

WEST HILLS HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, February 12, 2018

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

PRESENT: Board members: Jerry Houston, Bob Muzzarelli, Mary Muzzarelli, Mario Gurley, and 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 @ 3:10 pm.

MINUTES: Minutes of the November 6, 2017 BOD Meeting were approved as submitted.

OLD BUSINESS:

- Work on Unit 1130 B has been completed. Work on 1120B has not yet been completed.
 - **ACTION:** Amanda will check on status.
- Pine Straw vs Wood Chips: There was discussion regarding whether it would be better to use Wood Chips instead of Pine Straw for landscaping. Concern that wood chips might draw termites, and would it cost more. Before proceeding with previous action to put down pine straw in Spring of 2018, Board needs information regarding cost and termite issues of using wood chips instead.
 - **ACTION: Amanda** will check with termite control people regarding wood chips attracting termites. **Mario** will have his landscaper provide a bid to do this work with chips. Previous bids for pine straw by presently contracted landscaper put on hold.
- Parking Lot/Tree Removal: After considerable discussion, it was agreed that the trees fronting the property need to be removed before doing anything with the parking lot. We may have to deal with the parking lot repairs in segments. It appears our operating budget (Repairs & Maintenance) can cover the cost of the trees to be removed as outlined on Amanda's attached report.
 - **ACTION:** Amanda will contact the contractor to have the work done at bid price of \$7,800.
- Roof Assessments: The Board unanimously decided to do roof repairs on an "as-needed" basis.
- No Trespassing signs have been put up. It appears they *may* be working.

REVIEW REPORTS:

Financial Report: Reviewed and accepted data as of January 31, 2018. In order to better show the funds we have available to do major undertakings, Amanda suggested that we move approximately \$14,960 to our Escrow Account which would still leave sufficient funds to meet our line-item operating budget.

- **ACTION:** Board unanimously agreed to have Amanda transfer funds in the amount of \$14, 960 from our General Operational budget to Escrow.

Delinquent Accounts: There are 5 delinquent accounts which are being monitored per protocol.

Open Violations: All 5 open violations are being addressed.

General Discussion:

There was some general discussion related to what needs to be done to build-up our development. Curb appeal, units following regulations such as returning garbage cans to back, no satellite dishes attached to building or in front yard, items on front porches, as well as appearance of building's exterior.

- Action: Amanda was asked to send a memo to homeowners that pest control/spraying is provided by the Association and that the tenants should immediately report any infestations of ants, roaches, etc. to avoid major infestations.

There being no further business, the meeting was adjourned @ 4:25 PM.

Respectfully Submitted,

Mary Muzzarelli, Secretary

Landscaping

*Current Plan: Pine straw placement at each building in early Spring by the landscaper at a cost of \$800.

*Updates from Mario in regards to how he would like the front of his buildings landscaped.

Parking Lot Repairs Asphalt Solutions - pricing the same as quoted in 2015.

*Clean Crackfill, Sealcoat & Stripe

810	563 sq. yds	\$845.00
910-930	1,313 sq. yds	\$1,790.00
940-1020	1,261 sq. yds	\$1,892.00
1110-1130	1,190 sq. yds	\$1,785.00
		\$6,312.00

Discount for completing all work at one time - \$5,625.00

*Refurfacing (Recommended by the vendor)

>This process includes cleaning the asphalt surface, applying tar for bonding, paving 1.5" of asphalt, and painting the lines. End result would be a "like new" parking lot.

810	563 sq. yds	\$7,658.00
910-930	1,313 sq. yds	\$15,442.00
940-1020	1,261 sq. yds	\$15,042.00
1110-1130	1,190 sq. yds	\$14,385.00
		\$52,527.00

Discount for completing all work at one time - \$48,500.00

Tree Removal

*Tree roots removed when parking lot repairs are done may eventually cause the tree to die.

920 B - remove due to damage to the foundation.

1110 A - diseased, dying. Will be dead in 3-4 years. Recommended to remove.

1110 D - remove due to damage to the foundation.

1120 A - remove due to damage to the foundation. (Behind unit, can't grind stump due to location)

1120 B - trim branches properly on tree behind the unit.

1130 A - remove due to damage to the foundation.

1130 D - remove due to damage to the foundation.

(9) Pines next to B's BBQ Road

*One of these is dead and should be a priority to remove, regardless of the other work. If the tree or a branch falls, the homeowner has the right to sue to Association because the tree is dead and we would be considered negligent. If a living tree branch falls, this is an "Act of God" and the HOA is not responsible for the cost of damage to a home, car, etc.

