letter.
  - c. [REDACTED] – already foreclosed; Bd chose to write off final balance.
7. New Business
  - a. Reporting violations by Bd Mbrs – Be reasonable.
  - b. TOWinterville working on interior drainage/grates
  - c. Violations for share medians – look at situation and take circumstances into consideration
  - d. Vandalism @ 3029 A & B Edward Ct. and trash dumping
  - e. Disturbances at 3032 A Edward Ct. – C. Adams motioned for Julie to contact property owner (Angela at ABC Prop.), report neighborhood disturbances and upset neighbors at 3032 A Edward Ct and vandalism, H. Parker 2<sup>nd</sup>, no discussion, ALL in favor.

f. FedEx truck – grey car has been parked on the street at 128 A Emily (S. Gray)  
RPM to check on violations for this property.

g. [REDACTED] – SRHOA would like RPM to report back mortgage balances  
and any information on expired license tag of light blue SUV in driveway.

h. [REDACTED] tenants) – car under tarp – Is this car being stored? – make HO  
aware of circumstances that have been brought to the attention of the board.

i. Bd will discuss filling K. Pacha's position at next mtg

8. Motion to Dismiss - 8:39 pm by B. Daniels, C. Adams 2<sup>nd</sup>, no discussion, ALL in favor.

Next Meeting Date: **Monday, October 12<sup>th</sup>, 2015 @ C. Adams' home @ 6:30 pm**

*South Ridge Homeowners' of Winterville Meeting Minutes*

**Monday, October 12<sup>th</sup>, 2015 @ 6:30 pm @ C. Adams' Home**

1. CALL TO ORDER: 6:34 PM – J. Tucker
2. Quorum – 4 out of 6 present; IN ATTENDANCE: Julie Tucker (P), Bob Daniels (Tr), Starla Early (Sec), Cheryl Adams (Bd Mbr)
3. Prior SR Board Mtg Minutes – Monday, September 14<sup>th</sup>, 2015
  - a. B. Daniels motioned to accept the 9-14-15 minutes with the typo correction to 6b, C.Adams 2<sup>nd</sup>, no discussion, ALL in favor.
4. Old Business
  - a-c. Board members reviewed reports, balance sheets, and profit & loss.
  - d. Violations
    - 128 A Emily Dr. (S. Gray) – RPM to check on pressure washing; removal of weeds
    - Other violations (MER pg 1 of 2) will be monitored for completion by RPM
  - e. Delinquents & Prepays
    - [REDACTED] – Bd chose to wait until fees reach limit
    - [REDACTED] - \$196 delinq. – RPM to pursue payment
    - [REDACTED] – S. Early motioned for RPM to send HO letter stating that fines for both properties need to be paid now, C. Adams 2<sup>nd</sup>, no discussion, ALL in favor.
    - [REDACTED] – HO needs to pay fines
    - [REDACTED] – Bd discussed need to inquire about lien on HO property and possibility of foreclosure. B. Daniels motioned to table problem until SRHOA bd finds out if there is a lien on the property and to **not** foreclose on the property at this time, S. Early 2<sup>nd</sup>, no further discussion, ALL in favor.
    - [REDACTED] – more details needed from RPM
  - f. Drainage Update (J.Tucker) – a few bd members commented about less pooling since ditches were cleared, although drain by railroad is still overflowing with continued blockage preventing water flow
5. New Business
  - a. [REDACTED] (corner lot) – RPM send violation letter re: 5-6 ft siding strip off at top
  - b. 3009 B Cheryl Ct. (P. Malcolm) – SRHOA reported him living at this property, saw guys cleaning yard, etc.
  - c. [REDACTED] – cornstalks growing; RPM to check for/send letter.
  - d. Bd discussion re: “fall/winter” newsletter
6. Motion to Dismiss - 7:30 pm by C. Adams, B. Daniels 2<sup>nd</sup>, no discussion, ALL in favor.

Next Meeting Date: Monday, November 9<sup>th</sup>, 2015 @ RPM @ 6:00 pm

**Will you be there ?**



**Monday, November 9<sup>th</sup>, 2015 @ 6:00 pm @ RPM**

1. CALL TO ORDER: 6:04 PM – J. Tucker
2. Quorum – 4 out of 6 present; IN ATTENDANCE: Julie Tucker (P), Bob Daniels (Tr), Starla Early (Sec), Crystal Laremore (Bd Mbr).....Chelsey Bennett (RPM)
3. Violations Hearings
  - a. [REDACTED] – Covenants Article VII, Sec. 5 (violation 9-16-15) – B. Daniels motioned to send certified letter demanding payment with return receipt requested, C. Laremore 2<sup>nd</sup>, no discussion, ALL in favor. C. Laremore motioned to pursue other fines, by sending a certified letter, but forget about the fines for “unsightly cushions”, B. Daniels 2<sup>nd</sup>, no discussion, ALL in favor.
4. Prior SR Board Mtg Minutes – Monday, October 12<sup>th</sup>, 2015
  - a. B. Daniels motioned to accept the 10-12-15 minutes, S. Early 2<sup>nd</sup>, no discussion, ALL in favor.
5. Review Reports – B. Daniels motioned to accept the paid budget presented (January 1, 2015 through October 31, 2015), C. Laremore 2<sup>nd</sup>, no discussion, ALL in favor.
  - [REDACTED] – B. Daniels motioned to stop sending this HO notices and eliminate the \$9.38 fines, C. Laremore 2<sup>nd</sup>, no discussion, ALL in favor.
6. Old Business
  - a. Collections
    - [REDACTED] – Board discussed expense owed on property, payment of law firm’s services, and how requested information is not being provided. B. Daniels motioned for RPM to **not spend** any of SRHOA money on items listed under “expense” on the Profit & Loss Budget Performance sheet without the board’s approval (e.g., accounting/bank service/legal fees, etc.) and requested a copy of bills incurred (e.g., legal fees as of Jan. 2015), a copy of the complete credit report (Equifax), and title search SRHOA paid J. Price Law Firm for, C. Laremore 2<sup>nd</sup>, no further discussion, ALL in favor. (reference 10-8-15 RPM email re: M. Waters - JPLaw Firm)
    - [REDACTED] – SEE 3a – Bd voted to send certified demand letter.
    - [REDACTED] – C. Laremore motioned to drop \$596.15 fines, S. Early 2<sup>nd</sup>, discussion – no proof of dishonesty, but HO consistently violates rules, 2 oppose, 2 in favor. B. Daniels motioned to table motion until next mtg, C. Laremore 2<sup>nd</sup>, no further discussion.
    - [REDACTED] – C. Laremore motioned to continue to hold at current balance and send a certified letter with return receipt (after 11-11-15), S. Early 2<sup>nd</sup>, no discussion, ALL in favor.
  - b. [REDACTED] – J. Tucker will call Angela re: \$116.26 fines
7. New Business
  - a. Budget Review – B. Daniels will contact N. Binkley re: donation to Moose Lodge; C. Laremore motioned to approve 2016 Budget (p. 10), B. Daniels 2<sup>nd</sup>, no further discussion, ALL in favor.
  - b. **Tentative RPM 2016 Mtg Schedule** – Chelsey offered 2 add’l mtgs @ RPM no charge – Jan. 11, Feb. 8, Mar.14, Apr.12 Annual Mtg, May 9, June 13, July 11, Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12; B. Daniels motioned to approve 2016 mtg dates, C. Laremore 2<sup>nd</sup>, ALL in favor.
8. Motion to Dismiss - 8:03 pm by C. Laremore, S. Early 2<sup>nd</sup>, ALL in favor.

**Next Meeting Date: Monday, December 14<sup>th</sup>, 2015 @ \_\_\_\_\_ @ 6:00 pm**

South Ridge HOA of Winterville Board Meeting Minutes

Monday, December 14<sup>th</sup>, 2015 @ 6:00 pm @ J.Tucker's Home



1. CALL TO ORDER: 6:01 PM – J. Tucker
2. Quorum – 5 out of 6 present; IN ATTENDANCE: Julie Tucker (P), Helen Parker (VP), Bob Daniels (Tr), Starla Early (Sec) arrived 6:18pm, Crystal Moore (Bd Mbr)
3. Prior SR Board Mtg Minutes – Monday, November 9<sup>th</sup>, 2015
  - a. 11-09-15 minutes were approved by 4 out of 6 present at the time.
4. Review Reports – Board will review reports when all Bd members can view them \*\*\*PC issues.
5. Hearings – [REDACTED] – B. Daniels motioned to table discussion until RPM reports the date when notifications were sent to correct address, S. Early 2<sup>nd</sup>, no further discussion, ALL in favor.
6. Old Business
  - a. C. Moore motioned to pay Moose Lodge \$100 for use of building re: Annual Mtg, if RPM has not sent a check already AND requested RPM to send a letter of apology and thank you, H. Parker 2<sup>nd</sup>, no discussion, ALL in favor.
  - b. [REDACTED] – Board briefly discussed “next steps”. Bd will continue discussion at the next mtg.
  - c. [REDACTED] – Bd will review S. Godley's email when all can view \*\*\*PC issues.
7. New Business
  - a. 3033 A Edward Ct (C. McGowan) – H. Parker motioned that the HO be notified that the propane tank must be moved behind the residence, so that it's not visible from the street (SEE Restrictive Covenants Article VII, Sec. 13, p. 13), B. Daniels 2<sup>nd</sup>, no further discussion, ALL in favor.  
*Note.* 4 out of 7 gas companies can/will bury tanks.
  - b. C. Moore motioned for B. Daniels to purchase and install light bulbs for LT/RT new Hwy 11 entrance lights AND be reimbursed by the SRHOA board @ \$30/hr and price of 2 bulbs, H. Parker 2<sup>nd</sup>, 4 in favor-1 abstained from voting. B. Daniels will send copy of receipt to RPM.
  - c. H. Parker motioned for RPM to request police presence for excessive speeding in the neighborhood, C. Moore 2<sup>nd</sup>, no discussion, ALL in favor.
  - d. B. Daniels will contact Ron Cooper re: painting line down center of Emily Dr.; RPM re: pot holes and repaving hazardous roads before inclement weather.
  - e. J. Tucker discussed briefly re: Travis Welborn (Public Works) and Alan Lilly re: 8-10-15 minutes.
  - f. S. Early reiterated the idea of a potluck party for the community; something to consider since HO mentioned they would be interested at the April 2015 Annual Mtg.  
*Note.* Only 2 HOs have volunteered to help.
8. Motion to Dismiss - 7:48 pm by C. Moore, B. Daniels 2<sup>nd</sup>, ALL in favor.

Next Meeting Date: Monday, January 11<sup>th</sup>, 2016 @ RPM @ 6:00 pm

South Ridge HOA of Winterville Board Meeting Minutes

**Monday January 11, 2016 @ 6:00 pm @ RPM's Office**

1. CALL TO ORDER: 6:03 pm - J. Tucker
2. Quorum – 4 out of 6 present; IN ATTENDANCE: Julie Tucker (P), Helen Parker (VP), Bob Daniels (Tr), Crystal Moore (Bd Mbr), and Chelsey Bennett (RPM)
3. Violation Hearings (2 no show)
  - a. with violation for a dirty mail box  
BOD chose to move forward with \$50 initial fine + \$20 daily fine until violation is completed
  - b. with violation for a dirty mail box  
BOD chose to move forward with \$50 initial fine + \$20 daily fine until violation is completed
4. Prior SR Board Mtg Minutes – Monday December 14, 2015
  - a. B. Daniels motioned to approve the 12.14.15 minutes as submitted, H. Parker second, no discussion, ALL in favor
5. Board members reviewed financials, violations, and work order reports.
6. Collections
  - a. : BOD decided to HOLD until further notice
  - b. : B. Daniels motioned to have Jordan Price attorney office send demand letter. H. Parker second, no discussion, ALL in favor. ACTION: RPM to turn account over to attorney's office to proceed with collections process
  - c. : Owner requested to have fines waived. C. Moore motioned to drop all fines and notify owner the property should be maintained according to the Rules and Regulations. H. Parker second. Discussion took place. Motion failed with 2:2 vote. Additional discussion. C. Moore motioned to removed fines and late fees due to violation being complete and time that has lapsed since initial request, B. Daniels second, no further discussion, ALL in favor.
  - d. : C. Moore motioned to table decision until next Board meeting, B. Daniels second, no discussion, ALL in favor.
7. Entrance light sensors. Board reviewed bid to replace two photo cells and 4 L.E.D. fixtures from James A. Buck Electric. H. Parker motioned to have RPM gather two additional bids from other vendors, and a revised bid from James A. Buck Electric, for replacing one sensor (behind Print & Plaids) and one fixture (behind Moose Lodge) at the Cynthia Rd entrance signs, C. Moore second, no discussion, ALL in favor.
8. Propane Tank Violation. Board reviewed Architectural Control (Article VI in Covenants). B. Daniels motioned to have RPM send owner letter stating the propane tank must be buried or moved behind house where not visible from street or owner may install a fence after receiving Board approval, to be completed by February 8, 2016, H. Parker second, no discussion, ALL in favor.
9. J. Tucker announced she will be selling her unit and will resign from the Board once officially moved. Remaining Board member were asked to contact neighbors to see who would be interested to fill the remainder of J. Tucker's term.
10. Motion to Dismiss – 7:39 pm by C. Moore, H. Parker second, no discussion, ALL in favor.

Next Meeting Date: **Monday February 8, 2016, 6:00 pm at J. Tucker's home**

South Ridge HOA of Winterville Board Meeting Minutes

**Monday, February 8, 2016 @ 6:00 pm @ J. Tucker's home**

1. Call to order by Julie Tucker at 6:12 pm.
2. Quorum 4 /6 present C. Adams (Bd Mbr), B. Daniels (Tr), C. Moore (Bd. Mbr.), J. Tucker (Pr.)
3. Violation Hearings (1 no show) .,  
Propane tank moved to back yard prior to meeting.
4. Prior SR Brd Minutes of Monday, January 11, 2016 were approved. Motion made by B. Daniels, 2<sup>nd</sup> by C. Adams, no discussion, ALL in favor.
5. Board members reviewed financials, violations and work order reports.
6. Collections ., current balance is \$728.10, C. Moore motioned to send to attorney to pursue collections, B. Daniels 2<sup>nd</sup>, no further discussion, ALL in favor.
7. Entrance lights maintenance B. Daniels motioned to accept \$385 bid by James A Buck since he had done work in the past for us, C. Moore 2<sup>nd</sup>, no further discussion, ALL in favor.
8. Nominations Committee is as follows: Crystal Moore, Chairman; Cheryl Adams and Helen Parker members of committee. Committee needs to contact Valentina Holder (127-B Emily Dr.)
9. Current violations noted by Board and emailed to Chelsey Bennett at RPM:
  - Gate broken and trashcans not stored properly
  - Units need to be pressure washed
  - Trashcans stored improperly
  - Trashcans stored improperly
10. According to Ron Cooper, City Councilman, Emily Dr. will be paved by April 15, 2016 as reported by Bob Daniels.
11. Motion to dismiss – 7:04 by C. Moore, 2<sup>nd</sup> C. Adams, no discussion, ALL in favor.



South Ridge HOA of Winterville Board Meeting Minutes

Monday, March 14<sup>th</sup>, 2016 @ 6:00 pm @ RPM



1. CALL TO ORDER: 6:06 PM – S. Early (Sec)
2. Quorum – 4 out of 5 present; IN ATTENDANCE: Bob Daniels (Tr), Starla Early (Sec), Crystal Moore (Bd Mbr), Cheryl Adams (BdMbr), \*\*\*VACANT (P)
3. Prior SR Board Mtg Minutes – Monday, February 8<sup>th</sup>, 2016
  - a. 2-08-16 minutes were approved by all present board members. C. Moore motioned to approve, B. Daniels 2<sup>nd</sup>, discussion re: # 7 – left entrance light out (Hwy 11/Reedy Branch) and all other sensors do not seem to be working/lights are staying on; # 8 – list of HOs/renters for nomination committee. No further discussion.
4. Review Reports – Board reviewed reports
  - a. added “new” violations: (faceboard/siding at the top is off), (vehicle parked by mailbox instead of in the driveway), (fence)
5. Landscaping – B. Daniels emailed contact # for Lawn John’s Lawncare – Eddie Rhodes; begins 4-1-16.
6. Annual Mtg
  - a. Member Terms – needed: one director term (3 yrs), four officer terms (1 yr) – P, (VP?), Tr., Sec.
  - b. Nominations – C. Moore and C. Adams will contact potential candidates for vacancies.
  - c. **Tentative Annual Mtg Date** set for **Monday, April 11<sup>th</sup> or 18<sup>th</sup>**; RPM will contact N. Binkley/Moose Lodge to confirm. Board reviewed 15 days needed prior to sending annual mtg letter to HOs. B. Daniels motioned for the annual mtg to begin at 7:00 pm, C. Moore 2<sup>nd</sup>, no discussion, ALL in favor. C. Moore motioned for RPM to run the 2016 annual mtg., S. Early 2<sup>nd</sup>, brief discussion re: possibility of H. Parker running another term (VP), ALL in favor.
7. Motion to Dismiss - 6:59 pm by B. Daniels, C. Moore 2<sup>nd</sup>, ALL in favor.

