

# WEST HILLS HOMEOWNERS ASSOCIATION

## BOARD OF DIRECTORS MEETING

**Monday, March 6, 2017**

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

**PRESENT:** Board members: Jerry Houston, Bob Muzzarelli, , Mary Muzzarelli, Darnnell Ormond. Amanda Blomefield of 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:**

- **Financial Report:** Amanda reviewed the Financial Report provided to the Board. There were some questions regarding some items on the report. Specifically, the Board wishes to know why the YTD Budget shows a -\$2,142.50 yet the \$ over Budget is \$2,032.38?
  - Action: Amanda will investigate and report back to the Board.
- **Open Violations:** Listed violations were reviewed. Two units have been placed on Notice for Hearing: 920B and 910D, both managed by Remco East; both dealing with trash receptacles remaining by the road.
  - Action: Amanda will follow through with violations accordingly
- **Work Orders:** Board reviewed the listing of work orders that have been on hold since 9/2016.
  - Holes in vinyl siding: The Board agreed that this was of high priority and unanimously authorized Amanda to have the work done by Justice Home Improvement with a cap of \$2,500.
    - Action: Amanda will contract with Justice Home Improvement to deal with holes in vinyl siding as well as painting the metal fascia on 930B with total cost not to exceed \$2,500.
  - Fence Panel @ 1130C is down. Board needs to know if it is the original 6' privacy wall or an addition that the owner installed. The Association is only responsible for the privacy fence and no additions made by owner/renter.
    - Amanda will have the fence checked and will report back to the board.
  - Landscaping: Amanda reported that the tree limbs hitting the buildings @ 1010A, 1120 A&B apparently were not trimmed by landscaping company but yet she had received a bill.

- Action: Amanda will check to see if indeed, the tree limbs have been trimmed back.
- **Landscaping Bids:** The Board was presented with 3 bids: Creative Cuts @ \$14.38/unit/month; Denton's Landscaping (current landscaper) @ \$18.37 and U.S. Lawns @ \$20.67. The Board unanimously agreed to offer the bid to Creative Cuts Landscaping
  - Action: Amanda will notify Creative Cuts Landscaping and formalize the contract to begin in May.

There being no further business, the meeting was adjourned @ 3:50 pm.

Respectfully Submitted,

Mary Muzzarelli, Secretary

# **WEST HILLS HOMEOWNERS ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

**Monday, June 5, 2017**

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

**PRESENT:** Board members: Jerry Houston, Bob Muzzarelli, Mary Muzzarelli, Amanda Blomefield of Russell Property Management.

**ABSENT:** Darnell Ormond (had called & indicated he would not be able to attend.)

**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.

**MINUTES:** Minutes of the March 6, 2016 BOD Meeting were approved as submitted.

### **OLD BUSINESS:**

- Board reviewed ACTION request status from the 3/6 minutes:
  - Holes in Vinyl Siding: Contractor contacted, needed to order some siding. Amanda will check on status of siding & when work will be done.
  - The Fence Panel @1130C was determined to be the dividing fence between units and therefore responsibility of HOA. Fence was reset & file CLOSED.
  - Landscaping:
  - Tree limbs: Limbs have been trimmed at Unit 1010. The limbs over 1120 are from a large tree and will require a tree cutting service to undertake.
    - ACTION: Amanda will contact the company that recently removed trees for us and have them trim over Unit 1120/A&B at a fair and reasonable cost.
- Status of Creative Cuts Landscaping contract: The company has been contracted and has begun work, which included cutting shrubs to below windows. See NEW BUSINESS for updated info.

### **REVIEW REPORTS:**

- **Financial Report:** Reviewed and accepted. Barbara Suggs has faithfully made her delinquent payments and is almost cleared. Year-to-Date (May). Our total current assets are down by \$362.04 over last year. The cutting down of the trees was probably the largest contributor to this.

- **Open Violations:**

- Two units had been placed on Notice for Hearing: 920B and 910D, both managed by Remco East; both dealing with trash receptacles remaining by the road. STATUS: Remco East has responded and receptacles are now being returned to back yard.
- Unit 930D: Tenants have been evicted and owner will be replacing blinds.
- 1020D: Managed by Russel Property Management. Issue of damaged blinds has been addressed by RPM.

