

Windy Ridge HOA

Minutes

February 28, 2023

7pm

The meeting was called to order at 1905 by the Vice President, Stephen

Present, Stephen Natale, Melody Kissinger, Melissa Banno, Susan Keller, with Tonya Jones and Freedom Edmundson by phone

A motion was made by Melody to approve the December minutes, seconded by Susan. Unanimously approved.

Financials: A motion was made by Susan, seconded by Melody, to approve the November and December financials. Since the report in January was just received, the treasurer will study it prior to a vote in April.

Our CD was renewed at a higher rate. The Board asked for more details.

Manager report: Freedom was welcomed by the Board.

Open Issues:

- a) The City of Greenville has not responded to Rocky's inquiry regarding the clubhouse drainage.
- b) Estimates will be obtained for the next building rotation and fences.
- c) Sealing of new fences tabled
- d) Tonya suggested a company who would do regularly scheduled gutter cleaning. She will seek an estimate.
- e) For the minutes, Susan made a motion to approve the 2023 budget by email and to move forward for homeowner vote on January 8, 2023. Seconded by Stephen, approved unanimously.

New Business

- a) Since the fire in Unit 49 was nearest the Optimum tap, most of the building is without cable. This was discussed but no action can be taken without further study by Elizabeth and Rocky.
- b) Rule additions were discussed but tabled until April for further discussion.

A. Adjournment

Windy Ridge HOA

Meeting Minutes

April 25, 2023

7p

- I. The meeting was called to order by Elizabeth at 1907
- II. Present: Elizabeth Higson, Stephen Natale, Melody Kissinger, Melissa Banno, Susan Keller

One guest, Carlos Beltran with our manager, Freedom Edmundson on the phone
- III. Motion made by Elizabeth to approve the February minutes, Seconded by Melody. Approved unanimously.
- IV. Motion made to approve January and February financials. Seconded by Melody. Approved unanimously. Some details for the March financials which are not complete were presented.
- V. Manager's Report
 1. More details are needed regarding hiring a gutter cleaning service prior to approval
 2. 19 out of 105 units returned ballots approving the 2023 budget.
- VI. Open issues
 - a) Stephen presented the estimate for new fences for 9-14 and 42-48. Motion made by Elizabeth to begin with the larger project (42-48), seconded by Melissa. Unanimously approved. Start of project may be 3 weeks. Stephen will also have Seegars price repairs to some front gates.
 - b) Buildings maintenance on 63-68 is concluding this week. Building 21-26 will be next.
 - c) Motion made by Elizabeth to approve the bid of sealing of fences bid for 20-26 and 27-34. Seconded by Melody and unanimously approved.
 - d) Cable for Building 49-54 has been restored.
 - e) For the minutes, homeowner clubhouse rentals to homeowners has resumed after clubhouse repairs.
 - f) Rocky is still discussing the clubhouse drainage with the City of Greenville. Elizabeth discussed with him a temporary fix which she will report on
 - g) Approved items for front porches or adjacent common area as stated in the Architectural Rules under Front Porch-are 2 flowerpots, 1 statue or sign no higher than 3', 1 flag. additional items placed in the front beds require Board approval.

If approved, the Board is not responsible for any items broken, lost or stolen. The residents put it out at their own risk.

If you have items in these common areas without Board approval, please remove or contact Manager Freedom Edmundson at RPM for Board approval.

VII. New Business

a) The new contract with Optimum provides a homeowner with one HD box for one TV. The rollout has been delayed. Follow up will be reported.

b) Concerns have been raised about children playing with balls in the parking lots and streets. The children have been given permission to play with their bikes and balls in the clubhouse parking lot and tennis courts. For regular play, we have 3 great green spaces behind the clubhouse, between unit 74 and 49 and behind unit 75-79. Children are restricted from playing in the common areas with plant beds adjacent to all building structures in the plant beds in the islands in parking lots.

c) The Board approved a grab bar to be attached to a column by the Council on Aging per a homeowner request.

d) We have been asked to assess the lighting in some areas for added safety. The Board is checking into the cost of changing some parking lot lights to the brighter LED lights.

A suggestion only, would you as a resident get Dawn to dusk LED bulbs for the front porch light to help brighten up our neighborhood?

e) Carlos Beltran has lived in Windy Ridge for 17 years. Motion made by Elizabeth to accept Carlos to serve on the Board, seconded by Stephen. Unanimously approved.

