

**Windy Ridge Homeowners Association  
Board of Directors Meeting  
February 27, 2024**

HOA Windy Ridge (WR) President Elizabeth Higson called the meeting to order at 7:07 pm. Board members present included Melody Kissinger, Melissa Banno, Mona Joyner and Carlos Beltran. Board Members absent were Stephen Natale and Marty Welch.

A motion was made by Elizabeth, seconded by Melody, and unanimously carried to approve the WR December 2023 minutes. These will be forwarded to the property manager for posting on the WR HOA web page maintained by Russell Property Management.

Financials for December 2023 and January 2024 were reviewed, motion made by Elizabeth, seconded by Mona and unanimously accepted. Highlights of WR's finances include the following. A motion was made by Elizabeth, seconded by Melissa, and unanimously approved to put \$500.00 into WR escrow CD account.

	<u>Dec. 2023</u>	<u>Jan. 2024</u>
Operating Account	\$55,942.90	\$62,912.30
Escrow Account	\$15,627.14	\$15,627.14
Delinquent Accounts	\$ 8,927.51	\$ 9,904.19
Capital Improvements	<u>Year 2023</u>	<u>Jan. 2024</u>
Budgeted projects	\$ 70,000.00	\$75,138.00
Spent year to date	\$100,968.08	\$ 2,819.00

Discussion ensued about the raising balance in delinquent accounts, status of scheduling of the next fencing project and building maintenance, along with HOA due status column on the HOA member List. Melody will follow up with property manager by email and report back to the Board.

The meeting adjourned at 7:22 pm.

**Windy Ridge Homeowners Association  
Board of Directors Meeting  
April 30, 2024**

HOA Windy Ridge (WR) President Elizabeth Higson called the meeting to order at 7:05 pm. Board members present included Stephen Natale, Melody Kissinger, Melissa Banno, Mona Joyner and Marty Welch with Carlos Beltran being absent.

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

Financials for February 2024 and March 2024 were reviewed, motion made by Melody, seconded by Elizabeth, and unanimously accepted. Highlights of WR's finances include the following.

	<u>Feb. 2024</u>	<u>March 2024</u>
Operating Account	\$72,670.89	\$80,443.18
Escrow Account	\$15,627.14	\$16,627.14
Delinquent Accounts	\$11,305.08	\$13,144.98
Capital Improvements	<u>Feb. 2024</u>	<u>March 2024</u>
Budgeted projects	\$ 70,000.00	\$75,138.00
Spent year to date	\$ 2,819.00	\$ 4,109.00

Discussion ensued about the raising balance in delinquent accounts and the board requested Freedom to follow up with homeowners prior to turning delinquent HOA dues over to the attorney for legal action. Fence replacements in units 49-54 have been completed so a motion was made by Melody, seconded by Stephen, and unanimously approved by the board to proceed with the fence replacement in units 55-62 with Seegars Fence Company in the amount of \$20,920.00. Building maintenance for 2024 include units 15-20, 36-41 and 42-28.

Work continues on the 14th Street extension project with right of way acquisitions to begin this summer. Quotes have been received for the replacement of two brick entrance signs, bronze plaques, and plants and trees.

The meeting adjourned at 7:55 pm.

**Windy Ridge Homeowners Association  
Board of Directors Meeting  
June 25, 2024**

Windy Ridge (WR) Homeowners Association President Elizabeth Higson called the meeting to order at 7:12 pm. Board members present also included Carlos Beltran, Melody Kissinger, Melissa Banno, Mona Joyner and Marty Welch, with Stephen Natale being absent. Property manager Freedom Edmundson was in attendance.

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

Financials for April 2024 and May 2024 were reviewed and highlights of WR's finances include the following.

	<u>April 2024</u>	<u>May 2024</u>
Operating Account	\$66,419.95	\$76,961.14
Escrow Account	\$16,627.14	\$16,627.14
 Delinquent Accounts	 \$13,410.41	 \$15,696.06
 Capital Improvements		
Budgeted for this year		\$75,138.00
Spent through May 2024		\$22,503.00

Delinquent accounts are at \$15,696.06 and several accounts have been turned over to the attorney for legal action. Fence replacements in units 55-62 have been completed with units 63-68 to be started by the end of summer. Building maintenance for 15-20 will start soon, with one unit paying extra for a color change in shutters/front door. Gutter work will resume, Elizabeth will identify the units needing updates, and forward a list to Freedom to obtain bids. Several mature trees have been identified as possibly needing removal and if the budget allows will be completed this year.

