

Westpointe Townhomes HOA  
Board of Directors Meeting Minutes

Thursday, May 17, 2018

Meeting called to order. Quorum established with 5 of 5 Directors present. Those in attendance included Ashley Bishop, Gena Braley, Margaret Hrushesky, Tre Stallings, and Jojuana Threatt, along with Chelsey Bennett from Russell Property Management.

Officers were elected as follows:

President – Tre Stallings

Vice President - Jojuana Threatt

Treasurer/Secretary – Ashley Bishop

Minutes from August 29, 2017 Board meeting were reviewed and approved as submitted. No minutes from November 6, 2017 meeting as quorum was not established.

Financials reports as of 4.30.18 were reviewed.

Quotes for resurfacing the parking lot were reviewed. Board members approved to proceed with Martin Paving and hire an engineer to oversee the project.

Discussion was had about having a Reserve Study conducted. Decision was made to not have a Reserve Study conducted at this time.

On-going issue with door at unit was discussed. Vendor will proceed with purchasing a new door and painting it as stripping current paint did not work as planned. This will be paid for out of the general fund for the HOA.

M. Hrushesky requested to discuss landlord accountability. Discussion included reminder to be sent to all landlords about state and federal guidelines, as well as including the crime free lease addendum. Residents should report specific complaints to the management company with as much proof as possible so landlords have backing for evictions as needed.

Board approved to purchase 4 signs, one to be installed at each dumpster location, indicating the proper process for discarding bulky items, such as furniture and appliances. Board also approved to purchase 4 trail cameras to monitor the dumpster areas. Signs will be purchased and installed along with bulky item reminder stating, "Smile You're on Camera." Pictures will be reviewed on a monthly basis once cameras are installed – Board members will review any in question for identification of violators.

Nationwide was approved to obtain the general liability and D&O coverage effective 7.23.18. Notification will be sent to Erie Insurance to cancel policy and not renew.

Board approved to proceed with pressure washing per contract with Clean Pro Exteriors. All sides of every building to be cleaned.

Pine straw was installed in July 2017. Board voted to push back new application until next spring.

A request was made to gather estimates for replacing all front door lights throughout the neighborhood. New lights would be uniform and contain sensors for light to aid with security. Board will review quotes at next meeting.

Board will review status of all chimney caps at next meeting to determine if the remaining ones will be completed this year or scheduled for 2019.

Meeting was adjourned. Next meeting is scheduled for July 25, 2018.

\*Meeting was rescheduled via email for August 8, 2018 6:00 pm at Russell Property Management.

Westpointe Townhomes HOA

August 8, 2018

### Board Meeting Minutes

Meeting was called to order at 6:00 pm by Board President, Tree Stallings. Quorum was established with 4 of 5 Directors present. Those present included Gena Braley, Margaret Hrushesky, Tre Stallings, and Jojuana Threatt, along with Chelsey Bennett (RPM).

Violation hearings were held for the following:

re: missing screen

re: damaged screens

re: missing screens

re: over grown tree in patio

re: storm door missing glass

Board voted to assess a \$5.00 daily fine starting 8.14.18 and continue until the violation is corrected.

Minutes from previous meeting (May 17, 2018) were reviewed and approved as submitted.

Financial reports (as of 7.31.18) were reviewed.

Board reviewed engineer costs for parking lot re-surfacing (estimated total of \$3500). Previously approved Martin Paving to proceed with project. Vendors are estimating a mid-September start date.

A list of remaining chimney caps that still need to have the galvanized flashing on the chimneys replaced with black aluminum flashing was reviewed. Board approved to proceed with having all remaining chimney caps replaced.

Discussion was had about replacing the entry lights to every unit with motion-sensor lights. Labor quotes were collected and reviewed – Board requested various fixture prices to be reviewed at the next meeting.

An owner requested to plant a tree behind – Board denied request.

Updates were received from M. Hrushesky regarding the recent Neighborhood Advisory Board meeting.

An owner requested to install surveillance cameras on the front and rear of the unit. The Board denied this request until further investigation on regulations can be researched.

Next Board meeting is currently scheduled for Wednesday, October 24, 2018, 6:00 pm at RPM.

Meeting adjourned at 6:46 pm.

October 14, 2018  
Board Meeting

RPM

Meeting called to order 6 PM. Present was Gena Braley, Margaret Hrushesky, Jojuana Threatt and Tre Stallings. Representing RPM was Chelsey Bennett and Tonya Jones.

Meeting minutes from the August 8, 2018 were reviewed and approved.

Reports as of September 30 were reviewed and approved.

Discussion of 1117 I08 was discussed due to balance. Money judgement current. Board voted to write off the amount.

Parking lot repairs are awaiting date, Tonya Jones to follow up with Martin Paving.

Board chose a new motion light to be installed at each door. RPM to install and once installed, it is owner's responsibility to maintain.

Board voted to pay for Hurricane Florence damage repairs.

Budget was reviewed and approved.

Next meeting is the Annual Meeting January 22, 2019 at the Sheppard Memorial Library.