Next Meeting Date: Monday, April 11<sup>th</sup> or 18<sup>th</sup>, 2016 @ Moose Lodge @ 7 pm

\*\*\*Board members need to arrive at discussed time to setup and prepare.



South Ridge HOA  
Board Meeting

Minutes

May 9, 2016

6:00 at RPM

Meeting called to order at 6:10 and quorum was established with 3 of 6 members present.

In attendance: Debbie Brantley, Crystal Moore, Helen Parker, Chelsey Bennett (RPM)

Violation hearing held for \_\_\_\_\_ (owner not present). C. Moore motioned to allow an additional 30 days for the violation to be completed. If remains open, a \$20 daily fine will start on June 20, 2016. D. Brantley second. No discussion. 3 Yay - 0 Nay motion carried.

Minutes from March 14 Board meeting were reviewed. C. Moore motioned to approve minutes as submitted. H. Parker second. No discussion. 3 Yay - 0 Nay motion carried.

Meeting reports were reviewed including Balance sheet, Profit & Loss, Delinquencies, Violations, and Work Orders. All reports were pulled as of April 30, 2016.

Collection updates were reviewed.

C. Moore motioned to proceed with foreclosure on unit \_\_\_\_\_ within 30 days if no contact or payment is made from the owner. D. Brantley second. No discussion. 3 Yay - 0 Nay motion carried.

H. Parker motioned to move forward with foreclosure on unit \_\_\_\_\_. D. Brantley second. No discussion. 3 Yay - 0 Nay motion carried.

C. Moore motioned to have Jordan Price's office send letter to owners of \_\_\_\_\_ explaining that the HOA is not responsible for action of tenants, the owner/POA is responsible; fines will not be removed and can be passed down to tenants but should be paid to SRHOA. H. Parker second. No discussion. 3 Yay - 0 Nay motion carried.

According to the SRHOA Bylaws, the affairs of the Association shall be managed by a Board composed of three directors and three to four officers who are members of the Association. Currently the Board is made up of 5 individuals and the current members are reaching out to interested parties to fill the remaining 1-2 positions.

Neighborhood yard sale is scheduled for Saturday, May 21, 2016 starting at 7:00am. C. Moore motioned to reimburse homeowner, Tamara McKell, through HOA funds for advertising in the paper once receipt is submitted to management. D. Brantley second. No discussion. 3 Yay - 0 Nay motion carried.

C. Moore motioned to have RPM send \$100 donation to the Moose Lodge for use of the room for the SRHOA 2016 annual meeting. D. Brantley second. No discussion. 3 Yay - 0 Nay motion carried.

Next Board meeting is scheduled for June 13, 2016, to be held at D. Brantley's house (3031-A Cheryl Ct).

Meeting adjourned 7:05.

**South Ridge Home Owners Association  
Board Meeting Minutes**

June 13, 2016

6:00 PM at (3031-A Cheryl Court Drive-Debbie Brantley's home)

Meeting was called to order at 6:05 pm by Helen Parker. The quorum was established with 4 of the 6 members present and a guest member in attendance.

**In attendance:** Debbi Brantley, Valentina Holder, Crystal Moore, Helen Parker and Dawn Poaletti.

C. Moore motioned to change the name, Crystal Laramore to Crystal Moore for May minutes otherwise all other minutes to be approved as submitted. H. Parker second. No discussion. 5 Yay – 0 Nay. Motion carried.

Meeting reports were reviewed including Balance Sheet, Profit & Loss, Delinquencies, Violations, and Work Orders. All reports were pulled as of May 31, 2016.

C. Moore made a motion to nominate Dawn Poaletti as New President. Motion second by D. Brantley. No discussion. 4 Yay-0 Nay. Motion carried.

**New Business**

1. C. Moore mentioned that there was a Porta Potty in the neighborhood and its presence needed to be monitored to determine any necessary course of action. Will discuss at next board's meeting.
2. H. Parker reported that the work to upgrade the ditch in her yard has seemingly successfully solved all standing/flooding water issues after heavy rains but will continue to monitor.
3. D. Poaletti mentioned that it should now be time to remove the "**high water**" signage since the cleaning of the water drainage/ditch area on Emily Drive entrance, there seems to be no recent flooding within this area of the community. Will continue to monitor and discuss at a later time.
4. V. Holder will contact Public Works of Winterville to inquire about sidewalks that could connect the South Ridge Community to the Winterville town Community (on the side of the National Amory)- to avoid the sometimes heavy and very dangerous oncoming traffic encountered when walking.
5. D. Poaletti motioned that Chelsey Bennett (RPM) would contact Town of Winterville and follow up with the repaving of Emily Drive. C. Moore second. No discussion. 5 Yay – 0 Nay motion carried.

C. Moore motioned to adjourn June Board meeting. H. Parker second. No discussion. 5 Yay - 0 Nay.

The next board meeting is scheduled for Monday, July 11, 2016 at 6:00 pm at Russell Property Management office.

Meeting adjourned at 6:57 pm.

Respectfully submitted,

Valentina S. Holder, 127-B Emily Drive

**South Ridge Home Owners Association  
Board Meeting Minutes**

July 11, 2016

6:00 pm at Russell Property Management Office

Meeting was called to order at 6:02 pm by Dawn Poaletti.

Those present were:

- Cheryl Adams
- Chelsey Bennett
- Debbie Brantley
- Valentina Holder
- Crystal Moore
- Dawn Poaletti

The quorum was established with 6 members being present.

June meeting minutes were reviewed and all information approved except a correction made to change name from Crystal Laramore-Moore to Crystal Moore. Otherwise, all other minutes were motioned to be approved as submitted by Debbie and second by Cheryl. 6 yays- 0 nays.

Cheryl provided an overview of all the financial reports which included: Balance Sheet, Profit & Loss, Delinquencies, Violations and Work Orders Report.

**New Business**

- Two letters have been sent to inform those residents involved of violations and the third letter indicated that fines the amount of \$20.00 a day to exceed no more than \$560.00 would or have been issued for outstanding violations.
- C. Moore motioned to suspend fines and allow violators the opportunity to correct the violation, which was the trimming on the resident to be corrected by the August 8<sup>th</sup> meeting and if the violation failed to be corrected to resume the daily fines which would resume from the total amount of \$560.00 which has already been given for this particular violator. Motion second by C. Adams. 6-yays, 0-nays.
- In regards to the violation of the trim needing to be repaired, one of the referrals made was ArchoRestoration, however when contacted never responded to the call. Chelsey stated that she would follow up with the Justin ( manager of this vendor) since this vendor was initially made by RPM. Other vendors were mentioned during this discussion with the resident. It is also worth noting that the Resident in violation of trimming needing to be replaced stated that she had been sick and really just out of it but did eventually reach out to the referral given and there was no followup on their part. This situation was discussed in detail resulting in a thirty

day grace period of suspending the fines to allow the resident to correct the problem and it to be assessed at the next meeting. All in attendance agreed.

- Crystal Moore will be resigning from her position at the end of August 2016 because she and her family will be selling their home and moving from SouthRidge.
- Next meeting is scheduled to convene on Monday, August 8, 2016 at 6:00 at 127 B Emily Drive.

Meeting adjourned at 7:00 pm

Respectfully submitted,

Valentina S. Holder, 127-B Emily Drive

**South Ridge Home Owners Association  
Board Meeting Minutes**

August 8, 2016

6:00 PM (127-B Emily Drive-Valentina Holder's home)

Meeting was called to order at 6:05 pm by Board president, Dawn Poaletti. The quorum was established with 5 of the 6 members present.

In attendance:

- Cheryl Adams
- Debbi Brantley
- Valentina Holder
- Crystal Moore
- Dawn Poaletti

The July meeting minutes were reviewed. No corrections made. C. Adams motioned to approve minutes as submitted. Second by V. Holder. 4 yays-0 nays.

The reports (Balance Sheet, Profit & Loss Budget Performance) were reviewed and no new discussion or corrections were made with these reports. Dawn did mention that the miscellaneous column is still showing but she will follow-up with Chelsey to identify the specifics within this column. Otherwise financial reports were approved as submitted.

Old Business

According to the Delinquents and Prepays Report and Monthly Open Closed Violation Reports, there are currently 8 (eight) hearings scheduled for primary landscaping concerns. Some of these residents may appear at the next scheduled meeting.

The re pavement of the Emily drive closet to Old Tar looks really good. The double lines in the road also is a very nice feature but the board members noticed that it is easier now for many people (who don't live here) to drive a little faster through the neighborhood. One suggestion made was to ask the Winterville Police if they would randomly and periodically conduct checks of those driving through the neighborhood to cut down on the drive through traffic because the signs of "No Drive Through traffic" signs are not been followed.

Also, the committee will have the sign moved from Bob's lawn indicated high water when rain sign since the road now has been repaved. Hopefully, this problem has now been resolved.

Dawn mentioned if there will be a potential concern from the residents regarding the opposite side of Emily Drive not being paved. The board stated that they will monitor the water conditions to determine if additional paving will be needed for the opposite side of Emily Drive.

New Business

1. Indian Hawthorne Holly Bushes at \_\_\_\_\_ were discussed. It was determined from the board that since the resident had responded to the request, this issue would be tabled until the next meeting to research this particular plant. C. Moore motioned to table any further

actions with this resident until contact could be made to speak with a Master Gardner ( who also lives in the neighborhood) to determine if there is a possibility of this plant life becoming more healthy and to a better state than it is right now. D. Brantley second this motion. 5 yays-0 nays.

2. C. Moore requested a letter from the committee to resign from her position so that it can be advertised for a replacement since she will be finalizing her move at the end of the month of August. Mike Shreeves had mentioned that he was interested but did not attend July or August meeting.
3. Phone/Cell phone numbers were given for future contact. Listed below are the following numbers for the board members:
  - Dawn Poaletti
  - Cheryl Adams
  - Debbi Brantley
  - Valentina Holder
  - Crystal Moore (No longer board member as of 8/30/16)

Having no further issues to discuss, a motion was made to adjourn the meeting. The meeting was adjourned at 6:51 pm. The next meeting is scheduled to convene at RPM, Monday, September 12, 2016 6:00 pm.

Respectfully submitted,

Valentina Holder

**South Ridge Home Owners Association  
Board Meeting Minutes  
Monday, September 12<sup>th</sup>, 2016 Board Meeting**

Monday, September 12, 2016

Meeting called to order by Dawn Poaletti at 6:10 pm

Members Present:

Chelsey Bennett  
Debbi Brantley  
Valentina Holder  
Helen Parker  
Dawn Poaletti

The August minutes were reviewed. Additions included adding Helen Parker's phone number to the officer's phone listing: Helen Parker . Debbi motioned to approve the minutes. Second by Helen. 5 yays-0 nays.

**Reports Review**

The reports (Balance Sheet, Profit & Loss Budget Performance) were reviewed and no new discussions or corrections were made with these reports. Dawn did mention that the miscellaneous column on the Profit & Loss Budget Performance should read, "Sign maintenance" instead of miscellaneous.

The violations hearings report indicated that all violations had been taken care of except the following:

1. Homeowner: The violation was pressure washing needed. He was asked to attend the September board meeting so that this issue could be addressed, otherwise the board decided to apply fines to this homeowner for this violation. Helen P. motioned to fine Booker \$50.00 according to the policy and procedure for the SRHOA rules. This motion was seconded by Debbi B. No discussion. 5 yays- 0 nays.

**Old Business**

Indian Hawthorne Holly bushes at has been removed from resident's property.

**New Business**

1. New homeowner wanted to address board during the September 12<sup>th</sup>, meeting.
2. Vacant Director's position update: No one has inquired about filling this vacancy on the board as of this meeting.
3. Homeowner- asked that he board would send all correspondence to her and not her husband ( ) regarding
4. High water signs placed by Public Works will be removed since the community has survived some heavy rains in the most recent days. Also Helen Parker stated that the planning board allowed for the digging of a new ditch to help with the drainage issues along Emily drive.
5. News update for all residents of SR subdivision to send in the form of a newsletter to include:
  - a. A welcome to all of our residents
  - b. Board members names



- c. Vacancy position
- d. Reminder of trash pickups/ pick up of animal waste
- e. Review of tenant covenants for the subdivision
- f. Accomplishments of the board ( specifically the payment of the road)
- g. Specific links such as: Wintervillenc.com and RPM website
- h. Newsletter should be no more than 1 page and should be in hard copy format and online

Debbi Brantley stated that she would be willing to help with this newsletter.

**Upcoming Meeting date and location**

Monday, October 10, 2016 6:00 pm at Debbi Brantley's home (3031 A Cheryl Court)

**Adjournment**

Helen Parker motioned to adjourn the meeting. Dawn second. 5 yays- 0 nays. The meeting was adjourned at 7:02 pm.

Respectfully submitted

Valentina S. Holder

South Ridge HOA Board Meeting Minutes  
Monday, October 10, 2016  
6:30 pm, 3031-A Cheryl Court

Attending: Cheryl Adams, Debbie Brantley, Dawn Poaletti (quorum established)

Meeting called to order at 6:31 by Dawn Poaletti, Board President

Homeowner Concern Period

did not show – tabled until 11/14/16

Review and approve prior meeting minutes from September 12, 2016 – tabled until 11/14/16

New Business:

1. Trimming of entrance bushes. Motion made by Debbie B. to contact RPM to see why this is not being done and to contract someone outside of Association (no homeowners) to take care of trimming. Cheryl A. second, All in favor.
2. Motion to get quote from Morry Barbee, Choice Cuts, 252-560-4074 to handle trimming and clean up of landscape area made by Debbie B, second Cheryl A, All in favor
3. Discussion made to change meeting time to 6:30 pm due to work schedules. Table until November meeting.

Violation issues to discuss with RPM

1. – where are we with placing lien on this property?
2. – trash cans still on side of house in plain sight. 4 dead bushes.

Meeting adjourned at 7:01 pm

## South Ridge HOA Board Meeting Minutes

Monday, December 12, 2016

6:30 pm, 3031-A Cheryl Court

Attending: Cheryl Adams, Debbie Brantley, Dawn Poaletti (quorum established)

Meeting called to order at 6:32 pm by Dawn Poaletti, Board President

Review and approve prior meeting minutes from September 12, 2016 and October 10, 2016 – Motion to approve made by D. Brantley, second C. Adams, all in favor of approval.

### Collections Discussion:

- – Attorney estimated foreclosure date of 12/12/16 – waiting to hear results from attorney.
- - Per attorney fees are to be collected as agreed upon.
- is deceased and house is for sale – we will wait upon closure to collect past due and current dues.
- Based on attorney recommendation, we agreed to proceed with judgment through **small claims** court for past due and future associated **attorney fees** only. Motion made by C. Adams, second D. Brantley, all in favor.
- – **Questions for RPM**
  - Do these charges include 2016 dues?
  - RPM was notified of change of address – was this handled in timely manner?
  - Communication was made with RPM at office where owner was apparently turned away – what is RPM's take on this?Motion made by C. Adams that no new fines would be added to this account and we will table removal of fines until January 9<sup>th</sup> meeting after hearing back from RPM, second D. Brantley, all in favor.

### Old Business:

- No referrals for vacant positions have been received

### New Business:

- Bushes at sign entrances need immediate attention to trimming.
  - Waiting on second quote from RPM in order for Board to make decision – this will be made via email to get this taken care of immediately.

- 2017 Budget
  - Changes were made to proposed 2017 budget as shown on attached sheet.
  - Have we been given notice by RPM of a 4% increase in Management Fees?
  - No plans to increase dues for 2017.
  
- Motion to move monthly Board meetings to 6:30 pm. All in favor.