Work continues on the 14th Street extension project with right of way acquisitions to begin later this year. Updated map of the project to be posted soon to the DOT website.

The meeting adjourned at 7:43 pm.

**Windy Ridge Homeowners Association  
Board of Directors Meeting  
August 27, 2024**

Windy Ridge (WR) Homeowners Association President Elizabeth Higson called the meeting to order at 7:10 pm. Board members present also included Carlos Beltran, Melody Kissinger, Mona Joyner, Marty Welch, and Stephen Natale with Melissa Banno absent. Property manager Freedom Edmundson participated via phone. Guests included homeowners Elli Heim (57) and son Josh Heim, Tim Stankiewicz (60), and Greg McClure (36).

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

Financials for June and July 2024 were reviewed and highlights of WR's finances include the following.

	<u>June 2024</u>	<u>July 2024</u>
Operating Account	\$72,165.70	\$60,636.17
Escrow Account	\$16,627.14	\$16,627.14
 Delinquent Accounts	 \$14,545.18	 \$16,300.86
 Capital Improvements		
Budgeted for this year		\$75,138.00
Spent through July 2024		\$56,808.00

*Pinestraw* – Putting out the pinestraw by WAC continues around the units.

*Fences* – Fence project for 63-68 is complete which is the third fence project for this year. For 2025, plans are to complete 69-74, 75-79, 80-84 and 101; for 2026, plans are to complete 85-88, 89-94 and 95-100 .

The fences installed in units 1-34 Scott Street and 36-68 Barnes Street need to be sealed and a bid by Neal Williams Home Improvement was discussed. A motion was made by Elizabeth, seconded by Mona, and unanimously approved for Neal Williams Home Improvement to proceed with the sealing of fences in units 1-68 in the amount of \$14,300.

*Building Maintenance & Gutters* – Building maintenance was completed on units 15-20 and in the process a quote was obtained from Jon's Gutters for gutter upgrades on this building. A motion was made by Melody, seconded by Stephen, and unanimously approved to proceed with the gutter upgrades to units 15, 18, 19 and 20 by Jon's Gutters in the amount of \$2,991.08.

*Clubhouse HVAC Work* – Recent repairs were made on the HVAC and work needs to be completed to relocate the HVAC breaker from the attic to the first floor. Stephen will follow through on this work.

Mailhouse Repair – One of the wall mounted mailboxes located on Scott Street was recently vandalized and is in the process of being repaired.

Dumpsters – The dumpster located near 49 will have a new bottom installed. Reminder to all residents to keep the lids closed at all times to prevent rusting of the bottom.

Parking – Each homeowner is assigned two spaces. If additional parking is needed, there are six overflow spaces by the tennis court as well as on street parking. For on street parking, there needs to be 15 foot clearance in either direction of a fire hydrant.

Pest Control – Othos, WR's current pest and termite company, has notified Freedom they will discontinue interior termite inspections. In addition, complaints have been received regarding Othos response to interior pest control spraying. A bid has been obtained from Cleggs and additional ones requested from Pest Tech, Quality, and Bug Out (Doc Moore declined).

Upcoming Events – There will be a community yard sale October 5 and an email notification along with a form sent to WR residents. There will be a community work day November 2 with final details to be posted on the community bulletin boards.

Questions from Guests – Tim inquired about utility poles (wiring exposure) maintenance and volunteered to contact the City regarding safety concerns. Tim also inquired about replacing the painted unit numbers on each parking spaces with reflective stickers. The Board asked him to research that and forward information to Elizabeth and Freedom.

Elli inquired about what changes she could make within her patio fence area (i.e. adding white rocks) as well as requesting mosquito control through City of Greenville app. All residents are encouraged to request mosquito control by going on the City's compass app.

Before the guests were dismissed for the last topic, it was noted by Elizabeth there are two board vacancies and she encouraged homeowners who were interested in serving on the Board to attend the next several meetings (October 29 and December 17).

Delinquent Accounts – Freedom gave updates. Unit [REDACTED] continues in foreclosure. Unit [REDACTED] has paid. Unit [REDACTED] account is at the attorneys but has made payment, so the Board agreed to give an additional month for catch up. Unit [REDACTED] has made one month's payment. The Board voted to waive the \$0.88 on Unit [REDACTED].

The meeting adjourned at 8:35 pm. The next meeting is scheduled for October 29, 2024.

