

Willow Run HOA  
01/02/2023 Minutes

Present: Todd Jenkins, KJ and Bob Driscoll, Pam Mastin, John Stawizky, and Chris Elmore. Jim Bauer, Christy Wallace and Linda Mandell were unable to attend.

## **OLD BUSINESS:**

**Board checking account update** – Todd has spoken with Amanda Frye at CMG regarding us maintaining our own checkbook for small expenses as it takes so long to get reimbursement. It's possible for us to have access to a petty cash account. Todd is moving forward with us having a checkbook and one debit card to be held by our Treasurer. We can have \$2000 - \$5000 available and Elleasia Haley can replenish it as needed. Any checks need to be signed by two officers. In our case, the Treasurer and the President would be signers.

**Violations/hearings** – Hearings are scheduled for Monday, January 9 via Zoom, to settle violations. Todd will direct the meeting. Any board member is welcome but not required to attend. After listening to their feedback the board will privately make decisions as to compliance/fines.

**Minutes** -The group voted to approve December 2022 meeting minutes and Pam will instruct Elleasia to post them to Vine.

**HOA dues late fee for neighbor:** There was some confusion with HOA dues with a neighbor through no fault of his own. He had been assessed a late fee. The board agreed to authorize dropping his late fee when account is current.

## **NEW BUSINESS:**

**Tree removal at 1733 Sassafras Court:** The owner's neighbor attended our meeting and explained that Steve Wingate's tree removal service is willing to remove the tree, grind stump and roots for \$400. The homeowner had fallen and hurt herself on the tree roots. There is also a concern for tree roots interfering with utilities in the easement there. The board voted unanimously to approve the removal. Pam Mastin will contact Steve Wingate, arrange the removal, and confirm that he'll do a call before you dig. We'd like him to also remove all roots in the median. Todd is willing to speak with her again if there is any further cost for removing enough roots so she can grow grass again. Todd volunteered to remove the roots in her yard area.

**Tree trimming at 3701 Cattail Lane** – Todd, John and Bob agreed to trim the two small branches that the owner would like to have removed.

**Future tree work** – It's understood that most of the trees in our neighborhood are in poor health and some long-term planning should be done to spread out the expense of removal and replacement. It's an opportunity, as well, to do a good job in communicating to the residents the situation and that the cost would be justified.

**Mulching and current tree replacement** – Per Todd, Julian's Landscaping is willing to provide a quote for mulching all our trees. Todd agreed to talk to Julian about reducing the mounds around the base of trees when he mulches. He will also discuss with him doing replacement tree planting as soon as possible. We plan to vote on tree replacement at the next meeting as now is a good time to plant. Pam will check with Aaron Wills, arborist, about recommended trees.

**Payment Approval for Lanier Tree Service:** We received the invoice from Aaron Wills, Lanier Tree Service, for his recent tree work. The original estimate for his work was \$15,325.00. He provided invoice # 386 to us for \$14,325.00, reducing our bill by \$1000 pending his return in the Spring to treat the Princeton Elms in the common areas for lace bugs. He said it will not cost nearly that amount but wants us to feel free to have it done by him. The board voted unanimously to authorize CMG to pay the invoice. Pam will submit it to the invoice along with the Certificate of Insurance and W-9 tax ID form. Invoice to be paid Net 30 per agreement with Aaron.

**Planning and Zoning Meeting** - John, Bob and Linda attended the Planning and Zoning Board meeting on Dec 20. The zoning board turned down the current amended request for re-zoning off L.T. Hardee Rd. Our concern is that more construction/water runoff is detrimental to the already compromised dam at nearby Lake Glenwood. The board feels that we need to advocate for Willow Run because of potential flooding if the dam should fail. After hearing their report, we decided that we should probably talk to our attorney, Mr. Love, to explore legal options to keep Willow Run safe.

**Neighborhood communications:** John suggested establishing a network to facilitate communication with the whole neighborhood. After some discussion, it was decided that we need to be more proactive about sending out newsletters. KJ volunteered to be the contact point for quarterly newsletter information. She would then pass it on to Liz Furci who has offered to compile it for us.

**Action Items:**

Todd: Move forward with Julian re: mulching/reducing mounds

Todd: Contact Mr. Love regarding the Lake Glenwood dam situation and re-doing our covenants and rules

Pam: Contact Steve Wingate to remove/grind stump and roots on tree at 1733 Sassafras Court

Pam: Contact Aaron Wills at Lanier Tree Service for a list of suitable street trees for future planting

Willow Run HOA  
02/06/2023 Minutes

Present: Todd Jenkins, KJ and Bob Driscoll, Pam Mastin, John Stawizky, Christy Wallace, Linda Mandell and Chris Elmore. Jim Bauer was unable to attend.