Meeting adjourned at 7:24 pm.

Next meeting scheduled for January 9, 2017 at 6:30 pm, RPM Office

**South Ridge Homeowners Association  
January Board Meeting Minutes  
6:30 pm, Monday January 16, 2017  
Russell Property Management Building**

January Board Meeting called to order at 6:38 pm by Dawn Poaletti. The quorum was established with 4 of the 6 members present.

In attendance:

Cheryl Adams  
Chelsey Bennett  
Valentina Holder  
Helen Parker  
Dawn Poaletti

C. Adams motioned to approve the December minutes as submitted. V. Holder second. No discussion. 5 yay-0 nay.

Meeting reports were reviewed including the:

- Violations –Notice of Hearing for One HOA
- Balance Sheet as of 12/31/2016
- Profit & Loss Budget Performance Report for December
- Delinquents and Prepaid Report
- Violations Monthly Open Closed Report for HOA
- Violations Monthly Open Closed Report for HOA

**Old Business**

1. It was discussed and agreed upon to hold violation hearings during the February 2017 meeting.
2. 3034 A Cheryl Ct. property. The committee agreed to remove all additional fines assigned.
3. Emily Dr. 114 A the former resident have passed away and this property has been sold to new owners. The committee discussed that the new owners needs to be notified.
4. Emily Dr. 128 A the committee discussed assigning a financial judgement against this property owner.
5. Edward Ct. 3016 property owner requested that the fines assigned be removed. The committee is waiting to determine if the next course of

action will be foreclosure because this property owner is an active member of the military.

6. Letter from resident ( 3034 A Cheryl Court) was reviewed and it was discussed. D. Poaletti suggested that no new fines be added at this time but also mentioning that the 2017 dues had not yet been paid either. C. Adams motioned to waive all fees associated with this property. Second by D. Poaletti. 5 yays -0 nays
7. Rose bushes maintenance concluded that the committee needed to determine the best time to request bushes to be trimmed. D. Poaletti motioned to hire “Choice Cuts” for both rose bushes and all lawn care/landscaping needs of the community.

During this discussion, the committee asked Chelsey to send out bids for other contractors for our landscaping needs. D. Poaletti changed motion to suggest RPM to get landscaping bids . H. Parker second. 5 yays – 0 nays.

There were no new business to discuss during this meeting.

Next board meeting scheduled for Monday, February 13, 2017 at 6:30 pm at Cheryl’s Adams home. Emily Drive 150 B.

Motion to adjourn meeting by V. Holder . 5 yays- 0 nays.

Meeting adjourned at 7:16 pm

Respectfully submitted

Valentina S. Holder

**South Ridge Homeowners Association**  
**February Board Meeting Minutes**  
**6:30 pm, Monday, February 13, 2017**  
**Emily Drive 150 B**

February Board Meeting was called to order at 6:35 pm by Dawn Poaletti. The quorum was established with 5 of the 6 members present.

in attendance:

C. Adams  
D. Brantley  
V. Holder  
H. Parker  
D. Poaletti

Guest: Mr. George McGowan

Old Business:

Mr. Charles McGowan stated that he came to this meeting to inform the board that he wanted fines to be stopped and canceled because he had offered his tenants services that included pressure washing their residence, in which he received a violation for the Edwards Court 3033 B Unit. The Board agreed to cancel the fines assigned to that property with the understanding that the building would be pressure washed.

Also during his presentation, Mr. McGowan suggested that if they knew of any residents who needed their homes pressure washed he recommended a young man who lives in the subdivision. His name is Jayce McClung. His contact number is: 252-258-4545.

D. Parker motioned to cancel fines for this violation. D. Poaletti second. All members agreed and there was no further discussion.

Delinquent letters will be mailed on February 17, 2017. Total due from outstanding HOA dues were \$3500

The Violations and Notice of Hearings Report discussed:

- G. Buck (3021 A Cheryl Court) violation involves mildew on home. The board agreed to proceed with further actions as the report indicated.
- Resident at (111 B Emily Drive), the board agreed to proceed with further actions as the report indicated.

Delinquent and Prepaid List Report discussed:

- Based upon the presentation from Mr. McGowan violation for 3033 A Edward Court should be removed from the report.

- Resident vehicle of 213 B Emily Drive has a car that has no tags on it. This is a rental unit.
- Resident's vehicle of 3034 B Cheryl Court has a car that has no tags on it.

Minutes from January 16,2017 were reviewed and approved as submitted.

It was also discussed that Mr. Michael Shreeves will be attending the March's meeting. He has a truck that he continuously parks on the street and this truck does not appear to have proper tags on it. The parking on the street creates a situation in which it is very difficult to see ahead the stop sign in the neighborhood.

- The residents of Cheryl Court 3020 A needs notification of trash issues.

The approval of the landscaping will be discussed at the March 13, 2017 meeting.

New Business

Next meeting on Monday, March 13, 2017 at RPM. We need to discuss the annual meeting in April 2017.

Motion to adjourn meeting by D. Poaletti. All agreed.

Having no further issues to discuss the meeting was adjourned at 7:05 pm.

Respectfully submitted,

Valentina S. Holder



## South Ridge HOA Board Meeting Minutes

Monday, March 13, 2017

6:30 pm, RPM

Attending: Chelsey Bennett, Cheryl Adams, Debbie Brantley, Helen Parker and Dawn Poaletti (quorum established)

Meeting called to order at 6:32 pm by Dawn Poaletti, Board President

Violation Hearing – \_\_\_\_\_ attended meeting to understand issue of violation. Their tenant's vehicle was still being parked in street and did not have any tags on vehicle. A picture was taken earlier in the day and forwarded to her in the meeting. She agreed to notify tenant immediately of continued violation. \_\_\_\_\_ then departed meeting.

Review and approve prior meeting minutes from January 16 and February 13, 2017. Corrections made to February 13<sup>th</sup> meeting minutes (D. Parker corrected to H. Parker; \_\_\_\_\_ corrected to \_\_\_\_\_; add approval of minutes from January 16, 2017 meeting – Motion to approve made by D. Brantley, second D. Poaletti, all in favor of approval.

### Reports Review:

Question by D. Poaletti on Balance Sheet of \$3,755.80 of Unearned Revenue – this is for \_\_\_\_\_ attorney fees paid. Will be moved to Income Statement to offset attorney fees.

Question by D. Poaletti on when tax return would be complete. Chelsey of RPM stated the accountant would have them soon.

### Collections Discussion:

- \_\_\_\_\_ – Motion by C. Adams to continue to fine unit until vehicle has been properly tagged. Second. D. Brantley – all in favor.
- \_\_\_\_\_ – continued violation of vehicle parked on grass. Not showing on report. – Need to update Rules and Regulations so notification can be sent.

### Old Business:

- No old business

## New Business:

- Landscaping contract was presented to the board by RPM. Three proposals were submitted by Landscaping companies. Choice Cuts Lawn Care: \$175/month with weekly service or \$145/month with every 10 day service; Creative Cuts: \$150/month with weekly service or \$120/month every 10 day service; and Carolina East Landscaping \$250/month. D. Brantley to contact Choice Cuts to see if they will match lowest proposal. Motion was made by D. Brantley to accept Choice Cuts if they would reduce price. Second C. Adams. All in favor. (Note: after meeting, Choice Cuts agreed to reduce price and contract was sent and signed).
- Rules and Regulations updates prior to Annual Meeting
  - D. Brantley made motion to add "Vehicles must not be parked on the grass", Second C. Adams, All in favor.
  - C. Bennett to check into Town noise ordinance and ATV being driven on public roads.
- Annual Meeting discussion
  - Meeting is set for April 18, 2017 at 7:00 pm (Moose Lodge)
  - D. Brantley was assigned to be Nominating Committee Chair
  - D. Poaletti to get with K. Brock on willingness to serve on Board

Meeting adjourned at 7:45 pm.

Next meeting scheduled for May 8, 2017 at 6:30 pm, RPM Office

## South Ridge HOA Board Meeting Minutes

Monday, May 8, 2017

6:30 pm, RPM

Attending: Rocky Russell, Debbie Brantley, Karen Brock, Helen Parker, Dawn Poaletti and Pam Sides (quorum established). Absent: Cheryl Adams and Susan Howard

Meeting called to order at 6:33 pm by Dawn Poaletti, Board President. New board member Karen Brock and Secretary Pam Sides welcomed for their new roles and willingness to volunteer.

Violation Hearing – 3034B Cheryl Court - Vehicle has been moved prior to meeting. 114B Emily (Pressure Washing) – Owner did not appear for hearing.

Review and approve prior meeting minutes from March 13<sup>th</sup> – Motion to approve made by D. Brantley, second H. Parker, all in favor of approval.

### Reports Review:

Question by D. Poaletti on Balance Sheet of \$265.00 of Unearned Revenue – Rocky Russell to investigate.

### Collections/Violations Discussion:

- 179A Emily (Dustin Soddy) – Motion by H. Parker to remove \$5.02 balance if it is in fact late fees. Second D. Brantley – all in favor.
- Question asked by D. Poaletti about delinquent notifications. Per RPM, emailed statements are sent monthly and paper statements are mailed quarterly.
- 111B Emily (Martha Outlaw) – vehicle violation – not tagged. Letter to be sent by RPM.
- 3009B Cheryl Court (Patrick Malcolm) – vehicle parked on grass. Should have been on report as violation.
- 179B Emily (RPM) – landscaping issues. Question made to RPM as to why this would need a hearing since RPM was managing property. Rocky Russell to investigate.
- 3013A Edward (Brad Snowney) – landscaping issues. Letter has been sent. Home may now be in foreclosure.
- 3016A Edward (Anna Hill) – dirty mailbox, ongoing; however, one of the owners is active military and recommendation is to suspend the violation.

- 157B (Rick Barnes) – landscaping. Pam Sides reported that grass has been mown; weeds still apparent however.
- 190B (Colin Dykes) – landscaping. Open violation.
- 110B Kevin (ABC Family, LLC) – vehicle with expired tags and flat tire. Initial violation. Letter to be sent.
- 114A Emily (Alice Phillips) – home exterior maintenance. Hearing scheduled for tonight, 5/8/17.
- 3034B Cheryl (Shammara Johnson) – vehicle with expired tags. Open violation.
- Question asked by D. Poaletti about landscaped islands in between two units. Some were looking overgrown and full of weeds. Rocky Russell to personally drive through neighborhood to view and violation notices will be sent to those owners on both sides of island.

Old Business:

- No old business

New Business:

- Community yard sale to be held Saturday, June 3, rain or shine.

Meeting adjourned at 7:45 pm.

Next meeting scheduled for June 12, 2017 at 6:30 pm, place to be determined (need place in neighborhood to visit – D. Brantley mentioned maybe meeting at a café if no one could accommodate the group)

## South Ridge HOA Board Meeting Minutes

Monday, June 12, 2017

6:30 pm, 3016-B Cheryl Court

Attending: Debbie Brantley, Cheryl Adams, Karen Brock, Susan Howard and Dawn Poaletti (quorum established). Absent: Helen Parker and Pam Sides

Meeting called to order at 6:32 pm by Dawn Poaletti, Board President.

Review and approve prior meeting minutes from May 8<sup>th</sup> – Motion to approve made by K. Brock, second D. Brantley, all in favor of approval.

### Reports Review:

Concern was discussed about procedure for statements on past due residents. Motion to take more aggressive measures including certified/registered mail for those members more than 4 months past due by K. Brock, second S. Howard. All in favor.

### Collections/Violations Discussion:

- Board wants RPM to send monthly collection letters with strong wording to P. Malcolm (3009B Cheryl Court), G. Buck (3021A Cheryl Court), S. Johnson (3034B Cheryl Court) and G. Zepeda (109B Kevin Court) \*\* 6/23/17 update while typing minutes – 109B Kevin Court is owned by Claudia Aranda as of 9/2/16.
- 3009B Cheryl Court (Patrick Malcolm) – vehicle parked on grass. Should have been on report as violation.
- 150A Emily (L. Ross) has been seeking out neighbors when receiving violation notices (pressure washing and cats) and feels she's being singled out when the adjoining neighbor was also in violation of mildew on house. In future let us tread lightly with this homeowner. It may be wiser to notify board members prior to sending out notices. We don't have the answer but are trying to avoid the repercussions of erratic behavior.
- 106B Emily – has too many cats – RPM needs to send notice.
- S. Howard mentioned unit behind her that has had wood over broken window. She was directed to provide RPM with pictures and which house was involved. (Since meeting this information has been forwarded to Chelsey at RPM)

Old Business:

- Yard sale – hit or bust? The community yard sale was a success and it has been recommended that this become an annual event. D. Brantley made a motion to obtain reusable professional yard sale signs for both entrances and that these should be put up well in advance of more than one day, second C. Adams, all in favor. **This item needs to be readdressed next February to determine specifics of signage.**

New Business:

- Board members should notify the board if you cannot attend a meeting.

Meeting adjourned at 7:19 pm.

Next meeting scheduled for July 10, 2017 at 6:30 pm, RPM office.

## South Ridge HOA Board Meeting Minutes

Monday, August 14, 2017

6:30 pm @ 3030-B Cheryl Court

Attending: Cheryl Adams, Debbie Brantley, Karen Brock, Susan Howard, Dawn Paoletti, Helen Parker, and Pam Sides (quorum established).

The meeting was called to order at 6:33 p.m. by Dawn Paoletti, Board President.

Review and approval of prior meeting minutes from June 12, 2017 – Motion to approve made by Karen Brock, seconded by Susan Howard, all in favor of approval.

### Reports Review:

D. Paoletti pointed out that the Profit and Loss Budget Performance sheet erroneously reports that SRHOA is currently \$408 over budget for our general liability insurance. No other questions or concerns raised about this report or the Balance sheet.

### Old Business:

#### A. Collections

- dues with [redacted] – The board failed to discuss delinquent at violations hearing last month. \$120.21 currently owed..
- [redacted] has moved and is renting the unit. \$391.73 listed as delinquent during the first 30 days appears to be late fees that have accumulated along with past dues still owed. Total delinquent fees and dues now total \$510.21. Concern was expressed that the letters may not be reaching her at her new address.
- [redacted] \$120.21 currently delinquent.

Since the above-listed homeowners have received two letters to date and have neither paid nor communicated with the board, the decision was made to send certified letters to all of them.

- [redacted] – Two years delinquent. Lien previously filed; account turned over to attorney who sent an intent to foreclose letter to homeowner on 5/17/17. D. Paoletti raised question concerning the \$600+ that she has been charged for several months; D. will contact C. Bennett to find out what is the monthly breakdown of the total \$1991.70 owed and to determine how the delinquent amount became so large. K. Brock made a motion to delay making a decision on foreclosure until getting the requested information from RPM. S. Howard seconded the motion. A discussion was held on the failure of the homeowner to communicate with the board, the excessive debt that had

accumulated, and options other than foreclosure that might be considered. It was decided that after C. Bennett had shared information about this account with D. Paoletti, the board would reconvene to discuss how to proceed. In lieu of an emergency meeting, communication via email might be necessary. All approved the motion made by K. Brock

- – Need to check on when current owner bought the property before proceeding with collection of dues.
- – JP to monitor lender's foreclosure.

#### B. Violations

- S. Howard reported that the plywood on this residence had been removed and the window replaced.
- – landscaping issues; shrubs have not been trimmed.
- – landscaping; bushes need trimming. P. Sides reported that mildew on side of house had not yet been cleaned.
- ) – K. Brock reported that mildew was extensive on back of house and had not been removed.

#### New Business:

- P. Sides brought up concerns about a very large tree in the backyard of . Currently the tree has lost five large limbs, one of which fell on her property. She expressed concern that the tree might fall on property, resulting in serious damage to both units A & B, or on her property. She reported that she had spoken to about this and that he stated that he was unaware of the situation but would contact someone to remove the tree. C. Adams stated that she would contact who is currently staying with his father while is out of the state and discuss the situation with him. P. Sides also reported that there is extensive mildew on the back of both units that needs to be removed. Additionally, P. Sides and C. Adams believe that there is a property management company that manages both . The board will need a record of this.
- P. Sides reported the recent deaths of ( who owned

P. Sides made a motion to adjourn the meeting at 7:30 p.m.; H. Parker seconded. All were in favor.

Next meeting scheduled for September 11, 2017 at 6:30 p.m. at RPM office.