**NEW BUSINESS:**

- Jerry reported that he was very displeased with the cutting of the bushes to below the front windows. They were not cut evenly, left large gaping holes. There are many dead bushes which need replacing.
  - ACTION: 1. Jerry will check with his friend to see if you can provide any suggestions as to how to deal with the bushes as well as what type to replace the dead ones with. 2. Amanda will check with Creative Cuts Landscaping for their opinion as well. 3. Amanda will check on bids for Pine Straw around bushes.
- Jerry reported that the sewerage drain cover has been sheared off and there are large holes developing around his unit. It appears that the lawn service may be at fault for the drainage cap being destroyed.
  - ACTION: Amanda will check on getting cap fixed via the lawn care company and holes filled.
- **1120 Owner Request**

Discussed in detail, Barbara Sugg's request to use a portable AC unit which exhausts out through or below her back window. She gave no indication as to why she was attempting to cool her unit with this small AC approach. After much discussion, it was the unanimous decision of those present that the request be denied. Passing the request would have set a precedent that the Board does not wish to set.

  - ACTION: Amanda will contact Ms. Sugg and request the reason for her having to use such a unit. If it is because her large, central unit is down, she should be encouraged to seek assistance in getting it repaired through DSS, Council on Aging, etc.

There being no further business, the meeting was adjourned @ 4:05 PM.

Respectfully Submitted,

Mary Muzzarelli, Secretary

# **WEST HILLS HOMEOWNERS ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

**Monday, November 6, 2017**

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

**PRESENT:** Board members: Jerry Houston, Bob Muzzarelli, Mary Muzzarelli, Amanda Blomefield of Russell Property Management.

**ABSENT:** Darnnell Ormond (2<sup>nd</sup>)

**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 @ 3:10 pm.

**MINUTES:** Minutes of the June 5, 2017 BOD Meeting were approved as submitted.

### **OLD BUSINESS:**

- Issues regarding the cutting of the bushes has been resolved. There appears to be new growth and we will have to wait until next spring to see if they all return with new growth. Landscapers should then be reminded to keep them at the below window levels to avoid overgrowth.
- All tree limbs have been cut back.
- Pine Straw bids received: Creative Cuts: \$900.00; Alex Pinestraw: \$800.00 (both include laying out of the pine straw.
  - **ACTION:** Board asked Amanda to check with Creative Cuts to see if they will provide the pinestraw @ \$800. If not, then bid will be given to Alex Pinestraw. **Straw is to be put out in Spring of 2018.**
- **1120 Owner Request:** Amanda reported that Ms. Suggs has had her central AC unit fixed. No further action necessary.

### **REVIEW REPORTS:**

**Financial Report:** Reviewed and accepted. To date, we have managed to stay within the projected budget. There are no longer any significantly delinquent accounts!

- **Open Violations:** All violation have been addressed
- **Work Orders:** All work orders have been addressed & completed with the exception of Units 1120 B & 1130B which Precision Wood Cuts is working on.

- Amanda provided detailed work orders dealing with roof repairs from May 2014 to date totaling **\$6,335.00** \* **See New Business below.**

**NEW BUSINESS:**

- Jerry expressed concern that people were cutting between his Unit 940 from the housing complex across the street. No board action needed at this time.
- Amanda presented the **proposed 2018 Budget.**
  - The budget shows no increase in dues. Small adjustments were made between line items based upon this past year's expenditures.
  - The available funds for next year are not sufficient to cover any major expenses such as parking lot repaving, roof repairs, etc.
    - **ACTION:** The Board Approved the Tentative Budget for 2018 as presented.
    - \* The Board discussed the need for **roof replacement** being a more immediate need over parking lot repaving. Since we cannot raise dues significantly until next year, there was some discussion regarding a Special Assessment to cover roof replacement costs. This will be addressed at the Annual HOA Meeting.
    - **ACTION:** Amanda will include something in the information to be sent to home owners regarding the issue of possible special assessment along with some listing of our accomplishments over the past year.

**ANNUAL MEETING:** The Board approved the date for the Annual Homeowners Association Meeting to be **Monday, December 19, 2017 @ 3:00 pm** in conference room, Russell Property Management office.

There being no further business, the meeting was adjourned @ 4:10 PM.

Respectfully Submitted,

Mary Muzzarelli, Secretary