### **OLD BUSINESS:**

**Minutes** -The group voted to approve February 2022 meeting minutes and Pam will instruct Elleasia to post them to Vine.

**Tree Work /Mulch** – Pam has contacted Aaron Wills a couple of times re: a list of suitable trees but no reply yet. Julian’s Lawn & Landscaping has started putting down mulch. Pam noticed that it’s not the depth that the proposal has mentioned. Todd will check with Julian.

**Julian’s Landscaping/ Tree replacement** - Pam will check with Worthington Farms re: tree purchase process/pricing, etc. and put together a list of recommended trees.

Tree removal at 1733 Sassafras Court: The contractor did a great job. Homeowner is happy with it. She voiced that she doesn’t want another tree. The neighborhood has an interest in tree lined streets. We decided that we need to come up with a tree policy dealing what kind and where trees can and will be planted. KJ, Linda and Pam will get together and sketch out a tree policy. Tree policy should be added to architectural committee jurisdiction after it’s established.

**Newsletter** - The newsletter was mailed out to the neighborhood. KJ will add information about flood insurance and upcoming discussion about tree policy to the next letter.

### **Architectural Committee:**

John and Bob would like some specific architectural guidelines so they can make clear decisions about approvals. Questions came up about projects that don’t comply but were never submitted for approval. The two newest builds on Sassafras don’t comply as far as the trim. Any architectural rules can be updated by the committee. Bob and John will submit an updated request/guidelines form.

John Stawisky and Bob Driscoll went to 3717 Cattail Lane on 1/21/23 and went over his siding samples. The Architectural Committee have approved this request and the homeowner can proceed with his siding replacement project immediately.

It was agreed that any approvals can be attached to the minutes so we have a record.

**CMG/checkbook/debit card** –CMG has provided a form to be signed by the treasurer and submitted to get approval for a debit card. Todd is still working on getting a checkbook so we can reimburse contractors.

### **NEW BUSINESS:**

**Rentals:** There was some discussion about the number of rentals in the development. Christy will look into whether there is a minimum/maximum cap for number of rentals in a development.

Todd noted that our bylaws say: "In no event shall any rules and regulations by the board be inconsistent or materially more restrictive than the provisions contained in the declaration in these

bylaws with respect to leases or tenants.” If we look into trying to limit the number of renters, we would have to also look at changing the covenants and bylaws.

**Little Library materials reimbursement** - Todd wrote a reimbursement check to John/Bob for the little library materials and will submit it to be paid back to him by CMG.

**Violations** - Violation at 3612 Cattail Lane has been handled; 3598 Willow Run – air conditioners have been taken down. They plan to replace the central air; 3717 Cattail Lane has been handled; 1727 Sassafras Court and 3715 Willow Run Drive are non-compliant and are to be assessed \$50 month. (See attached)

**Action Items:**

Todd: Check with Julian about mulch depth. Proposal was ~ 2 inches and check with him to be sure the mulch will stay put with a heavy rain.

Todd: Check with Mr. Love/Attorney about our legal options regarding any future problems with Lake Glenwood dam

Todd: Will continue to work on getting a checkbook from CMG

Todd: Follow up on violation letter/fine for 3621 Cattail Lane.

Pam: Check with Worthington Farms re: tree suggestions and if we can buy direct and put a list together. Make a list of addresses that want/need a tree planted for the next meeting.

KJ – Add flood insurance information and discussion about tree policy to next newsletter.

Christy – Look into whether there is a minimum/maximum cap for number of rentals in development.

Bob and John – submit an updated architectural request/guidelines form.

Willow Run HOA  
03/06/2023 Minutes

Present: Todd Jenkins, KJ and Bob Driscoll, Jim Bauer, Pam Mastin, John Stawizky, Christy Wallace, Linda Mandell and Chris Elmore

### **OLD BUSINESS:**

**Minutes** -The group voted to approve February 2023 meeting minutes and Pam will instruct Elleasia to post them to the CMG Vine.