Respectfully submitted,

Melody Kissinger  
Secretary/Treasurer

**Windy Ridge Homeowners Association  
Board of Directors Meeting  
October 29, 2024**

Windy Ridge (WR) Homeowners Association President Elizabeth Higson called the meeting to order at 7:00 pm. Board members present also included Melissa Banno, Carlos Beltran, Melody Kissinger, Stephen Natale, Marty Welch, with Mona Joyner absent. Property manager Freedom Edmundson was also present. Guest included homeowner Elli Heim (57).

A motion was made by Elizabeth, seconded by Stephen, and unanimously carried to approve the WR August 2024 minutes. Financials for August and September 2024 were reviewed and highlights of WR's finances include the following.

	<u>August 2024</u>	<u>September 2024</u>
Operating Account	\$70,568.98	\$59,709.55
Escrow Account	\$16,627.14	\$17,127.14
Delinquent Accounts	\$14,172.09	\$11,536.47
Capital Improvements		
Budgeted for this year		\$75,138.00
Spent through September 2024		\$82,376.77

**Building Maintenance** – Freedom will reach out to Neal Williams Home Improvement to schedule building maintenance on units 36-41 and 42-48 before the end of this year. Approvals for these repairs were approved in December 2023 in the amount of \$7,890.00 (36-41) and \$8,970.00 (42-48) and Freedom confirmed both estimates are still good. For 2025, projected building maintenance are units 1-8, 27-34 and 35.

WR incurred unexpected expense of hiring a repairman to remove toys on the roofs of Units 43 and 44 (both two-story units). The occupants denied ownership of these items, so the toys were discarded. Homeowners are responsible for their actions including tenants, occupants and/or invited visitors. If someone is not being compliant with WR's rules and regulations, taking photos of the "violation in action" is the best recourse to provide proof to impose fines.

**Dog Waste in Tennis Court** – The removal of dog waste continues to be a problem in the tennis court so the Board voted unanimously to lock the tennis court until further notice. As stated above, taking photos of the "violators in action" (not just the dog waste) is the best recourse to provide proof to impose fines. All inquiries should be directed to the property manager, Freedom Edmundson, at [freedom@russellpm.com](mailto:freedom@russellpm.com), or reporting issues through the WR web portal at [https://portal.propertyboss.net/resident/login/russell\\_92511](https://portal.propertyboss.net/resident/login/russell_92511).

**Mailhouse Repair** – The wall mounted mailbox located on Scott Street has been repaired. That mailbox unit well as the mailbox unit for 83-106 needs to be replaced along with the locks on both parcel boxes on Scott and Barnes, all which will be incorporated into next year's budget. Estimated cost for the unit for 1-34 is \$1,500 (labor additional).

Parking Spaces Numbering – Homeowner Tim Stankiewicz (60) previously inquired about replacing painted unit numbers on each parking space with reflective stickers. Melody Kissinger will follow up with him to inquire about his findings.

Fences – Freedom will contact Neal Williams Home Improvement to schedule the sealing of fences in units 1-68 (previously approved in August 2024 for \$14,300). For 2025, plans are to complete 69-74, 75-79, 80-84 and 101; for 2026, plans are to complete 85-88, 89-94, 95-100 and decks for 102-106.

Pest Control – Othos has completed their exterior termite inspections. Bids are still being obtained from other vendors for Termite/Bug inspections since Othos will no longer do inside termite inspections. Discussion ensued about the possibility of retaining Doc Moore for inside pest control only. Freedom will call to inquire about this request. In the meantime, homeowners are encouraged to call Othos for inside pest control needs.

Dumpsters – Freedom is working with vendor to get bids for replacing the bottoms of three dumpsters, estimated cost is \$500.00 each (total \$1,500.00). The cost of a new dumpster is approximately \$1,500.00.

Corporate Transparency Act – All HOAs are complying with recent law enacted by Congress. Russell Property Management (RPM) will be responsible for reporting this information and their fee will be \$175.00 (compared to attorney's \$700.00 quoted fee). RPM is finalizing a form to complete and Freedom will forward to board members once ready. Each time there is a board member added or removed, there will be \$175.00 charge by RPM to notify the requesting authority (US Department of Treasury).

Board Member Appointments – Per bylaws approved in 1975, election to the Board of Directors will be by secret written ballot, for a three-year term, by members of the association (i.e. the homeowners). Bylaws do not state if board members are eligible for reappointments, nor if there is a limit to the number of reappointments. Review of prior minutes reflect prior board members who served multiple consecutive terms. The bylaws also state vacancies due to death, resignation or removal of a director will be filled by the remaining Board members to serve the unexpired term.

