

Westpointe Townhomes HOA

Board Minutes

April 4<sup>th</sup>, 2016

- I. Meeting called to order by President, Tre Stallings
- II. Quorum established
- III. Minutes were approved from previous minutes
- IV. Reports were reviewed:
  - a. Balance Sheet: we are currently on the plus side compared to this time last year
  - b. Profit and Loss Budget Performance: total income was greater than budget
  - c. Delinquents and Prepaids Report:
    - i. Grovemont : moving forward with foreclosure
    - ii. Grovemont : March 23<sup>rd</sup>: proceeding with flining a lien
    - iii. Grovemont : current with payment plan of \$100 a month
    - iv. Grovemont : current with payment plan of \$200 a month
  - d. Violations-Monthly Open Closed Report for HOA: Reviewed
  - e. Work Orders-WO Monthly Open and Closed:
    - i. Questions:
      1. Is Denton going to remove bushes?: decision made to have him check on bushes mainly in the interior
      2. Trash is collecting in the barrier bushes
      3. garbage on property; kids out >1-2 am; decision made to send letter
    - ii. Bid Requests:
      1. Denton's Landscaping:
        - a. BOD Review: \$2551 for removing all dead/failing bushes to be replaced with 55 Firepower Nandinas and 28 Yaupon Hollies; need to confirm
        - b. Board decided to proceed with removal of bushes but not replacing them
      2. Denton's Landscaping:
        - a. BOD Review: \$200 estimate to remove bushes, plants, etc along fences behind all buildings (some may not have landscaping behind units)
        - b. Board approved to move forward with this bid
      3. Denton's Landscaping:
        - a. BOD Review: \$600 estimate to remove limbs around tree that is engulfing street light
        - b. Board approved to move forward with this bid
      4. Home Improvement:
        - a. Owner of reported gutters and down spouts of the front porch appear to be blocked and constantly run over; requested cleaning of gutter and repairs as needed

- b. RPM notes no debris; gutter sagging on front unit and only one downspout on the side
- c. Need estimate; will need to replace? Board in favor of obtaining an estimate

V. Violation Hearings:

- a. Grovemont : start fine of \$5/day
- b. Grovemont : start fine of \$5/day
- c. Grovemont start fine of \$5/day
- d. Grovemont start fine of \$5/day
- e. Grovemont Hold fine until 04/12/2016 until walk through it completed on 04/11/2016
- f. Grovemont : start fine of \$5/day
- g. Grovemont Owner present for hearings; no fine at this time as there is an active plan in place to remove dogs and send to another residence

VI. Maintenance:

- a. Pressure Washing: Board presented with 3 bids; voted to proceed with bid from Clean Pro Exteriors out of Tarboro, NC
  - i. \$2952 for pressure washing with a 3-year agreement
  - ii. Questions/Concerns from Board:
    - 1. Want to be assured that quality will be good.
    - 2. Are we going to pressure wash every year?
    - 3. Is it a calendar year vs. 18 months?
    - 4. Board would like to decide when pressure washing is needed each year vs. having a definitive timeline.
    - 5. Is the 3-year agreement once a year or the next 3 times pressure washing is completed?
- b. Landscaping: See work orders on page 16

VII. General Concerns:

- a. Children playing on the sidewalk
- b. Cars in visitor parking
  - i. Send letters to rental company with concerns
- c. Concerns: After hours work: if RPM employee checks on issue after hours, who is responsible for paying? \$60 charged to RPM for after hours check-in; can the owner be charged for the infraction?

VIII. 2016 Board Meetings:

- a. Next meeting: June 21<sup>st</sup> at 6:00
- b. November 15, 2016: Budget meeting
- c. January TBD for annual meeting

IX. Meeting adjourned

## Westpointe Townhome HOA Meeting Minutes from 06/21/2016

1. Meeting called to order
2. Quorum was established
3. Violation Hearings Reviewed
  - a. Grovemont Dr : charge \$5 a day
  - b. Grovemont Dr : charge \$5 a day (window screens)
  - c. Grovemont Dr charge \$5 a day (window blinds)
  - d. Grovemont Dr grant additional time to next board meeting
4. Minutes were read and approved from April 4, 2016 meeting
5. Reports were reviewed
  - a. Delinquents and Prepaids Report
  - b. Violations
  - c. Work Orders
  - d. Collection Notes (units with board decisions):
    - i. paying \$68 of \$70 of current dues; not paying anything towards past due balance; board decided to hold until next meeting
    - ii. : board decided to keep late fees and waive the fines assuming blinds are fixed
    - iii. board decided to write off balance
6. Maintenance
  - a. Chimney Caps: caps are rusting with straining of vinyl siding; 21 caps x \$350=\$7350; will out other bids; question of a discount with increased number of replacements; will decide through email as a board
7. Stray Cats: increased number of stray cats; information provided from animal control regarding trapping; Chelsey to get information to look into cost of trapping; hold off until next meeting
8. AC Window Units: questions arose of putting window AC units in; board decided that this would not be allowed (3:1 to keep window units out)
9. National Night Out Event: GPD and neighborhood association had a kick-off; discussed a program where citizens can take training to help monitor neighborhood
  - a. Playground/park coming to Westgate per Khandi Smith; 6-7 acres

Westpointe Townhomes HOA  
Board Meeting Minutes

November 7, 2016

Meeting was called to order and quorum was established with 3 of 5 Board members present.

Violation hearing was held for unit (owner/resident not present). Board voted to assess a \$5.00 daily fine starting November 14, 2016.

Minutes from June 21, 2016 were reviewed and approved as submitted.

Collection actions were voted on as listed below:

- waive all fines; accept \$100 per month payment plan; approved no late fees so long as payments are received on time
- proceed with money judgement
- pursue foreclosure
- approved waiving fines if remainder of dues owed paid in full within 30-days
- waive all fines
- if account is caught up within 30-days continue to hold, otherwise proceed with foreclosure

Board approved Fire Place Creations to proceed with chimney cap replacements as needed – single flue \$350, double flues \$375. Current list includes:

1105 C ALL (1-10)  
1107 D 1,6,7,8  
1109 E ALL (1-9)  
1113 G ALL (1-10)  
1115 H 5

Requested additional estimates for gutter repairs property wide.

Hedge repair on hold – want more information from landscaper in regard to plan to stop foot traffic until plants grow up.

Annual meeting is currently scheduled for Wednesday, January 18, 2017, 6:00 pm at Christ's Church. Proposed budget for 2017 fiscal year was reviewed and approved with no dues increase. Budget will be included with annual meeting packet for the membership to ratify at the meeting. Two member terms will be expiring. Tre Stallings and Jojuana Threatt will be represented on the ballot for election for the 2017-2020 terms.

Meeting adjourned.