### **Trees:**

Replacements: Pam contacted Worthington Farms and Lanier Tree Service (Aaron Wills) for tree recommendations and had no reply from either. She contacted Gene Stano, the arborist who did the original tree inventory in 2021, and he suggested the following trees with some caveats:

Main Street Maple – strong recommendation

Black Gum – “but they can be finicky”

Chinese Elm – cultivar ‘Allee’ –Pam will check with the nurseries to see if this cultivar is invasive

“Single Stem” Crape Myrtles – ‘Biloxi’, ‘Natchez’, ‘Catawba’

Chinese Pistache – “a good selection but it would have to be watched for girdling roots in that small space”

Pam will check with Worthington Farms and Nathan Wainwright at Little’s Nursery re: tree purchase process/pricing, etc. and put together a list of recommended trees. We would like to have a “standing” list of tree choices for replacement and get the new trees in as quickly as possible this Spring.

Mulch: Julian’s Lawn and Landscape has finished mulching. Todd noticed that they are addressing any weed growth in the mulched areas.

Neighbors with borders around trees: There are a few trees that weren’t mulched because of existing borders that neighbors have installed. It was decided that Todd will contact them via letter and ask them to remove the borders so trees can be properly mulched. They are free to return the borders if they wish.

### **Architectural Committee:**

John and Bob will meet to document the recent Architectural Committee approvals for our records.

There are existing wood fences that need maintenance. Fences are required to be finished/painted. It was decided to send out a violation letter to those neighbors giving them 60 days to commit to repairs (submit copy of estimate) or complete repairs. Bob suggested finding a source for reasonably priced supplies to suggest to homeowners.

**Attorney/Lake Glenwood Dam/Number of Renters:** Todd contacted Attorney, Mr. Love, re: our legal options regarding protection from possible problems with the Lake Glenwood dam but has had no response.

We had discussed the number of renters in the neighborhood last month. Per Linda Mandell, she had spoken to someone from another HOA that said we CAN limit the number of renters in a development because if you go over a certain number it lowers the property value of the neighborhood. Per Christy, we only have those rights if the rules are already in place. This would require us to change the covenants. John suggested that L. Allen Hahn, real estate attorney, may be helpful. Either John

or Christy will contact him in the next couple of weeks to see if he'd be interested in representing the HOA.

**CMG/checkbook/debit card** – Todd has checked yet again with CMG progress of getting our own checkbook. Per Amanda, she emailed to their accounting department and cc'd the VP so "hopefully" she'll get a response from someone.

**Action Items:**

Todd: Todd will contact homeowners who have installed tree borders via letter and ask them to remove the borders so trees can be properly mulched.

Pam: Check with nurseries for availability and pricing for recommended trees with the goal of planting as soon as possible.

John/Christy: Will contact Mr. Hahn, local real estate attorney, to see if he would represent the HOA

Bob: Document those houses that need a violation letter for fence repairs and pass that information to Todd

Willow Run HOA  
04/03/2023 Minutes

Present: Todd Jenkins, KJ and Bob Driscoll, Jim Bauer, Pam Mastin, John Stawizky, and Linda Mandell. Christy Wallace and Chris Elmore were unable to attend.

### **OLD BUSINESS:**

**Minutes** -The group voted to approve March 2023 meeting minutes and Pam will instruct Elleasia to post them to the CMG Vine.

**Checkbook** from CMG has finally been received and debit card is on the way.

### **Trees/Landscaping:**

Todd proposed that he get a price quote from Julian's Landscaping for sodding some areas left bare due to tree work and replacement. The proposal was approved.

The board approved reimbursement to Pam Mastin for the purchase of tree watering bags in the amount of \$128.28.

Julian's Landscaping has completed the tree planting project and did a great job for us.

### **Architectural Committee:**

Last month we discussed existing wood fences that need maintenance. Fences are required to be finished/painted. Violation letters were sent to those neighbors giving them 60 days to commit to repairs (submit copy of estimate) or complete repairs.

One of the neighbors visited our meeting tonight in response to the letter and after some discussion, the board approved his solution to bring the fence up to regulations.

Another neighbor visited as well requesting permission to install a vinyl coated chain link fence in his back yard which complies with current rules. The Architectural Committee requested that he turn in the required paperwork for approval so he can move forward with the project.

### **NEW BUSINESS:**

#### **Property Management interview:**

Ashley Bleau of HOA Management Company LLC and business partner, Tracey Ayers, who owns ENC Pirate Realty with Christy Connors, gave a presentation of their company's offerings for HOA management. They have just merged as business partners and manage 54 HOAs throughout Pitt County and Eastern NC. They basically offer the same kind of features as our current HOA management company. Stacey Ayers will get a proposal together for us and send it to KJ Driscoll.

