

WEST HILLS HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, May 23, 2016

Location: Russell Property Management
106 Regency Blvd.
Greenville, NC 27834

PRESENT: Bob Muzzarelli (Chair), Jerry Houston, (vice-chair) and Amanda Blomefield (Russell Property Management)
Absent: Mary Muzzarelli (Secretary).

QUORUM: It was determined that there was a (quorum 2/3 of BOD) and that business could be undertaken

The meeting was called to order by Chairman, Bob Muzzarelli @ 3:10 pm.

REVIEW REPORTS:

- The Board reviewed the approved the minutes of the February 2, 2016 Second Called Annual Meeting.
- Amanda presented the Balance Sheet as of April 30, 2016. The \$55.00 Dues which began in March 1st has been successful in beginning to generate sufficient funds to begin working on some of prioritized projects. There has been a \$5,437 increase over April 2015. Amanda then went over an explanation of each line item.

IMPROVEMENTS:

- The Board discussed the list of projects as noted on the February 2, 2016 Minutes
 - The Entrance Sign has been repainted or screened so that the name now appears clearly Cost: \$149.00.
 - Repairing all potholes, including removing roots: **\$5,170**. Board agreed this was a much need item and **APPROVED** the project. Balance remaining in Repairs & Maintenance: \$2,193.
 - Clean, Crack Fill, Sealcoat & Strip Parking Lot (\$6,312) will be considered as funds accrue.
 - Pressure washing (\$2,300) will be considered as funds accrued.

GENERAL DISCUSSION:

- Amanda indicated that an owner of 8 units, who is from California, came in concerned about water accumulating behind his units such that the water entered into the storage rooms. Amanda has never had a complaint regarding this issues. He also was concerned about the need for pressure washing & the parking lot potholes.
 - Bob requested Amanda to have one of her workers to check the units of concern for his opinion and to check with the residents to see if the water enters their storage room.
 - Jerry felt that, should there be a major problem, that we should take the least expensive route rather than to consider a French Drain.
 - Jerry felt we should hold off on cutting the trees to see if our repairs will hold up or if the trees are damaged & begin to die.
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Meeting Adjourned @ 3:50 PM

NEXT MEETING: MONDAY, AUGUST 15, 2016 3:00 PM

Robert Muzzarelli for

Mary Muzzarelli, Secretary

WEST HILLS HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, August 15, 2016

Location: Russell Property Management
106 Regency Blvd.
Greenville, NC 27834

PRESENT: Bob Muzzarelli (Chair), Jerry Houston,(vice-chair),) Mary Muzzarelli (Secretary) and Amanda Blomefield (Russell Property Management).

QUORUM: It was determined that there was a quorum and that business could be undertaken

The meeting was called to order by Chairman, Bob Muzzarelli @ 3:05 pm.

REVIEW REPORTS:

- The Board reviewed and approved the minutes of the May 23, 2016 Board of Directors Meeting.
- Amanda presented the Balance Sheet as of July 31, 2016. The effect of the increase in dues continues to improve the financial outlook for the Association. Delinquent accounts are being diminished substantially. All are meeting their payment plans.

ACTIONS:

- Repair of potholes, including removing roots, has been completed. The contractor indicated that the trees should be cut down in order to avoid future parking lot situations from occurring. **ACTION: Amanda will obtain bids for the trees to be removed.**
- Bids were received for pressure washing the units. Blue Ridge Pressure Washing was the lowest bid at \$150/unit or \$1,500.00 to include back patio and front porch. **ACTION: The Board authorized the letting of the bid to Blue Ridge and that the pressure washing should be undertaken as soon as possible. Amanda will notify residents by placing a note on each unit's door.**
- The Board reviewed the Rules & Regulations proposal presented by Amanda. **ACTION: With some minor revisions, the proposed Rules and Regulations were approved. Amanda will notify residents and owners of the now enforceable rules and regulations.**
- Website: Amanda indicated that Homeowners could access the minutes of the BOD as well as some pages of the financial report (minus delinquent account information & matters of confidentiality). **ACTION: Amanda will email all homeowners who have email addresses on file or mail those that do**

BOD DIRECTORS MEETING MINUTES: 8/15/1026

**not regarding their ability to access West Hill's BOD minutes via
Russell Property Management's website.**

Meeting Adjourned @ 3:55 PM

NEXT MEETING: MONDAY, NOVEMBER 21, 2016

Mary Muzzarelli, Secretary