## South Ridge HOA Board Meeting Minutes

Monday, September 11, 2017

6:30 pm, RPM Office

Attending: Debbie Brantley, Cheryl Adams, Karen Brock, Susan Howard and Dawn Poaletti (quorum established), Chelsey Bennett (RPM). Absent: Helen Parker and Pam Sides

Meeting called to order at 6:33 pm by Dawn Poaletti, Board President.

### Violation Hearings:

- 195A Emily – Haskins – Violation of mildew corrected by pressure washing on 8/29/17 – Owner did not need to report.
- 157A – Barnes – Dead bush – Board member C. Adams talked with owner and this will be taken care of – Owner could not report due to disability.
- 3016A Edward – Hill/Britt – Landscaping issues - Owner did not show. Fees will begin to accrue until corrected.
- 179B – RPM – Landscaping – Request by C. Bennett of RPM for additional 2 weeks to correct. If not completed, tenant will be assessed fines.

Review and approve prior meeting minutes from August 14<sup>th</sup>. Correction to spelling of Paoletti to Poaletti – Motion to approve made by K. Brock, second C. Adams, all in favor of approval.

### Reports Review:

Nothing to report or correct on Balance Sheet or Profit & Loss Statement.

### Collections/Violations Discussion:

- Board requests RPM to send monthly collection letters with stronger language to P. Malcolm (3009B Cheryl Court), G. Buck (3021A Cheryl Court), S. Johnson (3034B Cheryl Court) and C. Aranda (109B Kevin Court).
- Alice Phillips (114A Emily) – Attorney is to proceed with foreclosure.
- ABC Family rental (3032B Edward Court) – Dog Issue. Letter was forwarded to board via email during meeting to show the correspondence between ABC Family, Tenant and RPM. C. Bennett with RPM will be following up with ABC Family for resolution.
- Jacobsen (105A Emily) – Parking issue - Owner deceased as of May/June 2017. Heirs are living in unit and violation letters to be sent as such.

- 106B Emily – cat complaint – Board has agreed to wait until another complaint has been issued.
- K. Hicks (149A & B Emily) – Landscaping and mailbox issue – Hearing is scheduled for 11/13/17

Old Business:

- Barnes (157B Emily). Progress has been made to remove limbs where damage might occur if heavy winds prevail. D. Brantley shared phone number with C. Adams (currently in contact with owner) for tree and stump removal company. C. Adams will share with owner.

New Business:

- D. Poaletti brought up suggestion for residents in South Ridge to serve the community by donating canned goods or cleaning supplies for those struggling locally. S. Howard stated the Moose Lodge has a container where we could put such items and they would take care of getting our donations to the appropriate center. Their doors are open Monday evenings. S. Howard agreed to prepare a flyer and board would put on doors of residents for donations now through Christmas. Board agreed this would be a great way for us to serve.

Meeting adjourned at 7:36 pm.

Next meeting scheduled for October 9, 2017 at 6:30 pm, ???.

## South Ridge HOA Board Meeting Minutes

Monday, October 9, 2017

6:30 pm @ 3030-B Cheryl Court

Attending: Cheryl Adams, Debbie Brantley, Karen Brock, Susan Howard, Helen Parker, Dawn Poaletti, and Pam Sides (quorum established).

The meeting was called to order at 6:32 p.m. by Dawn Poaletti, Board President.

Review and approval of prior meeting minutes from September 11, 2017 – Motion to approve made by K. Brock, seconded by S. Howard, all in favor of approval.

### Reports Review:

Nothing to report or correct on Balance Sheet or Profit and Loss Statement.

### Collections/Violations Discussion:

P. Sides stated that she would speak with \_\_\_\_\_ regarding the unpaid dues for 2017 and inquire as to whether she had been receiving mail from SRHOA.

D. Brantley corrected the parking violation on \_\_\_\_\_. The address should have been listed as \_\_\_\_\_ with \_\_\_\_\_ noted as the owner.

C. Adams stated that she would speak with the current resident or the owner of \_\_\_\_\_ in regard to the need to remove the dead bush in front of the property.

P. Sides and C. Adams reported that the large tree in the backyard of \_\_\_\_\_ was in the process of being removed. C. Adams gave a report of her past communications with the \_\_\_\_\_ family in regard to this.

P. Sides reported that one of the owners of \_\_\_\_\_ had told her that she was in the process of evicting the current tenants and would be moving back into the residence within the next month. Once she has moved in, further communication regarding the delinquent dues and violations can be sent directly to the home address.

### Old Business:

S. Howard reported that she would print out and post the flyers regarding the canned goods donations previously discussed.

### New Business:

- It was reported that a political sign for Doug Jackson had been placed in the shrubbery at the Emily Drive entrance to South Ridge and needs to be removed.

- D. Poaletti stated that her home would be sold on 10/27/17 and noted that she would no longer be a homeowner in South Ridge. She plans to explore options as to how she can continue to serve as president of the SRHOA.

K. Brock made a motion to adjourn the meeting at 7:35 p.m.; C. Adams seconded. All were in favor.

Next meeting is scheduled for November 13, 2017 at 6:30 p.m. at RPM office.

## South Ridge HOA Board Meeting Minutes

Monday, November 13, 2017

6:30 pm, RPM Office

Attending: Debbie Brantley, Cheryl Adams, Karen Brock, Susan Howard, Helen Parker and Dawn Poaletti (quorum established), Chelsey Bennett (RPM). Excused absence: Pam Sides

Meeting called to order at 6:33 pm by Dawn Poaletti, Board President.

### Violation Hearings:

- Owner did not show. Fees will begin to accrue until corrected.
- Owner did not show. Fees will begin to accrue until corrected.

Review and approve prior meeting minutes from October 9<sup>th</sup>. Correction to include H. Parker as attending – Motion to approve made by K. Brock, second C. Adams, all in favor of approval.

### Reports Review:

Nothing to report or correct on Balance Sheet or Profit & Loss Statement.

### Collections/Violations Discussion:

1. – Certified letter unclaimed
2. – turn over to attorney for collection
3. – certified letter received 9/15/17
4. – Foreclosure demand letter sent 11/10/17
5. – Foreclosure hearing 12/7/17
6. – Attorney monitoring lender foreclosure
7. – Per Pam Sides, she was supposed to pay (after seeing her at bank)

### Old Business:

- Flyers for food drive need to be printed. K. Brock made motion to approve running color copies, S. Howard second, all in favor.
  - Flyers to be placed on doors by:
    - 150B-111B Emily – C. Adams
    - 127A-167B Emily – H. Parker
    - 173A-174B Emily, Kevin Circle and Edward Court – P. Sides/K. Brock
    - Cheryl Court – D. Brantley

New Business:

- D. Poaletti working on a way to continue to serve on board now that house is sold.
- 2018 proposed budget analyzed. Motion to continue dues at \$110.00 per year made by C. Adams, H. Parker second, all in favor

Meeting adjourned at 7:36 pm.

Next meeting scheduled for January 8, 2018 at 6:30 pm, RPM Office

**South Ridge HOA Board Meeting Minutes**  
Monday, January 15, 2018  
6:30 p.m. @ 106 Regency Blvd.,  
Greenville, NC 27834

Attending: Debbie Brantley, Karen Brock, Susan Howard, Helen Parker, Dawn Pioletti, and Pam Sides (quorum established), and Chelsey Bennett (RPM). Absent: Cheryl Adams

The meeting was called to order at 6:33 p.m. by Dawn Pioletti, Board President.

Meeting minutes from November meeting were not available; they will be reviewed at next board meeting.

Reports Review:

It was noted that we had an excess of \$2448.24 in our January – December 2017 budget. Some of this was the result of homeowners paying their 2018 dues ahead of time. Any excess can be placed into a reserve account and should not affect our non-profit status for tax purposes.

Collections/Violations Discussion:

the owner of \_\_\_\_\_ has requested that \$780.00 in fines for violations of the outside landscaping be removed. A discussion followed in which board members expressed concern that reducing or eliminating fines might be setting a bad precedent, especially since an excessive amount of work had previously been done to strengthen the board's ability to collect fines from homeowners who violated the rules and covenants. S. Howard made a motion that \_\_\_\_\_ be asked to present an invoice that would show when the work was completed after the November 11, 2017, inspection date in order that the fine might be prorated. K. Brock seconded the motion, and all were in favor.

It was also noted the \_\_\_\_\_ now owns \_\_\_\_\_, and that the dues for November-December, 2017, had been prorated; currently, there is a balance of \$13.56.

\_\_\_\_\_ has paid dues for 2016-2017, and her balance is \$0.

C. Bennett reported that there were no outstanding fines for past violations.

Old Business:

S. Howard reported that the food drive at the Moose Lodge went well and estimated that approximately half of the South Ridge residents participated.

D. Pioletti reported that her mother had signed a quitclaim deed; therefore, she is again a homeowner in South Ridge and will continue as board president.

New Business:

It was decided that the annual meeting will be held at the Moose Lodge on April 17, 2018. There will be a meet and greet session beginning at 6:30; the meeting will begin at 7:00 p.m. S. Howard will secure the facility.

The next meeting is scheduled for February 12, 2018, at 6:30 at 167 A Emily Drive.

H. Parker made a motion to adjourn at 7:35; K. Brock seconded. All were in favor.



## South Ridge HOA Board Meeting Minutes

Monday, February 12, 2018

6:30 pm @ 167-A Emily Dr.

Attending: Cheryl Adams, Debbie Brantley, Susan Howard, Helen Parker, Dawn Posaletti, and Pam Sides (quorum established). Absent: Karen Brock

The meeting was called to order at 6:33 p.m. by Dawn Posaletti, Board President.

Review of November, 2017, meeting minutes submitted by D. Posaletti. Motion to approve made by P. Sides, seconded by C. Adams; all were in favor of approval.

Review of minutes from January, 2018, meeting. Motion to approve made by S. Howard, seconded by D. Brantley; all in favor of approval.

### Reports Review:

Following up on the overage of the 2017 budget documented on the Profit and Loss Performance statement reviewed at the January meeting, it was confirmed that 40% of South Ridge owners had prepaid 2018 dues in 2017 as suspected. For tax return purposes, the 2017 expenses zeroed out, yielding a net income of \$0.

### Collections/Violations Discussion:

Dues outstanding for [redacted] and [redacted], nor have owners made a payment since agreements were made with both to reduce fines for violations. D. Posaletti will follow up with C. Bennett to see what the terms were in the letters the owners received so that the board can make decisions about how to proceed with collections.

[redacted] was sent a foreclosure letter on 2/6/18 due to failure to comply with SRHOA collection attempts on outstanding dues and fines that currently amount to \$3,905.59.

[redacted] (former residence of [redacted] deceased) will be returned to lender to begin foreclosure proceedings as no heirs have been identified.

[redacted] shows a \$55 balance due to paying only half of the 2018 dues.

[redacted] has been vacated by heirs and is now in the process of foreclosure.

C. Bennett will send out notices on 2/13/18 to homeowners who have not paid 2018 dues.

continues to violate rules and covenants as has been the case in the past with D. Pioletti will contact C. Bennett with concerns about not following through in a timely manner on violations by residents of properties such as these managed/owned by the company.

Four hearings are scheduled for next month for violations that have remained open for two or more months.

Old Business:

S. Howard reported that the Moose Lodge has been secured for the annual SRHOA meeting on 4/17/18.

New Business:

A nominating committee is needed to secure homeowners who would like to run for positions on the SRHOA board. At present, there is one board position that will be vacant. Gary Whitehurst (105-B Emily) has previously expressed interest in serving

The next board meeting is scheduled for Monday, March 12, 2018, at 6:30 p.m. at the RPM office on Regency Blvd.

S. Howard made a motion to adjourn at 7:24. P. Sides seconded the motion, and all approved.

**South Ridge HOA Board Meeting Minutes**

Monday, March 12, 2018

6:30 pm @ 106 Regency Blvd.

Attending: Cheryl Adams, Debbie Brantley, Karen Brock, Dawn Paoletti, and Pam Sides (quorum established) and Chelsey Bennett (RPM). Absent: Susan Howard and Helen Parker

The meeting was called to order at 6:29 p.m. by Dawn Paoletti, Board President.

Violation hearings were attended by \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_ attended the hearing to address the issue of screens that needed to be replaced at the above-stated residence. He stated that both he and the renters preferred to have no screens because the windows were never opened and they both believed that it was more aesthetically pleasing without them covering the front windows; however, he did state that he would be glad to replace the screens if the board believed that was in keeping with the rules and/or covenants. D. Paoletti stated that the board would discuss the issue further and let him know of our final decision in order that his property could be in compliance with SRHOA ordinances.

\_\_\_\_\_ attended the hearing to address the issues of outstanding fines for landscaping violations at \_\_\_\_\_ and unpaid dues for the property he now owns at \_\_\_\_\_. \_\_\_\_\_ brought his business ledger to the meeting in which he had copies of the checks that he had written to the landscaper who had done work for him on the yard and exterior of the house. The first check for lawncare was written on 9/28/17 and the second on 11/30/17, at which time he stated that all the violations had been corrected.

When addressing the issue of the \$125.61 owed for prorated 2017 dues, 2018 dues, and fines for late payment, \_\_\_\_\_ stated that he was not aware that these were due. It appears that when Horne and Horne did the foreclosure on the \_\_\_\_\_ home that he was not notified of any dues owed; subsequently he stated that he had not received notices for the HOA that dues were outstanding on that property. \_\_\_\_\_ was asked to pay the dues before leaving this evening; he did so.

After \_\_\_\_\_ left the room, a discussion followed in which all board members agreed that he appeared to be sincere and had come well prepared to the meeting in which he was able to adequately address concerns raised by the board about both the unpaid dues and violations on his properties. K. Brock made a motion that all fines be removed and D. Brantley seconded it. All were in favor of the motion.

Review and approval of prior meeting minutes from February, 2017 -- Motion to approve made by D. Brantley and seconded by C. Adams; all in favor of approval.

### Reports Review:

There was nothing to report or correct on Balance Sheet or Profit and Loss Statement.

### Collections/Violations Discussion:

It was reported that the owners of [redacted] had made their first payment of \$300.00 on 3/9/18 as part of the agreement drawn up to address the outstanding violations and unpaid dues.

[redacted] owner of [redacted], has not made any payments to fulfill her agreement with SRHOA despite the fact that a demand letter was sent out on 2/8/18 by our attorney. An initial payment was to have been made by 2/28/18 and, since it was not, procedures for sale of the residence have begun.

On 2/6/18 a letter stating the intent to foreclose on [redacted] was sent to [redacted]. She has continued to ignore letters sent by both registered and certified mail. After a short discussion, K. Brock made a motion to proceed with foreclosure proceedings; C. Adams seconded and all agreed.

[redacted] of [redacted] was sent a demand letter on 2/23/18 in regard to the need to move his vehicle off the street. K. Brock stated that she had spoken to him and that he stated that when he is driving one or the other of his vehicles, the violations seem to occur.

P. Sides and D. Brantley commented on the continued violations of the renters at two of the RPM managed residences, [redacted] and [redacted]. C. Bennett stated that she would speak with the rental managers about the need to require all RPM managed and owned properties to comply with SRHOA rules and covenants.

### Old Business:

A nominating committee is needed to approach South Ridge homeowners about their willingness to serve in several of the upcoming positions and the board seat to be vacated in April. [redacted] who now owns both [redacted] and [redacted] has previously expressed interest on serving on the board. Board members who will not be able to continue serving include Helen Parker as Vice President, Pam Sides as Secretary, and Cheryl Adams whose three-year term as board member expires this year. S. Howard may not be able to continue serving as Treasurer due to her concerns about her parents' declining health and her need for more involvement with them.

### New Business:

May 19 was chosen as the date for SRHOA's community yard sale.

Following up on the hearing held earlier in tonight's meeting regarding missing screens, it was determined that allowing homeowners to remove or fail to replace missing screens would set an unwanted precedent. Since at present neither the covenants nor rules address this, K. Brock made a motion to add to the rules and regulations that missing screens on the windows of residences must be replaced. P. Sides seconded the motion and all were in favor.

A second discussion followed regarding window unit air conditioners. K. Brock made a motion that no window unit air conditioners will be allowed in the windows of South Ridge homes. C. Adams seconded, and all were in favor.

A brief discussion about portable basketball goals was held. D. Pioletti suggested that this topic be included on the Annual Meeting agenda in order that all residents could have the opportunity to discuss and vote on this topic.

The Annual Meeting will be held at 7:00 on Tuesday, April 17, 2018 at the Moose Lodge. Board members are asked to be present by 6:30 p.m.