The issue of grass/lawn maintenance came up. Todd will speak with the neighbor. It was also mentioned that someone had a car parked in the yard. Linda suggested contacting City Compass re: cars parked in the yard and letting the city take care of it.

#### **Action Items:**

Todd: will seek price quotes for sod replacement at bare spots between the street and sidewalk.

Todd: What does our CMG contract require in regard to moving to a new management company?

\*\*\*From previous meeting - John and Bob: will meet to document the recent Architectural Committee approvals for our records. – I don't think we followed up with this one at this meeting.





Willow Run HOA  
05/01/2023 Minutes

Present: Todd Jenkins, KJ and Bob Driscoll, Pam Mastin, John Stawizky, Christy Wallace, Chris Elmore and Linda Mandell. Jim Bauer was unable to attend.

Guests: One guest has had problems with HOA fees billing with Keystone and CMG and not getting a response to his inquiries. Todd will contact Cedar Management and solve the problem to the guest's satisfaction. He also had questions about our request to enlarge the hardscape tree ring in the street strip and his fencing that needs attention. Because he has recently spent a great deal to revamp his landscaping that includes the tree ring, and as long as he has a plan, we are willing to give him the time he needs to address both issues. Todd will visit him.

The other guest had a question about removing/relocating a small tree, per the board's request, that was planted in the street strip. Todd will visit with her and we will work something out that is agreeable with her and with the board.

**OLD BUSINESS:**

**Minutes** -The group voted to approve April 2023 meeting minutes and Pam will instruct Elleasia to post them to the CMG Vine.

**NEW BUSINESS:**

**Property Management interview:**

Rocky Russell from Russell Property Management Interview: He is a builder and developer as well as an HOA manager. We have all received a copy of his proposal via email from KJ. Let me know if you don't have one. It was in an email from KJ Driscoll on April 11. His company is locally owned and manages over 70 developments. All communications are handled locally with no off shore call centers.

He recommends George Price as an attorney who handles only HOA issues.

When we welcome a new resident to the neighborhood, we may want to be sure they have been given HOA information at their closing.

No checkbook will be issued for reimbursement for board members' expenses. They cut checks every 2 weeks to HOA vendors and can, in an emergency, pay the next day.

Transition times or normally 60 days. It can be done sooner if needed but 60 days is optimal.

Christy has spoken with a number of friends who run property managements and they all gave Russell Property Management good reviews.

Todd made a motion that we decide to 1) vote tonight to accept Russell Property Management's proposal or 2) wait until the June meeting to decide. The majority voted yes to move forward tonight.

Todd made a second motion to give himself, as HOA President, the authority to enter final negotiations with Russell Property Management to get a final contract to present for signature in the next week. Todd will present the final contract to the board for approval at that time. John seconded the motion. The board voted yes; none opposed.

**Action Items:**

From last month:

Todd: will seek price quotes for sod replacement at bare spots on the strip between the street and sidewalk.

Todd: Todd will check how much notice CMG will need in regard to moving to a new management company

Current:

Todd: contact Russell Property Mgmt to set up final negotiations

Todd: Meet with our guests that were at our meeting tonight.

Todd:

Thank you, Wild Willow Women, for putting out May baskets for each home. We will acknowledge them in our next newsletter.

*From last month:* Todd: The issue of grass/lawn maintenance came up last month. Todd will speak with the neighbor

*\*\*\*From previous meeting* - John and Bob: will meet to document the recent Architectural Committee approvals for our records. – I don't think we followed up with this one at this meeting.

Pam Mastin  
Secretary

Willow Run HOA  
06/05/2023 Minutes

Present: Todd Jenkins, KJ and Bob Driscoll, Pam Mastin, John Stawizky, Jim Bauer, Chris Elmore and Linda Mandell. Christy Wallace was unable to attend.

### **OLD BUSINESS:**

**Transition to new management company:** Start date with Russell Property Management is September 1. The contract has been signed and we have been assigned a community manager. Cedar Management Group is aware of Russell Property Management and our contact info with CMG was relayed to Russell.

### **NEW BUSINESS:**

**Minutes** -The group voted to approve May 2023 meeting minutes and Pam will instruct CMG to post them to the Vine.

#### **Treasurer:**

Pam submitted a receipt for \$139.22 for plants and mulch in the park. Reimbursement approved. Four of us are sharing in watering the new plants.

CMG has not paid Julian's Landscaping for tree planting yet, per Todd, but is cutting a check today. Todd will then feel comfortable asking Julian to water the trees on their next visit.