This project will take 4-5 good weather days to complete, and can be done for \$7,800.

*Price includes stump grinding and removal of all debris.

\$5,000 payment due upon completion and willing to allow the balance to be paid over 3 mo. period.

Roof Assessment

*Vendor will visit the property, assess each roof and take photos as needed

Justice Home Improvements	\$500
Precision Woods Cuts	did not submit

WEST HILLS HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, May 21, 2018

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

PRESENT: Board members: Mario Gurley, Jerry Houston and Bob Muzzarelli. Also present: 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 @ 3:10 pm.

MINUTES: Minutes of the February 12, 2018 BOD Meeting were approved as submitted.

OLD BUSINESS:

- Work on Unit 1120 B has been completed.
- Pine Straw vs mulch: Amanda checked on cost of mulch vs pine straw. Mulch is treated but could attract termites due to moisture. 24 yards of mulch would be required to do the work at a cost of \$1,320 from one contractor and \$912 from Enhancement Solutions with replacement every 2 years. Pine Straw would cost \$800 with replacement annually. Because of issues regarding shrub trimming vs removal, we will HOLD on determining whether to put down pine straw or mulch. (See New Business)
- Trees effecting Parking Lot have been removed. There remains on installment payment left.
- Roof Repairs DUE TO WIND are being completed on an as-needed basis. The Board agreed that the cost is to be borne by the Association.

REVIEW REPORTS:

Financial Report: Funds have been transferred to Escrow per request from last meeting. Financial sheet as of April 2018 reviewed. All accounts are up-to-date with no major delinquencies. No significant open violations.

NEW BUSINESS:

- Shrubs are looking very bad and some are growing into walkways and invading the concrete. The Board APPROVED removing the old bushes and replacing them

with smaller, low growing shrubbery. Because of the cost being potentially more than can be paid out at one time, it was decided to do it building by building, as funds become available. The board will determine the order with which buildings are to be completed. 940 D should have bushes trimmed away from walking immediately.

- **ACTION:** Amanda will remind service to handle 940 D issue AND will **obtain bids for the cost per building to remove shrubs.**
- **What the replacement shrubs should be must be determined by the BOD.**
- 940 & 1100 Buildings will be undertaken first.
- There was some question as to whether the HOA or the owner is responsible for repairing roof shingles due to wind damage. **It was unanimously agreed that the HOA will be responsible for the cost of replacing shingle damage due to wind.**

There being no further business, the meeting was adjourned @ 4:15 PM.

Respectfully Submitted,

Robert Muzzarelli for Mary Muzzarelli, Secretary

WEST HILLS HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, August 20, 2018

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

PRESENT: Board members: Mario Gurley, Bob Muzzarelli, Mary Muzzarelli. Also present: Amanda Blomefield of Russell Property Management. Jerry Houston excused absence.

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 @ 3:03 pm.

MINUTES: Minutes of the May 21, 2018 BOD Meeting were approved as submitted.

OLD BUSINESS:

Amanda Received a bid from Tree Solutions of \$3,350 to remove shrubs in front of all the buildings. She still has not received any bids from our landscaping company, Creative Cuts, even after many requests for a bid.

- The Board discussed the need to have bids in before it can make any determination as to how to proceed. The bid received only covers removal of the existing shrubs at a broken down cost per building. The Board needs suggestions on the types of plants to put in and the cost.
- The following **ACTIONS** were requested of Amanda:
 - Get Creative Cuts to provide a bid for removal and replacement. If they continue to not respond, request bids from other companies. These bids should include removal of old shrubs and suggested shrub types, quantity, etc. ALL shrubs should be of the low growing type.
 - Email the Board the pictures of each building so the Board can decide which buildings should be done first (in the event we cannot complete them all at one time).

Once the above information is received, the Board can then decide how to handle removal/replacement of shrubs.

REVIEW REPORTS:

Financial: Financial sheet as of July 31, 2018 reviewed. All accounts are up-to-date with no major delinquencies. We presently have \$8,730 in Escrow...a first!!

Open Violations: There are several open violations which are being monitored by our management company. **These will be followed-up at our next meeting to make sure of compliance.**

NEW BUSINESS:

- Amanda indicated that Ms. Connie Howard reported a leak in the lower level of her 2-story unit. Because it was on the first floor, there was suspicion it could be a plumbing leak rather than a roof leak. She paid a plumber to check it out and was told it was not a plumbing problem but a roof leak. Russell Management confirmed and fixed the roof leak. Ms. Howard is requesting the Board reimburse her the \$70.00 plumber bill. The Board approved payment.
- Board member Mario Gurley brought up the issue of parking problems created by people from across the street parking in the spots assigned to the unit.