K. Brock made a motion that the meeting be adjourned at 7:45 p.m.; P. Sides seconded, and all approved.

**South Ridge HOA**

**Board Meeting: May 14, 2018**

**630pm at RPM**

**Attending:** Dawn Poaletti, Karen Brock, Linda Barnes, Susan Howard, Renee Richardson

**Absent:** Debbie Brantley

The meeting was called to order at 630 pm by Dawn Poaletti, Board President.

Review and approve prior meeting minutes: March 12, 2018

- Motion to approve minutes by Karen Brock
- Second by Susan Howard
- All in favor. Minutes approved

Reviewed and approved balance sheet and profit and loss budget performance as of April 2018. No questions or corrections made. (pages 4 & 5)

Delinquents and Prepaids Report (pages 6 & 7)

- - letter sent
- should not have been able to vote at annual meeting since he owes past dues. Voters need to be in good standing with HOA. Also his lender is doing foreclosure on his property.
- - No follow up yet
- -on payment plan \$300, current
- -owner no longer lives at property but her daughter lives there. Unknown if owner is getting HOA letters
- -property was sold too who lives in . He will be sent a letter about outstanding dues
- -current now
- -letter sent
- -letter sent

Old Business (page 8)

- Reviewed rules/regulations for the residents of South Ridge HOA  
There is a white truck parked on street overnight at  
2. Item #7: No AC unit can be installed in the front of the unit.

3. All units must have screens on windows
  4. Most residents are laying basketball goals down as outlined at annual meeting
- Yard Sale on May 19, 2018. Newspaper ad placed by Belinda Howard. Also ads put in Pitt County and Winterville yard sale sites. Reminder handouts to community residents done. Will get community yard signs.

#### New Business

- Landscaping and entrance signs need attention. There was discussion about ideas for about how to make better. Several suggestions: Verbenia, Creepy Flox, Thyme, Dianthias Sterkissen. Everyone will return on follow up meeting with suggestions and pictures.

Meeting was adjourned at 715pm. Motioned by Karen Brock and second by Linda Barnes

## South Ridge HOA

Board Meeting: June 11, 2018

630pm at 103 B Emily Drive

**Attending:** Dawn Poaletti, Karen Brock, Linda Barnes, Susan Howard, Debbie Brantley, Renee Richardson

**Absent:** None

The meeting was called to order at 630 pm by Dawn Poaletti, Board President.

Review and approve prior meeting minutes: May 14, 2018.

- Minutes have been misplaced. Motion to delay approval of minutes until July 2018 meeting by Karen Brock. Second by Debbie Brantley. Approved by all.

Review Reports

- \$7818.57 in checking account
- Reviewed delinquent report. Reminders go out quarterly.
  1. property is in foreclosure.
  2. property has foreclosure pending 5/17/18
  3. paying debt and is current as of 6/8/18
  4. rental property pending
  5. -Karen Brock spoke to them about outstanding debt
- Violations. Reviewed and made some corrections
  1. violation V0011242. Add lay down basketball goal
  2. Need to clarify basketball goal and trashcan rules- will further discuss with Chelsey
- Old Business-none
- New Business
  1. Landscaping/entrance signs. Suggestion to have done twice a year: early spring and early fall. Karen Brock provided several flower suggestions. Suggestion to use Creative Gardens. Current landscaper-Mory Barby with Choice Cuts. Final plan that was approved by all: Hire Little's Nursery to get planting quotes and suggestions. HOA prefer something low maintenance. Chelsey to call Nursey for quotes.
  2. Pressure washing. Robert Harrell \$50/sign (\$200 total). Motion to hire him by Karen Brock, second by Susan Howard. Approved by all.
- Next meeting scheduled for July 9, 2019 at 630pm at RPM
- Meeting Adjourned at 705pm. Motion to adjourn by Karen Brock, second by? Approved by all.



**South Ridge HOA**

**Board Meeting: July 9, 2018**

**630pm at RPM**

**Attending:** Dawn Poaletti, Karen Brock, Debbie Brantley , Susan Howard, Renee Richardson

**Absent:** Linda Barnes

The meeting was called to order at 632 pm by Dawn Poaletti, Board President.

Violation hearing today- ABC Family not present

Review and approve prior meeting minutes from May 2018 and June 2018

- Dawn Poaletti made some corrections to use unit number instead of names , identified her misspelled name, corrected yard sale date
- Motion to minutes by Karen Brock
- Second by Susan Howard
- All in favor. Minutes approved

Reviewed and approved balance sheet and profit and loss budget performance as of April 2018. No questions or corrections made. (pages 5 & 6)

- HOA is currently under budget .

Delinquents and Prepaids Report (page 7)

- -foreclosure pending
- -notice of foreclosure hearing on 5/17/18
- -current
- -second reminder sent
- attempted to make a payment but account had insufficient funds in June 2018. Therefore he has 15-20 days to pay again.
- -second reminder sent

Open Violations (pages 8-13)

- FYI-The property owner has 30 days to comply after first letter. If not, then may need a hearing which are done at RPM
- Additional violations (below) submitted by Debbie Brantley
- - basketball goal and bushes overgrown

- -camper parked in front yard
- - Trashcan and recycle bins in front yard. Tree trunk stump in front yard along with weeds and dead bushes
- - tree trunk stump in front yard

#### Old Business

- Dawn Poaletti spoke with owner of Little's Nursery. Best time to plant is in the fall.
- Pressure washing was done on the entrance signs. Unfortunately some of the letters fell off. Dawn Poaletti volunteered to put them back on.

#### New Business

- - Rear door looks better but remains an eye sore

Meeting was adjourned at 710pm. Motioned by Susan Howard and second by Karen Brock.

Next meeting will be held at Cheryl Ct 3016 A (Dawn Poaletti's hosue) on Aug 13, 2018 at 630pm. Susan Howard will not be attendance for Aug meeting.

September 10, 2018 meeting will be held at RPM.

South Ridge HOA

Board Meeting: September 10, 2018

630pm at RPM

Attending: Dawn Poaletti, Karen Brock, Linda Barnes, Susan Howard, Debbie Brantley, Renee Richardson

Meeting was called to order at 630pm by Dawn Poaletti.

Review and approve prior meeting minutes: July 9, 2018

- Motion to approve minutes by Karen Brock
- Second by Debbie Brantley
- All in favor. Minutes approved

Violations

- -They are trying to find someone to fix window. Unable to attend this meeting so will be postponed to Nov 2018 meeting at RPM. Motion by Susan Howard. Second Linda Barnes. Approved by all.
- -She will get initial letter soon.

Reviewed and approved balance sheet and profit and loss budget performance as of Aug 31, 2018. No questions or corrections made.

Delinquent and Prepaid Reports

- -lender withdrew foreclosure on 5/15/18. SRHOA filed claim of lien on 4/18/18. Karen Brock spoke with resident. He told her that he plans to start repayment in 2 weeks. Karen Brock motioned to hold on lien until Oct 2018 meeting. Second by Debbie Brantley. All in favor.
- -Paying regularly
- -Plan is to send certified letter. Motion by Karen Brock, second by Susan Howard. All in favor.
- - NSF letter mailed by JP on 6/26/18. Motion by Karen Brock to send foreclosure letter. Second by Susan Howard. All in favor except one (Renee Richardson). Letter will be sent.

September Inspection results (p7-14)

- Added Edward Ct 3032 A- Basketball goal upright

Old Business

- Landscaping with Little's Nursery. Monthly landscaping contract includes pine straw. Dawn Poaletti will call to get price quote.

- Dawn Poaletti glued letters onto entrance signs except for letter “I”

#### New Business

- Susan Howard suggested sending out letters to residents on far end of Emily Dr about possible flooding and putting valuables high with pending hurricane Florence.
- Susan Howard reported the following: Complaint of dog feces clogging lawn mower at Moose Lodge. Therefore suggested to send letter to residents to pick up after their dogs. Moose Lodge will need to handle the situation when this occurs on their property.
- Emily Dr 105 B-Susan Howard reported that this resident threatened members of the Moose Lodge after he had a noise complaint. Police was contacted by Moose Lodge. This occurred on Aug 1, 2018. This was just FYI.

Next Board Meeting: Oct 8, 2018 at 630pm at Dawn Poaletti’s house (3016 A Cheryl Ct).

Next Board Meeting at RPM: Nov 12, 2018 at 630pm.

Meeting was adjourned at 726pm. Motion by Susan Howard. Second by Karen Brock.

South Ridge HOA

Board Meeting: Monday, October 8, 2018

630pm at 3016 A Cheryl Ct ( house)

Attending: Dawn Poaletti, Karen Brock, Debbie Brantley, Renee Richardson

Meeting was called to order at 630pm by Dawn Poaletti.

Review and approve prior meeting minutes: September 10, 2018

- Motion to approve minutes by Karen Brock
- Second by Debbie Brantley
- All in favor. Minutes approved

Review Reports

- Budget Sheet: Remain Under Budget
- Reviewed Delinquent and Prepaid Report-no changes made
- Reviewed Violations -Monthly Open Closed Report-no changes made

Old Business

- Dawn Poaletti spoke with Little's Nursey about landscaping entrance signs
- Collections Actions
  1. - lender withdrew on foreclosure on 5/15/18. SHRHOA filed claim of Lien on 4/18/18. HOA decided to put lien on hold until Nov meeting to see if owner would pay fees/fines.

New Business

- Drainage grates on Emily Dr near Old Hwy 11 has standing water in them, not draining properly. Debbie Brantley took pictures near properties 213 A Emily Dr and 206 A Emily Dr. Pictures sent to Dawn Poaletti who will speak with Travis Welborne with Public Works Director in Winterville.
- Pothole between Emily Dr and Cynthia Ct. On Friday- it was temporarily filled but complete filling to follow soon. Winterville is backlogged with completing this work.

Next Board Meeting at RPM: Nov 12, 2018 at 630pm.

Meeting was adjourned at 702pm. Motion by Karen Brock. Second by Debbie Brantley

South Ridge HOA

Board Meeting: November 12, 2018

630pm at RPM

Attending: Susan Howard, Karen Brock, Debbie Brantley, Renee Richardson

Meeting was called to order at 636pm by Susan Howard.

Review and approve prior meeting minutes: , Oct 8, 2018

- Motion to approve minutes by Karen Brock
- Second by Debbie Brantley
- All in favor. Minutes approved

Violations (Page 1)

- -Karen Brock made a motion to delay fines until Jan 2019, Second by Debbie Brantley. All in favor
- - Karen Brock made a motion to institute fines, Second by Debbie Brantley. All in favor
- - Debbie Brantley made a motion to institute fine \$300 (\$100 per occurrence), Second by Karen Brock. All in favor

Review Reports (Page 3-9)

- No changes made to the balance sheet on page 3 and profit & loss budget performance sheet on page 4.
- Delinquent and Prepaids Report (page 5)
  1. - Karen Brock made a motion to hold any actions until Jan 2019, Second by Debbie Brantley. All in favor.
  2. -Current on payment plan
  3. - Debbie Brantley made a motion to hold any actions until Jan 2019, Second by Karen Brock. All in favor
  4. - Unsure if anyone bought this property, set to sale on 11/7/18. Will need follow up on this matter.
  5. - Karen Brock made a motion to send 15 day demand letter, Second by Debbie Brantley. All in favor
- Violations (Page 6-9)

Old Business

- Landscaping at entrance signs: Little's Nursey is too busy so they declined the job. Will discuss other options in Jan 2019

## New Business

- Annual Meeting
  1. April 16, 2019 at Moose Lodge. Susan Brock will secure/confirm facility.
  2. Director terms expiring in April 2019-Debora Brantley. She stated that she would volunteer again when term is expired.
  3. One year officer terms expiring in April 2019- Susan Howard and Renee Richardson, both stated they would volunteer again when terms are expired.
  4. 2019 Budget (page 10): Russel Property Management will be increasing fees by 5%. FYI- For meetings/parties, HOA typically will give Moose Lodge a donation and there is an extra fee charged by RPM for annual meetings. Renee Richardson made a motion to approve budget without annual dues increase (so annual dues will remain \$110), second by Karen Brock. All in favor.
- Briefly discussed organizing a neighborhood gathering. One consideration is to use outside area of Moose Lodge. FYI- Moose Lodge hosts a family fun day each year that is typically done in July 2019 and is free to the public. Will continue discussion on this matter in Jan 2019.

Next board meeting on Jan 14, 2019 at RPM at 630pm

Meeting was adjourned at 732pm. Motion by Renee Richardson. Second by Debbie Brantley. All in favor.

**ADDEND:** Chelsey Bennett sent email to HOA reporting Jordan Price's office received a certified check from debtor in the amount of \$2867.21 for . This will pay the account in full through December 31st. They will now cancel the lien, dismiss the foreclosure, and close their file.

South Ridge HOA

Board Meeting: January 14, 2019

630pm at RPM

Attending: Dawn Poaletti, Karen Brock, Debbie Brantley, Linda Barnes, Renee Richardson

Meeting was called to order at 626pm by Dawn Poaletti.

No Violation Hearings

Review and approve prior meeting minutes: November 12, 2018

- Motion to approve minutes by Karen Brock
- Second by Linda Barnes
- All in favor. Minutes approved

Violations (pgs 8-14)

- Violations added are : missing a shutter and : fence needs to be repaired
- : Decision that basketball goal is not in violation
- : Decision to have a hearing in March if work is not completed by this time
- : Violations will remain open and assessing daiy fees
- : Violation has been resolved

Old Buisness

- : Karen Brock made a motion to send intent letter for foreclosure. Second by Renee Richardson. All in favor.

New Business

- Annual Meeting: Chelsey will check with Susan to make sure that Moose Lodge is still available

Next board meeting on Feb 11, 2019 at Dawn's house (3016 A Cheryl Ct) at 630pm

Meeting was adjourned at 646pm. Motion by Karen Brock. Second by Dawn Poaletti. All in favor.



South Ridge HOA

Board Meeting: February 11, 2019

630pm at 3016 A Cheryl Ct

Attending: Dawn Poaletti, Karen Brock, Debbie Brantley, Linda Barnes, Renee Richardson

Unexcused Absence: Susan Howard

Meeting was called to order at 631pm by Dawn Poaletti.

No Violation Hearings

Review and approve prior meeting minutes: January 14, 2019

- Motion to approve minutes by Karen Brock
- Second by Linda Barnes
- All in favor. Minutes approved

Review Reports

- HOA has approximately \$18,000. Suggestion to get CD. Another suggestion to create a hardship fund for homeowners. Unsure if this is legal. Will further discuss on next meeting.
- Violations (pgs 1-6)-Reviewed violation report- no changes made
- Delinquent report reviewed- no changes made.

Old Business

- : Awaiting homeowner's response from intent letter for foreclosure.

New Business

- Awaiting confirmation from Susan Howard about confirmation for Moose Lodge for annual meeting
- Debbie Brantley has noticed weeds in flowerbeds throughout all seasons. So she proposed more diligent neighborhood checks and add to Covenant at annual meeting. Motion second by Karen Brock.
- Debbie Brantley also report Christmas lights are still up at property,

Next board meeting on March 11, 2019 at RPM at 630pm

Meeting was adjourned at 710pm. Motion by Karen Brock. Second by Debbie Brantley All in favor.

South Ridge HOA

Board Meeting: March 11, 2019

630pm at RPM

Attending: Dawn Poaletti, Karen Brock, Debbie Brantley, Susan Howard, Renee Richardson

Excused Absence: Linda Barnes

Meeting was called to order at 630pm by Dawn Poaletti.

Violation Hearings, pgs 1-2

- : Owner present today who reported the following information. Fence was destroyed by storm. Denied by FEMA. Owner can't afford insurance deductible. Later found out contractor did not put fence into ground 2 feet. Had court hearing in Dec. 2018. Owner won the case. Awaiting money, had someone scheduled to fix it in March 2019 but no money received so pushed into April 2019 for repair.
  1. Karen Brock-motion to hold fines until May 2019. Motion second by Susan Howard. All in favor
- : corrected as of March 2019 inspection
- : Motion for \$100/occurrence in Jan 2019, Feb 2019, March 2019 by Karen Brock. Second by Debbie Brantley. All in favor
- Motion to start standard fines as defined by \$50 initial fine and then \$20/day starting 5 days from today by Karen Brock. Second by Susan Howard. All in favor

Review and approve prior meeting minutes: Feb 11, 2019

- Motion to approve minutes by Karen Brock
- Second by Debbie Brantley
- All in favor. Minutes approved

Review Reports, pgs 4-11

- : Stopped making payments. Demand letter mailed on 3/5/19
- and : Reminder letters will be mailed
- : Owner report paying annual dues in Jan 2019 with a check. She will confirm this by sending Chelsey the check number
- : Add to letter that owner must repair lawn
- : Chelsey will check with various companies to determine if possible to remove rust off vinyl. Will discuss on follow up board meeting.