A neighbor is still concerned about CMG drafting her dues in error. We will request our new manager contact look into it. Jim Bauer, treasurer, will go over financial reports so he can be sure that HOA dues information is transferred correctly to the new management company.

**Newsletter:** The group will work on newsletter articles re: new management company and why we are changing, watering for newly planted trees, our appreciation for Wild Willow Women and their planned barbecue this summer among other topics.

**Wild Willow Women summer barbecue:** WWW is planning a barbecue this summer with burgers and dogs, water slide, games, etc. The group approved allocating them a budget from the board to help with the expenses. Details to follow.

#### **Sod repair/landscaping:**

Bob obtained a quote from Ramon Zamora for sod replacement for 1733 Sassafras Court but says it may be outdated by now. Ramone will update bid if needed. Discussion followed on how to keep it watered. Bob offered to keep it watered until established. It was decided that a small group from the board would visit and give the neighbor the choice as to whether she wants to have it installed now or level it out, mulch it and wait until Spring.

We are still waiting for Lanier Tree Service to get back to us about spraying the Princeton Elms for lace bugs. If I don't hear from him, we'll check with Julian or Ramone for spraying. Pam will contact them again this week.

It was brought up that the stone tree ring at on Sassafras (the neighbor who met with us last month) is round instead of square not matching existing plan. Pam will ask the landscaper who sprays the elms to look at it to determine if it's healthy for the tree. If not, it needs to be enlarged. If so, it was

decided that we can ask him to change the shape to square instead of round using the same stone. Todd volunteered to visit the neighbor after the determination is made.

Todd suggested adding a landscaping line item for next year's budget.

**Action Items:**

Todd: Contact Julian about watering trees; visit with tree ring neighbor as needed above

Pam Mastin  
Secretary

Willow Run HOA  
07/17/2023 Minutes

Present: Todd Jenkins, KJ and Bob Driscoll, Pam Mastin, John Stawizky, Jim Bauer, Chris Elmore, Christy Wallace and Linda Mandell. **Cheryl Stawzsky joined us as a guest.>>>>Todd, let me know if you don't want me to include this.**

### **OLD BUSINESS:**

The sod work at 1733 Sassafras Court has been completed and the vendor has been paid.

Payment has been made to Lanier Tree Service for lace bug treatment in the common areas. Pam wasn't able to talk to them about any tree health issues with the concrete tree ring on Sassafras as the people who came to spray were employees, not the owner.

### **NEW BUSINESS:**

**Minutes** -The group voted to approve June 2023 meeting minutes and Pam will instruct CMG to post them to the Vine.

### **Landscaping:**

Todd has been replacing water in the tree watering bags.

### **Miscellaneous:**

KJ suggested we consider before our next meeting any changes we want to make to by laws, covenants, etc.

John asked if HOA dues have ever changed. Linda commented that the fee has always been \$30. The cost of maintaining the development has increased due to inflation. It was suggested to check with new management company about recommended amount of money that's needed to be kept in reserve. It was agreed that presenting the idea of a possible dues increase at the general meeting will require documented justification and part of that justification could include new and fun projects.

We're open to ideas for new neighborhood enhancement projects such as Christmas lighting, removing the leaning magnolia tree in the connecting walk between Cattail and Willow Run and replace with something like garden art or a bench, and running power for low voltage lighting along selective parts of the nature trail. Todd suggested we bring our ideas to the next meeting.

Per Todd, we need a warranty replacement for the entrance lights as they're not working properly, some not working; others are flashing. He will contact the company.

Bob has contacted Metronet about coming back to do some fill in around their boxes where the soil has settled and has scheduled them for 07/18 in the morning.

### **Action Items:**

Todd: Check in with Rocky Russell for management transition update and for advice on a specific violation.

Todd: Warranty replacement for entrance lights

Everyone: fun ideas for new projects and ideas for changes to bylaws/covenants

We will meet on the second Monday next month on August 14.

Pam Mastin  
Secretary

Willow Run HOA  
08/14/2023 Minutes

Present: Jim Bauer, Chris Elmore, Todd Jenkins, Linda Mandell, Pam Mastin, John Stawizky, and Christy Wallace.

**OLD BUSINESS:**

Todd received and installed the new entrance lights. He is returning the defective ones under warranty. John will recruit Bob to help re-attach the power box with longer staples.

Todd checked with Rocky Russell about moving forward with violations. He didn't have much to say at this point. Rocky had emailed the CMG transition team at the beginning of this month to initiate the transfer process. As of today, he hadn't heard from them so sent a follow up message to Elleasia Haley.