Currently there are two board vacancies. Several homeowners have expressed interest in serving on the board. A secret written ballot will be mailed in December along with the annual budget materials for the members' meeting. A tally of the ballots will take place at the annual meeting in January 2025.

Community Yard Sale – The October yard sale resulted in \$105.00 collected. Those funds have been placed in checking account for future landscaping/grounds needs.

Community Work Day – A community work day will be held November 2 from 8:00 am - noon, projects include pressure washing front entrance signs, painting of dumpsters, painting of

Clubhouse front porch, clip hedges around dumpsters, and removal of dead bushes. Lunch will be donated.

*Board Meeting Dates* – Dates for 2025 are January 28 (annual member meeting) with regular meetings February 25, April 29, June 24, August 26, October 28 and December 16. A budget planning session will be held November 26, 2024 to determine 2025 budget priorities as well as projects for 2026 and 2027.

*Delinquent Accounts* – Guest was dismissed for this update. [REDACTED] continues in foreclosure. Resolution to proceed on foreclosure for [REDACTED] is ready for signature. [REDACTED] and [REDACTED] are turned over to the attorney.

The meeting adjourned at 7:50 pm. The next board meeting is scheduled for December 17, 2024.

Respectfully submitted,

Melody Kissinger  
Secretary/Treasurer



**Windy Ridge Homeowners Association  
Board of Directors Meeting  
December 17, 2024**

Windy Ridge (WR) Homeowners Association President Elizabeth Higson called the meeting to order at 7:01 pm. Board members present included Melissa Banno, Carlos Beltran, Melody Kissinger, Stephen Natale, Mona Joyner (Marty Welch absence excused). Property manager Freedom Edmundson was also present. Guest included homeowner Ryan Becker (86).

A motion was made by Elizabeth, seconded by Mona, and unanimously carried to approve the WR October 2024 minutes. Financials for October and November 2024 were reviewed and highlights of WR's finances include the following.

	<u>October 2024</u>	<u>November 2024</u>
Operating Account	\$59,385.67	\$53,315.51
Escrow Account	\$17,127.14	\$17,127.14
Delinquent Accounts	\$11,186.47	\$ 5,169.13
Capital Improvements		
Budgeted for this year		\$75,138.00
Spent through November 2024		\$99,517.85

**Building Maintenance** – Building maintenance on units 36-41 and 42-48 have been completed.

**Parking Spaces Numbering** – Homeowner Tim Stankiewicz (60) will be at the next meeting to discuss label stickers as well as provide samples.

**Fences** – The sealing of fences in units 1-68 should be completed by the end of December.

**Pest Control** – Two quotes were received for bug and termite control, one from Cleggs of Greenville and the other from East Line from New Bern. Discussion ensued followed by a motion by Melody, seconded by Carlos, to approve the contract for Cleggs at an annual cost of \$1,800 for termite and \$4,320 for bugs.

**Dumpsters** – Stephen has received a quote of \$675 per dumpster for repairs and will follow through with the vendor to get this work completed as soon as possible on the three needing repairs.

**Board Member Appointments** – Homeowners Tim Stankiewicz (60) and Ryan Becker (86) have been contacted by the Board and have expressed interest in becoming board members. The Board agreed to move forward with placing their names will be on the voting ballot distributed to homeowners in late December.

**Proposed Budget 2025** – The proposed budget was reviewed, some minor adjustments made, followed by a motion from Elizabeth, seconded by Mona, and unanimously recommended to be

presented to the homeowners for approval. The proposed budget will be forwarded to by the end of December.

*Delinquent Accounts* – Guest was dismissed for this update. The delinquent balance of \$11,186.47 has been reduced to \$5,169.13. One unit remains in foreclosure proceedings. Two delinquent accounts with nominal amounts due of \$5.42 and \$27.33 cannot be waived by the Board due to the monthly HOA fee being underpaid by those amounts. Freedom will investigate a third delinquent account nominal amount due of \$4.94 to see if this was an underpayment of HOA fee, and if not, the Board has agreed it can be waived.

The annual members meeting is scheduled for January 28, 2025, and will be virtual to accommodate all 105 homeowners. The meeting adjourned at 7:56 pm.

Respectfully submitted,

Melody Kissinger  
Secretary/Treasurer