Old Business

- : Motion by Karen Brock to proceed with foreclosure. Second by Debbie Brantley. All in favor except one (Renee Richardson).

- : Motion by Susan Howard to give information to attorney. Second by Debbie Brantley. All in favor.
- : Motion by Susan Howard to hold/wait on action until May 2019. Second by Karen Brock. All in favor.
- CD/Hardship fund: HOA decided against homeowner hardship fund but may consider using money for community repairs. Dawn Poaletti suggested \$5000 CD (for 6-9 months) to be used for the community. Motion to approve by Karen Brock. Second by Debbie Brantley. All in favor. Chelsey will investigate to see if possible for HOA to get CD.

#### New Business

- Annual Meeting preparations: reviewed packet, pgs 12-15. Meeting location at Moose Lodge confirmed by Susan Howard. HOA will be present at 630pm to be available for questions. Annual meeting will start at 7pm. Motion to mail annual meeting packet by Karen Brock. Second by Susan Howard. All in favor.
- Spring community yard sale: tentative date is May 18, 2019. HOA to pay for advertising. Will discuss at annual meeting.
- For flowerbeds at both entrances, Dawn Poaletti will get quote from someone she knows. Will discuss at next board meeting

Annual Meeting: April 16, 2019 at 7pm at Moose Lodge, Winterville NC

Next board meeting on March 13, 2019 at RPM at 630pm

Meeting was adjourned at 751pm. Motion by Susan Howard. Second by Karen Brock. All in favor.

South Ridge HOA

Board Meeting: June 10, 2019

630pm at RPM

Attending: Karen Brock, Debbie Brantley, Susan Howard, Linda Barnes, Belinda Howard, Renee Richardson

- I. Meeting was called to order at 632pm by Susan Howard.
- II. Owner/resident discussion session
  1. about fines for parking violation for Navy pick up with flat tires in driveway. Tenant stated that he did not realize there was a notice until debt was added to his rent (by owner- ). Once he realized there was a problem, the truck was removed from the property. Apparently, the owner had incorrect email address for tenant which has now been corrected. Fine (\$300 total for \$100 per occurrence/inspection) was paid in full by owner on March 25, 2019. Tenant requested to have fines refunded. HOA deliberated with possibilities to include to reduce debt by half or to keep fines as stated. In May 2017, tenant was fined for similar problem, no fine since problem was corrected. Tenant confirmed that he had a copy of bylaws. Motion by Karen Brock to keep fines as previously stated because this was not his first offense, he has copy of bylaws and his responsibility to make sure owner has up to date contact information. Motion second by Debbie Brantley. All in favor.
  2. about neighbor yard maintenance letter. pg 1—FYI
- III. Violation Hearings (pg 2)
  1. : Owner lives in Georgia. Continue to issue fines.
  2. : Linda Barnes stated that 3 cars park in driveway and wheels are barely on the edge although other board members disagreed and stated that cars are parked on grass sometimes. Karen Brock made a motion to not fine the owner cars were not on the grass for the last inspection. Second by Renee Richardson. All in favor.
- IV. Review and approve prior meeting minutes: March 11, 2019 (pgs 3-4). Motion to approve minutes by Karen Brock. Second by Linda Barnes. All in favor.
- V. Review Reports (pgs 5-18)
  1. Delinquents and Prepaids Report (pg 7)
    - : Will discuss in July meeting
    - : one owner lives in unit and the other owner lives in Georgia ( ), they are going through a separation. Hill requested a waiver for existing fines ( ) since she has been paying regularly on payment plan. She has been paying \$300/month since Jan 2018. Karen Brock made a motion to waive remaining existing fees since Hill has been paying regularly with payment plan. Second by Debbie Brantley. All in favor.
- VI. Old Business
  1. CD rates-\$5000. Motion by Karen Brock to use Select Bank (9 months at 2%). Second by Linda Barnes. All in favor.

VII. New Business

1. Palladian windows (pg 19). Reviewed letter from Chris Braxton, Project manager for Mercer Glass Co. Motion by Belinda Howard to have 90 days to complete repair, no fines during this 90 day period. Both properties (A & B) should match. Motion second by Debbie Brantley. All in favor.
  - a. . Currently in 90 day grace period.
  - b. (fined and corrected). Motion by Karen Brock to remove 90 days of fines which equal to \$1800 credit for window fines
  - c. (no fines yet, currently in 90 day grace period)
2. Annual Meeting Follow up
  - a. Suggestion for solar lights at entrance. HOA discussion: Solar lights do not work forever and will need to be replaced. Solar lights do not always work which poses a safety issue. Current lights are dependable and cost \$55/month for 4 lights. Will need electrician to remove current lights. Motion by Debbie Brantley to keep existing lights. Motion second by Linda Barnes. All in favor.
  - b. Suggestion for Christmas party and/or summer picnic. HOA discussed possibly having summer picnic in cul de sac, Moose Lodge or have police come to neighborhood. Susan Barnes to check price to reserve backyard at the Moose Lodge in mid-September 2019. Will discuss on next meeting.
  - c. Town of Winterville Noise Ordinance. Belinda Howard stated town is proposing to limit Moose Lodge rental to four times/year because of previous noise complaints. Currently ordinance is still being discussed.
  - d. Yard Sale Notice. Karen Brock stated neighborhood need more advance notice to prepare for next year's yard sale
  - e. Newsletter. Karen Brock inquired about reinstating quarterly neighborhood newsletter that would include upcoming town events, recipes, etc. Will discuss on follow up meeting.

- VIII. Adjournment. Motion by Renee Richardson to adjourn meeting at 813pm. Motion second by Karen Brock. All in favor.

Next Board Meeting: July 8, 2019 at 630 at RPM

South Ridge HOA

Board Meeting: July 8, 2019

630pm at RPM

Attending: Karen Brock, Debbie Brantley, Susan Howard, Belinda Howard, Renee Richardson

Absent: Linda Barnes

- I. Meeting was called to order at 636pm by Susan Howard.
- II. Establishment of a quorum
- III. Violation hearings (pg 1)
  - a. No one was present for hearings so next step is to assess \$50 fine and then it will be \$20/day. Fines start 5 days after letter is sent out. Motion made by Belinda Howard. Second by Debbie Brantley. All in favor
- IV. Prior meeting minutes: June 10, 2019. Motion made by Karen Brock. Second by Debbie Brantley. All in favor
- V. Review reports (pgs 4-19)
  - a. Delinquents and Prepays Report (pg 6)
    - i. —A demand letter will be mailed in July 2019.
    - ii. —Motion by Karen Brock to send a demand letter. Second by Belinda Howard. All in favor
    - iii. A second dues reminder letter mailed to the following addresses:
  - b. Violations (pg 7-19)
    - i. -- Also noted to have street parking regularly with different cars.
    - ii. —Also noted to have cars parked on grass in backyard and garage is often left open.
    - iii. —  
Parking on street during daytime for unknown amount of time. Will see if present during next inspection to decide if will send letter.
    - iv. —Chelsey will ask Emily Dr 189 A if they recently purchased shutters. Will review on next meeting.
    - v. —Remove from list
- VI. Old Business
  - a. Newsletter (Karen Brock). Brief discussion about re-instating the community newsletter. No one volunteered to lead the newsletter. Will discuss on next meeting.
  - b. Community picnic/party. Will discuss further on next meeting.
    - i. Per Susan Howard, for Moose Lodge, outside only. Cost range from \$250-\$400 with a \$150 refundable deposit. She will find out if there are cheaper options.
    - ii. Another suggestion was to use a public park. Need to find out if there is a fee or reservation required to use public park. Karen Brock will call about this information.

VII. New Business

- a. Board of Officers at the Moose Lodge have requested that our residents stay off their property when walking dogs. Private property signs are in place. Chelsey will send reminder emails to residents.
- VIII. Adjournment. Motion to adjourn at 732pm by Karen Brock. Second by Belinda Howard. All in favor.

Next board meeting on Monday, Aug 12, 2019 at Debbie Brantley's house (Cheryl Ct 3031 A)

Next board meeting at RPM on Monday, Sept 9, 2019 at 630pm

South Ridge HOA

Board Meeting: Aug 12, 2019

630pm at 3031 A Cheryl Ct (Debbie Brantley's house)

Attending: Karen Brock, Debbie Brantley, Susan Howard, Belinda Howard, Renee Richardson

Excused Absence: Linda Barnes

- I. Meeting was called to order at 632pm by Susan Howard.
- II. Establishment of a quorum
- III. Review and approve prior meetings minutes: July 10, 2019. Motion made by Karen Brock. Second by Debbie Brantley. All in favor
- IV. Review Reports
  - a. Delinquents and Prepaids Report
    - -Send letter about fines that are due
    - : Ask Chelsey -what is the next step for HOA since disputing the fines and can HOA obtain HOA statement?
    - - send letter about fines
    - . Owner reported that tenant will pay fines which owner spoke already spoke with Chelsey
  - b. Violations
    - - unit A reported having shutters for 6 years. Motion by Karen Brock to discuss on next meeting since we would need more information before sending unit B a letter. Second by Belinda Howard. All in favor.
    - - has home damage. Will wait until Sept meeting to further address
    - -Boat was removed but noted to be in driveway on next inspection. Motion made by Karen Brock to send a letter. Second by Debbie Brantley. All in favor.
    - - Car has tarp on it and grass not kept properly. Has a hearing on 9/9/2019. Motion by Karen Brock to send letter about grass maintenance. Second by Debbie Brantley. All in favor.
    - : Grass/ trees were cut down but currently grass is not adequately maintained. Motion by Belinda Howard to send a letter. Second by Renee Richardson. All in favor.
    - - No show to hearing so will continue fines
    - A & B-Send a letter
- V. Old Business
  - a. Newsletter. Motion made by Debbie Brantley to not do neighborhood newsletters since no one volunteered to perform this task. Second by Belinda Howard. All in favor



- b. Holiday Party: Debbie Brantley contacted Alice Keene Park. Would need to complete application. \$40 for ½ day (9am-2pm or 2pm-dark). Max capacity is 80. Susan Howard reported free family fun day event at Moose Lodge. Date and time -TBA. Susan can make flyers that will need to be delivered to residents. Board decided to table this topic until Sept meeting
- VI. New Business-No new business
- VII. Adjournment. Motion made by Debbie Brantley. Second by Karen Brock. All in favor. Meeting adjourned at 7:37pm

Next Board Meeting at RPM: Monday, Sept 9, 2019 at 6:30pm

South Ridge HOA

Board Meeting: Sept 9, 2019

630pm at RPM

Attending: Karen Brock, Debbie Brantley, Susan Howard, Belinda Howard, Linda Barnes, Renee Richardson

- I. Meeting was called to order/Establishment of a quorum at 630pm by Susan Howard.
- II. Owner discussion
  - A. re: damaged muntin pieces in Palladian window. He was present for meeting. is blind and reported that he was unaware of the broken window when he moved in. He has been at this property for 10 years without anything being said about this. His friend noticed it and thought it was cosmetic only (as reported in a letter sent to RPM). He considered using a fan over the window but unable to do this. Cost to repair window will be \$500-\$1500 without labor. Current temporary fix –put “mirror black” on it to prevent fines. Plan to ultimately fix the window by using vinyl which cost about \$60/window. This repair would be for both units (A &B). A friend will install so not responsible for labor. is requesting to be reimbursed for his out of pocket costs or not have to pay annual dues in lieu of reimbursement. confirmed that he received covenants at close of sale although he is unsure if they were read to him. HOA informed that we will discuss and send him a letter. Motion by Debbie Brantley to not reimburse the costs. Motion second by Linda Barnes. All in favor. Motion by Linda Barnes to extend deadline until Jan 1, 2020. Motion was second by Renee Richardson. All in favor except one person (Karen Brock).
  - B. re: request to remove fines. Owner sent letter instead of attending the meeting. Letter was reviewed by each member. Motion by Karen Brock to not remove any fines and owner must pay \$390. Motion second by Debbie Brantley.
- III. Violation Hearings (p2-3)
  - A. Motion by Linda Barnes to start fines with exception of . Motion second by Karen Brock. All in favor.
- IV. Review and approve prior meetings minutes: Aug 12, 2019. Motion made by Karen Brock. Second by Linda Barnes. All in favor
- V. Review Reports (p 6-20)
  - A. Sept inspection results
    - a. Sign repairs
    - b. No action for now. Will need to check if floor plans are identical with shutters
    - c. Chelsey will send letters for all Sept violations
- VI. Old Business
  - A. Community picnic/party

- Susan Howard told us about free hotdogs event at Moose Lodge on Halloween from 6-730pm.
  - Will table community picnic/party until next meeting
- VII. New Business
- A.
- VIII. Adjournment. Motion to adjourn meeting by Karen Brock. Motion second by Debbie Brantley. All in favor. Meeting adjourned at 744pm

Next board meeting: Monday, Oct 14, 2019 at Belinda Howard's house (3030A Cheryl Ct)

Next board meeting at RPM: Monday, Nov 11 at 630pm

# South Ridge Homeowners BOD Minutes

## Meeting Minutes

10/24/2019

Present: Karen Brock, Debbie Brantley, Susan Howard, Belinda Howard, Linda Barnes.  
Renee Richardson (excused absence)  
Susan Howard took minutes.

Next meeting: November 11, 2019

### 1. Announcements

Quorum was met and meeting began at 6:32pm. Karen made a motion to adopt the minutes as read and Linda seconded. Motion carried.

- **Delinquent reports**

- -Foreclosure proceedings to begin (CJP).

- Motion to hold made by Karen
- Linda Seconded
- Motion carried

- -wait until next meeting to discuss.

- – Dues paid for 2020 on 12/18/2019

Issues with

- Fines with both properties have been deferred at \$740.00 for Unit A and \$740.00 for Unit B.
- Motion to defer decision until next meeting.
- Karen made a motion, Belinda seconded, motion carried.

- -Fines are not to be removed. is willing to pay \$20.00 per month on a payment plan.

- Debbie mad a motion to not forgive the fines, Karen seconded, motion carried.

- – Hold for next meeting.

- -No fines to be removed.

- -Payment plan in place.

### 2. Discussion

Violations:

- -Skip
- -nothing to fine.
- -Hearing in Nov.
- -Holding
- -Car with tarp and no license tags. SUV parked on the grass. Start fines.
- -Holding
- -Hearing Missed
  - – landscaping
  - – Landscaping
    - Hold for November Meeting
- - Nov. Hearing (holding)
- -Nov. Hearing
- – Foreclosure
- -\$50.00 per month payment plan. Hold until Nov. (Needs to clean Algae)
- – Hearing in November (Holding)
- – is going to clean mailbox.
  - Ask about letters, shutters, and Palladian windows.
- – Allowed until January 2020 to resolve.
- Ask if Architectural Committee members will stay the same.
- -Holding
- -Nov. Hearing
- -Mailbox. Holding for pictures and parking verification.
  - Motion to dismiss parking made by Debbie, seconded by Karen, motion carried.

**3. Roundtable discussion:**

- Cancel Halloween party
- Belinda made a motion to adjourn, seconded by Debbie. Motion Carried
- Adjourned at 7:38pm

South Ridge HOA

Board Meeting: Dec 9, 2019

630pm at RPM

Attending: Karen Brock, Debbie Brantley, Susan Whitehurst (formerly Susan Howard), Belinda Howard, Renee Richardson

Absence: Linda Barnes

Observers for part of the meeting:

- They are concerned that \_\_\_\_\_ is not maintaining the property/landscaping ie grass is not mowed, green algae on back of the house and trashcan at curbside. Second concern: The property next door (owner \_\_\_\_\_) has thrown debris behind their fence and the ditch. Third concern: missing letters/lights at entrances. They will take pictures of the backyard and give to Chelsey. We explained that backyards not a part of the neighborhood inspection.