ACTION:

- Amanda will place notification on each unit door stating something to the effect that “cars not belonging to the tenant will be towed at the owner’s expense and that the tenant can call the following company to have the unwanted car towed: Clay’s Wrecker Service. 252-752-6489
- Amanda will check on cost of having the Unit # painted on the curb/sidewalk (2 per unit) so as to define what spots belong to which unit.
- Board member Mario Gurley indicated a need to place a fence around one of his end units to help prevent children from going out into the nearby street. The Board recommended he return with a specific plan/request.

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 26, 2018

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

PRESENT: Board members: Bob Muzzarelli, Jerry Houston and Mario Gurley. Also present: Amanda Blomefield of Russell Property Management. Mary Muzzarelli Absent

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 @ 3:35 pm.

MINUTES: Minutes of the August 20, 2018 BOD Meeting were approved as submitted.

OLD BUSINESS:

Landscaping: At the Board's request from the last meeting, Amanda received bids which included removing all bushes, planting replacement bushes and spreading of pine straw from the following:

Bryan Smith Landscaping (\$13,490) and Creative Cuts (\$8,800)

- **ACTIONS:** After discussion, the Board unanimously agreed to **award the bid to Creative Cuts** with their recommendation of installing Helli Hollies along the front of each building.
 - The Board also agreed to undertake the project in two phases: Stage 1: Remove shrubs & level beds in front of all buildings at a cost of \$3600.00. To be done with 2019's Budget. Step 2: Plant Helli Hollies across all buildings at a cost of \$5200.00. To be done with 2020 Budget OR sooner, should funds provide. **Amanda will check with company to see if they would agree to this schedule.**

Marking Parking Area: Board reviewed two bids for placing Unit #'s in front of each unit (2 parking spots per unit). Asphalt Solutions (painted on asphalt) at \$500.00 and Russell Property Management (Stenciling on Curb/sidewalk) at \$60.00/hr. with projected cost no more than \$780.00.

- **ACTIONS:** Board unanimously agreed to have RPM stencil the Unit letters per bid. The Board asked that the work be done the beginning of January, 2019. Board also asked for **Amanda to check with towing companies** to see what the rules are about towing vehicles and required parking spot markings.

REVIEW REPORTS:

Financial: Financial sheet as of October 31, 2018 reviewed. All accounts are up-to-date. **Demand letters** sent for delinquencies for units [REDACTED] totaling \$1,352.28, [REDACTED]

Open Violations: The Board was not able to review violations and will do so at next meeting.

NEW BUSINESS:

- **Damage Assessments from Hurricane:** Amanda presented a listing of damages paid for by the Association that were related to Hurricane Frances. Our covenants provide for the board to bill back the costs to the owners if so ruled. The total costs paid from our budget was \$1,640.00.

ACTION: After some discussion, the Board agreed to discuss this matter at the Annual meeting.

- **Pot Hole Repairs:** Two estimates for repairing pot holes near units 1020A, 1020C, and 930 were reviewed: Absolute Paving Services (\$1,266.75) and Asphalt Solutions (\$2,580.00) After discussion, the Board unanimously agreed to offer the contract to Asphalt Solutions as they will provide a thicker layer of asphalt and will treat all 3 as one which will provide for a sturdier base for future paving of lots.

ACTION: Amanda will contact the contractor for work to begin immediately and that funds will be taken from Escrow to cover the cost.

- **Removal of expired tag vehicle:** A request from unit 1110A to not have her vehicle towed because of expired tags was reviewed by the board. Because of extenuating circumstances, the Board agreed to not tow the vehicle and that the tenant has until the end of February to have the tags renewed.

2019 Budget & Annual Meeting:

Board reviewed the proposed Agenda & 2019 Budget to be presented at the Annual HOA Meeting. Action: **Amanda will check to see what increasing the amount of General Liability Insurance for the BOD** would be. To be considered at Annual Meeting. Agenda & Meeting Date Approved.

ANNUAL HOMEOWNERS ASSOCIATION MEETING DATE:

TUESDAY, JANUARY 8, 2019 @ 4:00 PM.

There being no further business, the meeting was adjourned @ 4:50 PM.

Respectfully Submitted,

Robert Muzzarelli, Chair for Mary Muzzarelli, Secy.