VIII. Adjourned at 2055.

Windy Ridge HOA

Meeting Minutes

June 27, 2023

7p

- I. Elizabeth called the meeting to order at 1910.
- II. Present: Elizabeth Higson, Stephen Natale, Melody Kissinger, Melissa Banno, Susan Keller, Carlos Beltran with Guests: Cydi, D'Amore, Mona Joyner, Marty Welch, Gerome Randall
- III. Motion made by Elizabeth to approve April minutes, seconded by Melody with unanimous approval.
- IV. Motion by Elizabeth to approve March, April, and May financials seconded by Melody with unanimous approval.
- V. Managers' report in Freedom's absence
 1. The recent gutter cleaning done by Southern Outdoor Restoration was discussed. With only a few complaints, the work was deemed satisfactory.
 2. The Optimum spokesperson has indicated that the process to provide Showtime to WR residents and the set up of boxes with those eligible is being implemented now.
- VI. Open issues
 - a) Fence project completed Unit 41-48 with follow up repairs. The projected timetable for 9-14 fence replacement may be in July, budget allowing.
 - b) Motion was made by Elizabeth, seconded by Stephen to approve estimate for building maintenance Unit 21-26, with unanimous approval. The timetable for completion is later this fall.
 - c) Estimate approved by Board online and work completed on leaking clubhouse drainage pipe
 - d) Stephen continues to gather information regarding parking lot lights.
 - e) Note: Motion to add to ground rules has been withdrawn
- VII. New business
 - a) Streetlight across from Barnes postal house has wiring problems and may require digging
- VIII. Adjournment

**Windy Ridge Homeowners Association
Board of Directors Meeting
August 29, 2023**

HOA Windy Ridge (WR) President Elizabeth Higson called the meeting to order at 7:08 pm. All board members were present including Stephen Natale, Melody Kissinger, Melissa Banno and Carlos Beltran. Also in attendance were homeowners Mona Joyner, Marty Welch and Gina Betcher as well as property manager, Freedom Edmundson.

After a correction to the June minutes, the Board unanimously approved the June 2023 and July 2023 minutes. These will be forwarded to the property manager for posting on the Windy Ridge HOA web page maintained by Russell Property Management.

Financials for June 2023 and July 2023 were reviewed and unanimously approved, subject to property manager providing clarification regarding the other income posted in the July financials. Highlights of WR's finances include the following:

| | <u>June 2023</u> | <u>July 2023</u> |
|-------------------------|------------------|------------------|
| Operating Account | \$42,219.88 | \$49,188.17 |
| Escrow Account | \$15,627.14 | \$15,627.14 |
| Delinquent Accounts | \$ 7,281.71 | \$ 8,032.01 |
| Capital Improvements | | |
| Budgeted for 2023 | \$70,000.00 | |
| Spent through July 2023 | \$63,959.85 | |

Next capital improvements will be fence replacements for units 9-14 and building maintenance for units 21-26.

Mona Joyner and Marty Welch were presented as potential board members and both have agreed to serve. The Board voted unanimously to appoint Mona Joyner and Marty Welch to the Windy Ridge HOA Board effective August 29, 2023 for a three-year term. With the recent resignation of board member Susan Keller, Melody Kissinger has agreed to serve Susan's unfulfilled term as Secretary. The Board voted unanimously to appoint Melody Kissinger as Secretary.

With the appointment of new board members, HOA President used the opportunity to provide background regarding intended usage of units, particularly short-term leasing and restriction of number of rental units. In 2014, WR homeowners executed an Amendment to the Declaration of Covenants, Conditions and Restrictions to restrict townhouse leases on rental units to be no less than six (6) months. In 2016, WR Board executed a Notice of Amended Rule for WR Homeowners Association that limits the number of total units to be leased at any one time to thirty-five percent (35%). Both documents have been recorded in the Pitt County Register of Deeds.

Guest Gina Betcher inquired about the upkeep of the flashing on her unit and HOA President offered to make an inspection to see what repairs needed to be completed and follow up with the property manager.

The next board meeting will be December 19, 2023, at 7:00 pm. The meeting adjourned at 7:36 pm.

**Windy Ridge Homeowners Association
Board of Directors Meeting
October 24, 2023**

Windy Ridge (WR) HOA President Elizabeth Higson called the meeting to order at 7:05 pm. Board members present included Stephen Natale, Melody Kissinger, Melissa Banno, Carlos Beltran and Mona Joyner. Property manager was not scheduled to be in attendance.

A motion was made by Elizabeth, seconded by Melody, and so carried to approve the August 29, 2023 minutes. These will be forwarded to the property manager for posting on the Windy Ridge HOA web page.

