

Present: KJ Driscoll, Bob Driscoll, Chris Elmore, Todd Jenkins, Linda Mandell, Pam Mastin, Sam Speight, John Stawizky and Christy Wallace.

**OLD BUSINESS:**

**Violations** – Stephanie did respond to Todd that our current violation policy looks fine. There is a neighbor who is parking his vehicle across the sidewalk. Stephanie had mentioned power washings needed on her last drive through and we decided they could wait until Spring. Regarding current violations, John will go through the violations file and follow up on those in progress. Consistency in addressing/prosecuting violations is important. Regarding the neighbor's AC Window unit, John will talk with her. We will wait for the next drive through report from Stephanie. Midmonth would be an optimum time for a drive through..

**Metronet WiFi at Park** – Metronet will contact Todd with options but is still waiting for a final report on installing internet to the gazebo.

**Monthly finance reports** – Bob and John met with Stephanie at Russell Management for clarification on the monthly report and updated the expense categories. Cedar Management still owes us \$440.47 Per John, Rocky Russell will look into it for us. Bob Driscoll, Treasurer, will review the finance report with us at each meeting. See attached.

**Tree transplant** – Todd has placed a ceramic bunny to mark the transplant location of the small oak tree on Sassafras when it gets colder.

**Railings for Gazebo** – The board agreed to approve the quote for the installation of railings on the gazebo steps for \$539.28. John will contact the installer with approval to do the job.

**Pavers for trail walkway:** We had a quote from Carolina Hardscaping & Pools for \$1,425.00 for a circle kit. Todd obtained another quote from Pirate Lawns for a circle kit for \$1,635. The circle kits are more expensive because you have to buy a certain size kit even if you're doing a smaller area.

Pirate Lawns can do a herringbone pattern installation for \$710. The job includes excavating area and removing mulch where the magnolia was removed, prep area, install slate and Belgard pavers in herringbone pattern with a soldier course. Price includes materials, delivery, installation, with a 50% deposit. Craftsmanship warranty provided for 10 years. The board voted to approve the \$710 job.

For future consideration, Pirate Lawns also quoted for lighting along the nature trail (41 individual landscape lights on the crape myrtles lining the nature trail on the nature trail walkway either side of Willow Run Drive and install 2 lights on the large Arborvitae at the end of the trail. Quote includes all lighting, materials, transformers and installation. The HOA will provide the installation of power sources on either side. Project can be broken down into phases; 40% deposit with payment net 30 days. Total: \$8232.00.

## **NEW BUSINESS:**

**Minutes** -The group voted to approve December meeting minutes.

**Audit** – Our covenants require an audit by a CPA annually. Linda says Keystone had told the board years ago that because we are a small HOA, we are allowed to do a compilation that doesn't need a CPA. It was decided to go with the compilation and then update the covenants as soon as possible.

**Trees** - Pam has done an initial assessment of trees that are pushing up sidewalks or need to be removed. She will do one more walkthrough to be sure everything is correct.

**Newsletter:** Get all newsletter info to KJ by the middle of January.

**Crape Myrtles middle of Willow Run Drive:** Discussed uplighting those trees at a future date. Would need to run electricity to the islands.

### **Action Items:**

John: Review the violations file and follow up with those in progress and talk to the neighbor about the window AC unit. He'll also check with Stephanie about the timing of drive throughs. He'll also ask her about the possibility of limiting rental homes in the neighborhood.

**Swimming Pools** – Do we need to instate something in the rules and regulations pertaining to pool safety and cleaning?

Todd: Contact Metronet again re: options on the installation of internet in the gazebo.

Todd: Look into a weatherproof box for the Wifi installation at the gazebo

Todd/Bob: Get a check from Stephanie for the 50% down payment to Pirate Lawns on the pavers for the trail walkway.

Todd: Will contact GUC about blocking out streetlight shine to his and KJ's homes. If that goes well, we'll see if any other neighbors are interested in that.

John: Will get newsletter items to KJ

John: Investigate HOA fee structure for rentals.

Pam Mastin  
Secretary