I. Meeting was called to order at 630pm by Susan Whitehurst.

II. Establishment of a quorum

III. Violation Hearings (pg 1). No one appeared for the violation hearings.

- \_\_\_\_\_ : Karen Brock made a motion to hold fines for 30 days and then to reassess. Motion was second by Debbie Brantley. All in favor.
- \_\_\_\_\_ : Karen Brock made a motion to start fines (\$50 initial fine. Five days after initial fine, then \$20 daily). Motion was second by Belinda Howard. All in favor.
- \_\_\_\_\_ : Karen Brock made a motion to start fines (\$50 initial fine. Five days after initial fine, then \$20 daily). Motion was second by Debbie Brantley. All in favor.

IV. Review and approve prior meetings minutes for Oct 14, 2019. To be submitted. No quorum at November 11,2019 meeting;

V. Review Reports (pgs 2-10)

- Collections report (pgs 4-5)
  - a. \_\_\_\_\_ : Karen Brock made a motion to foreclose on the property. Motion was second by Debbie Brantley. All in favor.
  - b. \_\_\_\_\_ : Karen Brock made a motion to approve payment plan. Motion was second by Debbie Brantley. All in favor.
  - c. \_\_\_\_\_ : Debbie Brantley made a motion to not remove the fines. Motion was second by Karen Brock. All in favor.

- d. : Karen Brock made a motion to deny request to have fines removed. Motion was second by Belinda Howard. All in favor.
- e. : Karen Brock made a motion to disregard outstanding balance. Motion was second by Debbie Brantley. All in favor.
- f. : Currently on a payment plan
- g. : Karen Brock made a motion to accept payment plan of \$50/month after violation is corrected. Deadlines for correction is 1/13/20. Fines will continue to accrue. Motion second by Debbie Brantley. All in favor.

- Dec Inspection results (pgs 6-10): Letters will be mailed on 12/10/19.
  - a. : Added violation that there is a bent gutter on the front of the house
  - b. : Added violation of shrubs/weeds in shared area between the houses.
  - c. : There is a trailer parked in front of the property. Will need more information before letter is sent.
  - d. : There is a trailer and storage in the front yard. This will need to be verified before letter is sent.
  - e. : Motion by Karen Brock for owner to replace shutters. Motion was second by Debbie Brantley. All in favor.

VI. Old Business

- Community Picnic/party: Family fun day at Moose Lodge was cancelled for 2019. Will revisit this topic at Feb 2020 meeting.

VII. New Business

- 2020 Budget (Pg 11): Motion by Karen Brock to not increase annual dues and to approve proposed budget. Motion was second by Debbie Brantley. All in favor.

IX. Adjournment at 750pm by Susan Whitehurst.

# South Ridge Homeowners BOD Minute

## Meeting Minutes

01/13/2020

Present: All officers except attendance Renee Richardson (excused), Linda Barnes absent (no correspondence)  
Pro-Tem Belinda Howard took Minutes

Next meeting: February 10, 2020 (Debbie's House)

### 1. Announcements

Quorum was met and meeting began at 6:31pm. Please only respond to emails if you are unable to attend. Karen made a motion to adopt the minutes as read and Debbie seconded. Motion carried. The October 14, 2019 minutes will be typed and sent to the board. All receiving demand letters can be turned over for foreclosure at any time.

- **Violations:**
- – Hearing 01/13/2020 (no show)
  - Per infraction (\$50.00) or no fines?
  - Debbie made a motion for a \$50.00 fine
  - Karen Seconded
  - Motion carried
- Dec. 9 Board Meeting
  - Linda Barnes unit for sale
  - Karen mad the motion
  - Debbie seconded
  - Motion carried
  
  - \$761.55 write-off
  - Karen made a motion
  - Debbie seconded
  - Motion Carried
  - Letter sent for \$32.60
  - Hearing 3/9/2020



- - \$2,383.15
  - Submit nothing else currently
  - Did not show for 12/9/19 Hearing
- – Board voted to keep fines in place
  - Issues with
  - Fines with both properties have been deferred at \$2,130.00 for Unit A and \$2,130.00 for Unit B.
  - Demand letter has been sent.
- -\$80.00 demand letter
- – Initial Letter (Trees up to roof)
- -\$390.00 demand letter (initial Letter sent ongoing)
- –Hearing 3/9/2020
- -Initial Letter sent
- -Current Plan nothing done
- -\$4,340.00 demand letter (did not attend hearing 6/10/19)
- -initial letter (Hearing 3/9/2020)
- – RPM sending letters
- – Initial Letter
- – RPM Initial Letter
- -Initial Letter
- -Mailbox. Hearing 1/13/2020 (Fining)
  - – Initial Letter (Broken trim)
  - – Initial letter (parking on grass)
- -Hearing 12/9/19
- - Hearing 3/9/2020 (Geneva Buck)
- 4 violation
  - -Initial letter sent
  - -Initial letter sent

**2. Balance Sheet:**

- Okay
- Profit & Loss-Okay

**3. Roundtable discussion:**

- Confirmation of Annual Meeting – 4/21/2020
  - Moose Lodge (5:30 board arrive, meeting 6:00-7:30pm)
- All officers open for new elections
- Next Board meeting at RPM on 3/9/2020
- Adjourned at 7:30pm

South Ridge HOA

Board Meeting: Feb 10, 2020

630pm at 3031 A Cheryl Ct (Debbie's house)

Attending: Karen Brock, Debbie Brantley, Susan Whitehurst (formerly Susan Howard), Belinda Howard, Renee Richardson, Linda Barnes

- I. Meeting was called to order at 636pm by Susan Whitehurst.
- II. Establishment of a quorum
- III. Review and approve prior meeting minutes: 10/14/19 and 1/13/20
  - Minutes for 10/14/19: Debbie Brantley made a motion to approve minutes with exception of adding names, correcting grammatical errors and other corrections noted. Motion second by Linda Barnes. All in favor.
  - Minutes for 1/13/20: Linda Barnes made a motion to approve minutes with exception of adding names, other corrections noted and changing Linda Barnes to excused absence. Motion second by Debbie Brantley. All in favor.
- IV. Review Reports
  - Feb Inspection results: Renee Richardson made a motion to send a general letter to all residents to remind them to clean mailboxes. Motion was second by Karen Brock. All in favor.
  - Reviewed balance sheet as of Jan 31, 2020-no changes
  - Reviewed Profit and Loss Budget Performance, Jan 2020- no changes
  - Delinquents and Prepays report, as of Feb 7,2020-no changes
  - Violations
    1. : No show for hearing in 12/9/19 so will send a demand letter
    2. in foreclosure but has a hearing on 3/9/2020 for different violations
    3. : will re-evaluate violation in March 2020
    4. : No show for hearing in 12/9/19 so will send a demand letter
    5. : If no correspondence by March 2020 meeting, then will proceed with foreclosure.
    6. Violation added – for a white truck parked on street overnight. No pic available.
- V. Old Business
  - Fines at ( ). HOA agree the need to confirm that HOA has authority to create fines based on covenants and by-laws. Covenants were last reviewed by a lawyer on March 2014. We spoke with Rocky

over the telephone about the situation. There was discussion about which lawyer to use but ultimately decided to use recommended lawyer by RPM. Debbie Brantley agreed to meet with lawyer but with another HOA member- if needed. Debbie Brantley made a motion to put \_\_\_\_\_ on the March meeting agenda and to have lawyer review covenants and by laws to ensure we have a legitimate case. Also want to invite Rocky to attend the March meeting. Motion was second by Renee Richardson. All in favor.

VI. New Business

- Community Picnic/party-defer until next meeting
- Resident concern about cats: HOA reviewed a letter submitted on 1/23/20 by \_\_\_\_\_. Debbie Brantley reported that some of the cats have been relocated but there are other cats still in the neighborhood. Can contact Winterville Police Dept to pick up cats (collar or no collar). This will need to be done individual neighborhood residents.
- Architecture Committee consists of \_\_\_\_\_. If a request is not responded to within 30 days, then request is considered approved.- There was discussion that requests should return to the officers on the board vs appointed committee since there have been unanswered requests by the architecture committee. Also need to be better communication between the committee and the HOA board. This will need to be discussed more on next meeting.

- I. \_\_\_\_\_ submitted a request to expand the driveway to fit 2 handicap vans in the driveway. This will prevent parking on the grass. Formal written request was submitted to Chelsey on Jan 27, 2020. Architecture committee did not respond yet to the request so decision should be deferred to HOA board members. There was discussion about possible conflict of interest for Susan Whitehurst (Howard's daughter) and Belinda Howard. Property is not in Susan Whitehurst's name so decided that she can vote. Board members are unable to vote per the rules, only officers. Renee Richardson and Susan Whitehurst agreed to requested changes.

VII. Adjournment at 854pm by Karen Brock. Motion second by Linda Barnes. All in favor.

Next board meeting: Monday, March 9, 2020 at PRM

Annual Meeting: Tuesday, April 21, 2020 at Moose Lodge at 630pm (Board to arrive at 6pm)

South Ridge HOA

Board Meeting: March 9, 2020

630pm at RPM (Russell Property Management)

Attending: Karen Brock, Debbie Brantley, Susan Whitehurst (formerly Susan Howard), Belinda Howard, Renee Richardson

Additional people attending: Chelsey Bennett, Rocky Russell and Jon Carr, JD

Absent: Linda Barnes (She is no longer on the Board -selling units)

- I. Meeting was called to order at 632pm by Susan Whitehurst. Establishment of a quorum
- II. Violation Hearings (pgs 1-2).
  - a. Debbie Brantley made a motion to combine landscaping issues so have a total of 2 fines. Motion was second by Belinda Howard. All in favor.
  - b. Debbie Brantley made a motion for Jon Carr to review rules and fines. Motion was second by Karen Brock. All in favor.
- III. Homeowner discussion period (7pm)
  - a. \_\_\_\_\_ and \_\_\_\_\_ re: violation fines at \_\_\_\_\_ (pg 3-4). \_\_\_\_\_ is requesting all fines are waive based on miscommunication. HOA requested time to discuss his request and the documentation he presented. Belinda Howard made a motion to go into executive session. Motion was second by Debbie Brantley. All in favor.
  - b. Renee Richardson made a motion for \_\_\_\_\_ to pay \$550 total for both unit fines. If paid in full, then HOA will waive other fines. Motion was second by Belinda Howard. All in favor. Chelsey Bennett will send written correspondence to \_\_\_\_\_
  - c. \_\_\_\_\_ provided petition to amend bylaws at next annual meeting that was signed by \_\_\_\_\_ and homeowner for \_\_\_\_\_
- IV. Review and approve prior meeting minutes: Feb 10, 2020 (pgs 5-6) with exception of corrections. Karen Brock made a motion to approve minutes with exception of corrections. Motion was second by Debbie Brantley. All in favor.
- V. Review Reports (pgs 7-15)
  - a. Payment Plan request from owner \_\_\_\_\_ ( \_\_\_\_\_ /month) pg 9:
  - b. Pg 9: \_\_\_\_\_ -violation corrected and fines have stopped. Karen Brock made a motion to defer until May 2020 meeting so Jon Carr can review this. Motion was second by Renee Richardson. All in favor.
  - c. Violations review (pgs 10-16): Karen Brock made a motion to defer fines until Jon Carr can review them. Motion was second by Belinda Howard. All in favor.
  - d. \_\_\_\_\_ Motion by Karen Brock for Chelsey Bennett to send them architecture letter. Motion was second by Renee Richardson. All in favor.
- VI. Old Business

- a. Community picnic/party: Karen Brock made a motion to add this topic to the discussion at the annual meeting. Motion was second by Debbie Brantley. All in favor.
  - b. Resident concern about cats (pg 17): Chelsey Bennett will contact resident about this concern.
- VII. New Business
- a. Annual Meeting preparations: Packets need to go out to the homeowners at least 15 days prior to meeting date
    - 1. Meeting packet review (pgs 18-23)
    - 2. Member terms expiring/ballot representation- officers and 1 director. Susan Whitehurst (president), Belinda Howard (VP), Renee Richardson (Secretary/Treasurer) but this position will be vacant, Karen Brock (Director).
    - 3. Karen Brock made a motion to appoint the following people to the nomination committee with Debbie Brantley (chair), Belinda Howard and Susan Whitehurst
  - b. Linda Barnes vacant board member position, term expires April 2021
  - c. Community Yard Sale: Belinda Howard has yard sale signs. Debbie Brantley made a motion to coordinate yard sale on the same day as Winterville Yard Sale. Motion was second by Belinda Howard. All in favor.
- VIII. Adjournment: Karen Brock made a motion to adjourn meeting at 858pm. Motion second by Belinda Howard. All in favor.

Annual Meeting: Tuesday, April 21, 2020, 6-730pm (Board to arrive around 530pm)  
EDIT: POSTPONED DUE TO COVID-19

Next Board Meeting: Monday, May 11, 2020, 630pm at Russell Property Management

South Ridge HOA

Board Meeting: May 11, 2020

630pm, virtual via GoToMeeting

Attending: Karen Brock, Debbie Brantley, Susan Whitehurst (formerly Susan Howard), Belinda Howard, Renee Richardson

Additional people attending: Chelsey Bennett

- I. Meeting was called to order at 634pm by Susan Whitehurst.
- II. Establishment of a quorum
- III. Review and approve prior meeting minutes: 3/9/20. Motion to approve by Karen Brock. Motion second by Debbie Brantley. All in favor. 3/9/20 executive session minutes. Motion to approve by Debbie Brantley. Motion second by Karen Brock. All in favor.
- IV. Review Reports, pgs 4-6
  - a. Delinquents and Prepaids Report, pg 6
    - : If she pay dues and legal fees, then will waive other fees. Letter has been sent by attorney. Hold off until June/July 2020 meeting secondary to COVID-19.
- V. Old Business
  - a. Linda Barnes vacant position, term expires on April 2021. HOA will ask neighbors if they want to volunteer. Chelsey will send an email to homeowners about the position.
- VI. New Business
  - a. Rules and Regulations update, pgs 7-8. Update was reviewed by HOA and recommended change include: Non passenger vehicles will be considered mobile personal property and must be parked behind the home. Motion to accept updated rules/regulations with changes made by Karen Brock. Motion was second by Debbie Brantley. All in favor.
  - b. Architectural requests
    - i. : shutters, pg 9
    - ii. : car port, pg 10
  - c. Civility pledge, pgs 11-12. Debbie Brantley made a motion to include the pledge in the annual meeting information packet. Motion was second by Belinda Howard. All in favor.
- VII. Adjournment. Motion made by Debbie Brantley to adjourn the meeting at 753pm. Motion second by Belinda Howard. All in favor.

Next board meeting: Monday, June 8, 2020 at 630pm. Usually this meeting is scheduled at HOA member's house but will decide location at a later time secondary to COVID-19. Consideration for meeting to be held virtual via GoToMeeting.

South Ridge HOA

Board Meeting: May 15, 2020

Virtual via GoToMeeting

Attending: Karen Brock, Debbie Brantley, Susan Whitehurst (formerly Susan Howard), Belinda Howard, Renee Richardson

Additional people attending: Chelsey Bennett

- I. Meeting was called to order at 150pm by Susan Whitehurst.
- II. Establishment of a quorum
- III. Old Business
  - a. Rules and Regulations update: HOA discussed to remove addition/change (this was discussed on Meeting on May 11, 2020) OR better define the addition/change. Debbie Brantley made a motion to remove addition/change. Motion was second by Karen Brock. All in favor.
- IV. Adjournment. Motion made by Debbie Brantley to adjourn meeting at 157pm. Motion was second by Karen Brock. All in favor.



South Ridge HOA

Board Meeting: June 8, 2020

630pm, virtual via GoToMeeting

Attending: Karen Brock, Debbie Brantley, Susan Whitehurst (formerly Susan Howard), Belinda Howard, Renee Richardson

Additional people attending: Chelsey Bennett

- I. Meeting was called to order at 639pm by Susan Whitehurst.
- II. Establishment of a quorum
- III. Review and approve prior meeting minutes: 5/11/20. Minutes are not available to review.
- IV. Review Reports, pgs 1-7
  - a. Collections- foreclosure? pg 3
    - i. Attorney sent letter about fines. No response from homeowner. Belinda Howard made a motion to wait 1 month before deciding about foreclosure secondary to COVID-19. Motion was second by Debbie Brantley. All in favor.
  - b. June inspection result, pgs 4-7
    - i. For initial violations, letters will be sent to homeowners.
- V. Old Business
  - a. Linda Barnes vacant position, term expires April 2021
    - i. No responses to email that was sent out by Chelsey.
    - ii. HOA will ask neighbors to volunteer. Will further discuss on next meeting
- VI. New Business
  - a. Jon Carr, attorney. Reviewed concerns about Rules/Regulations. Karen Bock made a motion for Jon Carr to speak with Adam Beaudoin (attorney for Rich Balot) to get details about revisions. Motion was second by Debbie Brantley. All in favor. We will need this information prior to next meeting.
- VII. Adjournment. Karen Brock made a motion to adjourn meeting at 731pm. Motion was second by Debbie Brantley. All in favor.