Financials for August 2023 and September 2023 were reviewed and a motion made by Melody, seconded by Elizabeth, and unanimously accepted as presented. Highlights of WR's finances include the following:

| | <u>August 2023</u> | <u>Sept 2023</u> |
|-------------------------|--------------------|------------------|
| Operating Account | \$ 59,232.47 | \$ 45,023.13 |
| Escrow Account | \$ 15,627.14 | \$ 15,627.14 |
| Delinquent Accounts | \$ 7,896.88 | \$ 7,717.27 |
| Capital Improvements | | |
| Budgeted for 2023 | \$ 70,000.00 | |
| Spent through Sept 2023 | \$ 87,991.75 | |

A review of the delinquent accounts provided the following actions. There are minimal past due HOA fees for several units (one being \$1.70, the other \$2.17) totaling \$3.87. Discussion ensued to write off these minimal amounts. A motion was made by Elizabeth, seconded by Stephen, and unanimously approved to write off the \$3.87 balance. Melody Kissinger will follow up with the property manager on this write off request. A request was reviewed from the owner whose unit is in pre-foreclosure and delinquent in HOA dues in the amount of \$2,663.96. The request outlined a repayment plan of \$300.00 per month, with \$175.00 going to current monthly dues, and the balance going to past due fees. A motion was made by Elizabeth, seconded by Stephen, and unanimously approved to accept this payment plan with the understanding the owner is also responsible for all attorney fees associated with this collection.

Discussion ensued on task items to be included during building maintenance as well as the next proposed capital improvements. Neal Williams has provided a quote of \$7,890.00 to proceed with building maintenance on units 9-14. A motion was made by Elizabeth, seconded by Mona, and unanimously approved to proceed by the end of this year with the building maintenance on units 9-14. Fence replacements in 2024 include units 49-54, 55-62 and 63-68; Stephen will contact Seegars for quotes. Building maintenance for units 15-20 will be the next row to be completed in 2024; Elizabeth will proceed with getting quotes for replacing roof shingles on two units in that row with Hardy plank singles or vinyl siding singles.

Status update on the Widening of 14th Street is land negotiations will begin by the end of 2023 and go through 2024. Elizabeth Higson will get quotes for new front entrance brick signs.

There have been reports of disturbances caused by the children of the tenant's in unit 12. Stephen will follow up with Rocky Russell at RPM to discuss how to pursue.

The meeting adjourned at 7:58 pm.

**Windy Ridge Homeowners Association
Board of Directors Meeting
December 19, 2023**

HOA Windy Ridge (WR) President Elizabeth Higson called the meeting to order at 7:02 pm. Board members present included Stephen Natale, Melody Kissinger, Melissa Banno and Carlos Beltran along with WR property manager, Freedom Edmundson. Board Members absent were Mona Joyner and Marty Welch.

A motion was made by Elizabeth, seconded by Melody, and unanimously carried to approve the October 2024 WR minutes. These will be forwarded to the property manager for posting on the WR HOA web page maintained by Russell Property Management.

Financials for October and November 2023 were reviewed and unanimously accepted. Highlights of WR's finances include the following:

| | <u>October 2023</u> | <u>November 2023</u> |
|----------------------------|---------------------|----------------------|
| Operating Account | \$48,660.09 | \$54,217.66 |
| Escrow Account | \$15,627.14 | \$15,627.14 |
| Delinquent Accounts | \$ 8,392.18 | \$10,414.17 |
| Capital Improvements | | |
| Proposed projects for 2023 | \$70,000.00 | |
| Spent thru November 2023 | \$92,653.18 | |

Discussion ensued about the raising balance in delinquent accounts. A printout for one of the units in question will be forwarded to the board members by Freedom.

The proposed 2024 budget was presented. Proposed annual income is \$220,500, which could be reduced depending upon delinquent homeowner HOA fees. Proposed annual normal operating expenses are estimated to be \$118,200, leaving approximately \$102,300 available for capital improvements. Proposed capital improvements for 2024 include fence replacements for units 49-54, 55-62 and 63-68 totaling \$50,408 and building maintenance for units 15-20, 36-41 and 42-48 totaling \$24,730. These two projects (fences/building maintenance) total \$75,138, resulting in approximately \$27,162 available for continued capital improvements. Motions for the fence replacements were made by Elizabeth, seconded by Stephen, and for the building maintenance by Elizabeth, seconded by Melody, and both subsequently carried.

The 2024 meeting dates were set. January 30 will be the annual meeting with the budget presented and will be held virtually as all homeowners will be invited to join; materials for that meeting will be forwarded in advance of the meeting. The remaining dates are February 27, April 30, June 25, August 27, October 29 and December 17.

The meeting adjourned at 8:02 pm.