Next board meeting: Monday, July 13, 2020, 630pm. Location of the meeting will be discussed at a later time, to held at RPM or virtually.

South Ridge Homeowners Association of Winterville, Inc  
Board Meeting Minutes  
July 13, 2020  
virtually/conference call via GoToMeeting

Meeting called to order at 6:31 pm. Quorum was established with 4 members present (2 vacant positions). Those present included Susan Whitehurst (President), Belinda Howard (VP), Karen Brock (Director), and Debbie Brantley (Directors), as well as Chelsey Bennett (Community Association Manager).

Motion to approve minutes from May 11, 2020, May 15, 2020 (special meeting), and June 8, 2020 made by K. Brock, 2<sup>nd</sup> by D. Brantley, all approve.

Collections actions reviewed for . Motion made by Karen Brock to give one more chance to pay before proceeding with foreclosure, offer a settlement of \$550.00 to be received within 15-days; 2<sup>nd</sup> by Belinda Howard, all approve.

Procedure was reviewed on how to have virtual annual meetings for next meeting.

Two vacant positions remain; Board members will continue to ask neighbors to gain interest to fill. There were no responses to the email sent out by Russell Property Management.

Information was reviewed about possibility of having virtual annual meeting. No decisions made at this time.

Next meeting is scheduled for Monday, August 10, 2020, 6:30 pm, will continue to hold virtually/conference call for foreseeable future.

South Ridge Homeowners Association of Winterville, Inc.  
Board Meeting Minutes

August 10, 2020  
via conference call

Meeting called to order at 6:31 pm. Quorum was established with 4 of 6-7 Directors present (2-3 vacant positions). Those in attendance were Susan Whitehurst (President), Belinda Howard (VP), Karen Brock (Director), and Debbie Brantley (Director), as well as Chelsey Bennett (Community Association Manager).

Violation hearing held for \_\_\_\_\_ regarding a missing shutter. Owner in attendance via letter submission – reported in progress and should be completed by end of August. Motion made by Karen Brock to allow extension, if still open during September inspection will proceed with new hearing date; seconded by Debbie Brantley. All approved.

Minutes from July 13, 2020 Board meeting were reviewed. Motion made by Karen Brock to approve as submitted with addition of names for motion and second relating to foreclosure at \_\_\_\_\_.  
Second by Belinda Howard. All approved.

Financial reports reviewed as of July 31, 2020.

Collections actions review towards \_\_\_\_\_. Motion made by Karen Brock to hold and review again at September meeting after homeowner has the opportunity to receive and review latest letter sent from Jordan Price Law Offices. Second by Belinda Howard. All approved.

Results of August inspection were reviewed. A few additional violations were noted from Board members. Letters will be mailed to owners, except damages noted from recent hurricane (will give homeowner one month; if still open during September inspection will send letters then).

Continued review of information regarding possibility of having virtual annual meeting. Belinda Howard made motion to have virtual meeting and then collect ballots a week or so later. Karen Brock second. All approved. Dates to be determined. Board to seek advice from legal counsel regarding petition to amend Bylaws before solidifying dates for virtual meeting and ballot collection. Board members will ask neighbors about willingness to serve on the Board to fill two vacant terms and for ballot representation for the annual meeting.

Meeting adjourned at 7:48 pm.

Next Board meeting is scheduled for Monday, September 14, 2020 6:30 pm, likely to be held virtually / via conference call again.

South Ridge Homeowners Association of Winterville, Inc.  
Board Meeting Minutes

September 14, 2020

Location: Russell Property Management

Meeting called to order at 6:35 pm. Quorum was established with 4 of 6-7 Directors present (2-3 vacant positions). Those in attendance were Susan Whitehurst (President), Belinda Howard (VP), and Karen Brock (Director) as well as Chelsey Bennett (Community Association Manager). Debbie Brantley (Director) was in attendance via phone.

Minutes from August 10, 2020 Board meeting were reviewed. Motion made by Karen Brock to approve as submitted. Second by Belinda Howard. All approved.

Financial reports as of August 31, 2020 were reviewed.

Results of September inspection were reviewed. Letters will be sent to owners accordingly.

Motion made by Debbie Brantley to adopt Emergency Bylaws. Second by Belinda Howard. All in favor.

Continued review of information regarding possibility of having virtual annual meeting. Board to continue to seek advice from legal counsel regarding petition to amend Bylaws before solidifying dates for virtual meeting and ballot collection. Motion made for legal counsel to contact ABC Family's legal counsel regarding options for satisfy both parties regarding Rules and Regulations.

Board members will ask neighbors about willingness to serve on the Board to fill vacant terms and for ballot representation for the annual meeting.

Meeting adjourned at 8:03

South Ridge Homeowners Association of Winterville, Inc.  
Board of Directors Meeting Minutes  
October 12, 2020

Location: Russell Property Management

Meeting called to order at 1:18 pm. Quorum was established with 2 of 3 Directors present. Those present included Karen Brock and Debbie Brantley, as well as Chelsey Bennett (Community Association Manager). One position is vacant.

Minutes from September 14, 2020 Board meeting were reviewed and approved as submitted.

October inspection results were reviewed. Letters to owners will be sent accordingly.

Board of Directors spoke with legal counsel regarding Bylaws amendment petition and lawsuit from ABC Family. Board will review Bylaws and create list of recommendations to potentially send out with ABC Family's proposed amendments.

Annual meeting of members for 2020 is still pending scheduling due to COVID-19 restrictions.

Meeting adjourned at 2:35 pm.

South Ridge Homeowners Association of Winterville, Inc.  
Board Meeting Minutes

November 9, 2020

Location: Russell Property Management

Meeting called to order at 6:25 pm. Quorum was established with two of three Directors present. Those present included Debbie Brantley and Karen Brock, as well as Chelsey Bennett (Manager). One position is vacant.

Minutes from October 12, 2020 Board meeting were reviewed and approved as submitted.

Financial reports as of October 31, 2020 were reviewed.

Results from November inspection were reviewed. Letters for noting violations/recommendations will be mailed to owners accordingly.

Motion made to send out Bylaws amendment petition for voting with virtual annual meeting packet. Board will not send out counter amendment proposal at this time as they want to be able to work through all suggestions and discuss safely in person with membership. Virtual session will be held on December 14, 2020 – mailed ballot collect date to be determined (by end of December).

Budget for 2021 fiscal year reviewed and Board approved for CPI increase bringing dues assessment to \$112.00 for the year. Annual invoice to be included with virtual annual meeting packet and budget will be mailed at a later date for 2021 annual meeting to avoid confusion.

Meeting adjourned at 7:02 pm.

South Ridge Homeowners Association of Winterville, Inc  
Board Meeting Minutes

January 11, 2021

Location: via GoToMeeting

Meeting called to order at 6:34 pm. Quorum was established with 3 of 3 Directors present. Those present included Debbie Brantley, Mike Buck, and Becky Patterson, as well as Chelsey Bennett (manager).

Discussion was had regarding which Director was interested in which Officer position. Ballots will be mailed to the full membership for voting and will represent the interested parties (Debbie Brantley as President, Mike Buck as Vice President, and Becky Patterson as Secretary/Treasurer).

Minutes from November 9, 2020 Board meeting were reviewed and approved as submitted.

Financial reports as of December 31, 2020 were reviewed.

Reminder letters will be mailed to owners with noted issues during the January inspection.

Plans will be made for a virtual 2021 annual meeting to be held in March or April. Board members wants to review Bylaws and potentially have amendment version ready for voting at this year's annual meeting.

CD maturity date if 1/10/21. Board will review further before taking any action.

Insurance policy quotes were reviewed. No decision made at this time – will continue with current policy through Cincinnati Insurance Companies (under WA Moore Insurance).

Next Board meeting will be held on February 8, 6:30 pm via GoToMeeting.

Meeting adjourned at 7:36 pm.

South Ridge Homeowners Association of Winterville, Inc  
Board Meeting Minutes

March 8, 2021

Location: virtually via GoToMeeting

Meeting called to order at 6:27 pm. Quorum was established with two of the three Directors present. Those present included Debbie Brantley and Mike Buck, along with Chelsey Bennett (Community Association Manager). One Board position remains vacant.

Minutes from previous meeting (January 11, 2021) were reviewed and approved as submitted.

Financial reports as of February 28, 2021 were reviewed. Reminder letters will be mailed this month for any account that has not yet paid the annual dues assessment. March inspection results were reviewed; letters to be mailed to owners with noted issues.

Board wants to push back annual meeting to late May in order to have time to prepare a Bylaws amendment draft and for COVID-19 restrictions to be loosened. Moose Lodge will be contacted for available dates to plan an in-person meeting.

No changes to CD Maturity.

No changes to current insurance coverages.

Mike Buck to continue to contact local attorneys to sit down with and review Bylaws with suggested amendments.

Meeting adjourned at 7:30 pm.

Next regularly scheduled Board meeting would be for Monday, April 12. Board members may adjust date depending on availability of attorneys.

Next meeting with RPM will be on Monday, May 10, 6:30 pm in-person and/or virtually.



South Ridge Homeowners Association of Winterville, Inc  
Board Meeting Minutes

April 12, 2021

Location: virtually via phone conference

Meeting was called to order at 12:25 pm. Quorum was established with two of the three Directors present. Those present included Debbie Brantley and Mike Buck. One board position remains vacant.

Minutes from the previous meeting (March 8, 2021) were reviewed and approved as submitted.

Financial reports as of March 31, 2021 were reviewed. Reminder letters will be mailed this month for any account that has not yet paid the annual dues assessment. April inspection results were reviewed; letters to be mailed to owners with noted issues.

The annual meeting is still tentatively scheduled for May 25 pending response from the Moose Lodge and our attorney regarding revision of by-laws/restrictive covenants.

There was discussion regarding roofs with noticeable patches and doors not matching. It was decided to revisit this issue once we hear from our attorney regarding the revision of the by-laws.

Meeting was adjourned at 12:38 pm.

Next regularly scheduled board meeting will be with RPM virtually on Monday, May 10, 6:30 pm.

South Ridge Homeowners Association of Winterville, Inc.  
Board Meeting Minutes

Date: June 14, 2021

Location: 3031A Cheryl Ct. (Debbie's House)

Meeting called to order at 6:34 pm. A quorum was established. Those present included Debbie Brantley, Mike Buck, Heather Belcher and Betty Chamberlain.

Minutes from the previous meeting (April 12, 2021) were reviewed and approved as submitted.

Betty made a motion to reinstate the rules and regulations from June 2018 effective beginning with July inspections. Heather seconded the motion. The rules and regulations were reinstated.

Meeting adjourned at 7:05 pm.

Next regularly scheduled Board meeting will be Monday, July 12 @ 6:30pm at RPM in-person and/or virtually.

South Ridge Homeowners Association of Winterville, Inc.  
Board Meeting Minutes

Date: July 12, 2021

Location: Russell Property Management

Meeting called to order at 6:26 pm. A quorum was established. Those present included Debbie Brantley, Mike Buck (via phone), Heather Belcher, Betty Chamberlain, and Chelsey Bennett (Community Association Manager).

Minutes from the previous meeting (June 14, 2021) were reviewed and approved as submitted.

July inspection results were reviewed; letters to be mailed to owners with noted issues.

Betty made a motion to interpret the bylaws regarding directors and officers as interpreted by Christopher P. Edwards, attorney at law. Heather seconded the motion. Letters will be sent out looking for interested homeowners in filling the three vacant director positions.

There was discussion regarding the community yard sale. It was decided to revisit the topic next February.

The Rules and Regulations were reviewed, and changes/additions were discussed.

Meeting adjourned at 8:02pm.

Next regularly scheduled Board meeting will be Monday, August 9 @ 6:30pm at 3031A Cheryl Ct. (Debbie's House) in-person and/or virtually.

South Ridge Homeowners Association of Winterville, Inc.  
Board Meeting Minutes (not official – no quorum)

Date: August 9, 2021

Location: 3031A Cheryl Ct. (Debbie's House)

Meeting called to order at 6:37pm. A quorum was not established; need at least 4 of 7 current positions (3 vacancies). Those present included Debbie Brantley, Heather Belcher, and Betty Chamberlain. Informal meeting was held.

Minutes from the previous meeting (July 12, 2021) were reviewed.

Financial reports as of July 31, 2021 were reviewed. August inspection results were reviewed; letters to be mailed to owners with noted issues.

The Rules and Regulations were reviewed. A list of reminders/suggestions were discussed to be sent with updated Rules and Regulations.

Meeting adjourned at 7:50pm.

Next regularly scheduled Board meeting will be Monday, September 13 @ 6:30pm at Russell Property Management in-person and/or virtually.

South Ridge Homeowners Association of Winterville, Inc.  
Board Meeting Minutes

Date: September 13, 2021

Location: Russell Property Management

Meeting called to order at 6:35pm. A quorum was established. Those present included Debbie Brantley, Heather Belcher, Betty Chamberlain, Mike Buck (via phone), and Chelsey Bennett (Community Association Manager).

Violation hearings were held. Only one member from \_\_\_\_\_ attended to discuss patching on his roof. He presented pictures of his most recent patching. If it matched well with his existing roof, the board would be okay with him replacing the shingles that didn't match with the shingles used in the most recent patching. Those members that did not attend their hearing will begin incurring fines.

Minutes from the July 12<sup>th</sup> and August 9<sup>th</sup> meetings were reviewed and approved as submitted (since the August 9<sup>th</sup> meeting was informal as quorum was not reached).

Financial reports as of August 31, 2021 were reviewed. September inspection results were reviewed; letters to be mailed to owners with noted issues.

The Rules and Regulations were reviewed. A list of reminders/suggestions were discussed to be sent with updated Rules and Regulations. An email is to be sent to homeowners reminding them that all structural changes must be approved by the architectural committee.

Meeting adjourned at 8:01pm.

Next regularly scheduled Board meeting will be Monday, October 11 @ 6:30pm at 3031A Cheryl Ct. (Debbie's House) in-person and/or virtually.

South Ridge Homeowners Association of Winterville, Inc.  
Board Meeting Minutes

Date: October 11, 2021

Location: 3031A Cheryl Ct. (Debbie's House)

Meeting called to order at 6:40pm. A quorum was established. Those present included Debbie Brantley, Heather Belcher, Betty Chamberlain, and Mike Buck (via phone).

Minutes from the previous meeting (September 13, 2021) were reviewed and slight changes were made prior to it being approved.

Financial reports as of September 30, 2021 were reviewed. October inspection results were reviewed; letters to be mailed to owners with noted issues.

Meeting adjourned at 7:12pm.

Next regularly scheduled Board meeting will be Monday, November 8 @ 6:30pm at Russell Property Management in-person and/or virtually.

South Ridge Homeowners Association of Winterville, Inc.  
Board Meeting Minutes

Date: November 10, 2021

Location: Russell Property Management

Meeting called to order at 6:30pm. A quorum was established. Those present included Debbie Brantley, Heather Belcher, Betty Chamberlain, Corey Pulido, Mike Buck (via phone), Chelsey Bennett (Community Association Manager), and Cali Hardee (new Community Association Manager).

Corey Pulido (167B Emily Drive) appointed by the board for a two-and-a-half-year term as director.

November violation hearings rescheduled to the January meeting due to the November meeting date being changed.

Minutes from the previous meeting (October 11, 2021) were reviewed and approved as submitted.

Financial reports as of October 31, 2021 were reviewed. November inspection results were reviewed; letters to be mailed to owners with noted issues.

Architectural guidelines were discussed and an email will be sent to homeowners reminding them of the changes that need prior approval from the architectural committee.

Attorney opinion to be obtained regarding collections process and collecting fines regarding

The budget for 2022 was established, with the annual HOA dues to be raised to \$115. Four approved and one opposed.

Meeting adjourned at 7:56pm.

Next regularly scheduled Board meeting will be Monday, January 10 @ 6:30pm at Russell Property Management in-person and/or virtually.