Per Todd the Wild Willow Women are coordinating and will get back with us with a meeting date for the HOA annual meeting in October.

**NEW BUSINESS:**

**Minutes** -The group voted to approve July meeting minutes. Pam will wait and send these to the new management company after their September 1 start date.

**Portertown Road Widening** - Chris received an informational letter from NC DOT about the wetlands area behind the Willow Run Drive homes. There will be DOT employees out in the next few months measuring and surveying.

**Covenants/Budget updates** - It was decided to put together a core group of the board to amend/update Covenants and bring any changes back to the board when the time comes.

**Budget** - We discussed possible dues changes in new budget planning and the need to provide documented justification.

**Landscaping:** One of the water bags for the new trees had failed and Todd replaced it.

Pam Mastin  
Secretary

Willow Run HOA  
09/11/2023 Minutes

Present: Jim Bauer, KJ and Bob Driscoll, Chris Elmore, Todd Jenkins, Linda Mandell, Pam Mastin, John Stawizky, and Christy Wallace,

Rocky Russell and Stephanie Deans, Owner and Community Manager with Russell Property Management, attended virtually.

## **OLD BUSINESS:**

### **Landscaping:**

**Tree bags:** A few of the watering bags are beginning to fail and it was agreed that they can be removed. Thank you, Todd, for keeping them filled this summer!

**Tree spraying next year:** Todd has already talked to Julien's Landscaping about doing the lace bug treatment next year in the common areas.

**Roses at entrance and magnolia in center of crossover path:** Per John, the roses are looking poorly at the entrance due to what looks like lack of water or possible disease; will remove. The guys will be removing the magnolia tree when cooler weather arrives.

**Tree removal for 2024:** We will address that as we create the new budget.

**Entrance area neighbors:** contacted Todd and asked about our landscapers mowing areas behind their homes next to the creek. Per Jim we did them a favor 2 years ago and did have it mowed for them, but the understanding was that they are actually responsible for the areas.

**Sidewalks raised:** possible tripping hazards. City is responsible for the street walks but not in common areas. Bob will report on City Compass app. Todd will check with a local vendor about addressing the issues in the common areas.

**Metronet:** came back and filled up all holes where soil had settled during their work.

## **NEW BUSINESS:**

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

### **ANNUAL MEETING:**

KJ has done some research and Publix deli had the most reasonable pricing for sub sandwiches. The Wild Willow Women will provide sides and desserts. There will be music and games.

Because of going with a new management company so close to the annual meeting, the board decided that the annual meeting will consist only of providing the 2024 budget, election of officers and addressing any neighbor concerns about CMG's HOA dues issues.

**Russell Property Management Meeting: Rocky Russell and Stephanie Deans**

**Quorum** was established and meeting called to order by Todd.



**Review of HOA Amenities:** We maintain playground, gazebo and arbor area, nature trail, 2 common areas, entrance and cul de sac, trees

**General Discussion:**

**Annual Meeting Date:** scheduled for Saturday, Oct 28 with zoom meeting as rain date if needed. RPM needs 30 days to prepare and get out ballot and meeting notice. Stephanie will check with her manager, Amanda, to confirm that she can attend on that date and will email us tomorrow.

**Budget:** Per Rocky he can use this year's budget in hand (as of July financials) as a baseline for presenting 2024 budget. The board will provide any additional information for 2024 budget in time for the annual meeting.

**Violations:** RPM will do monthly drive throughs, will document any violations and provide it to the board for review before any action is taken. Neighbor reported violations need to be verified by RPM or board. For existing violations, RPM can send us the list they received from CMG, will re-inspect to see if issues have been taken care of and we will let them know how we want them to proceed. Depending on how clear records are from CMG, RPM may not know how long violations have been open. This is their first time to take over an organization with open violations. Per Rocky, they will go ahead with September inspections, send us a list and we will review and proceed with that list. His only rule is that no fines can be implemented until a hearing is held.

**Mapping expenses:** Per Rocky and per CMG, no August finance report will be sent to us until September 25 so he can't load in YTD info until rec'd. They didn't respond back with current AR so RPM doesn't know who owes past due HOA dues. He will ask Stephanie to request a current AR report. Late fees \*should\* be documented in that report. The board voted to implement a general amnesty for any late fees since HOA dues been documented so poorly by CMG.

RPM has received partial reserved fees from CMG. They've received \$50,000 from our reserve fund and \$10,000 from our operating account. They may be holding back part of it until all expenses are reconciled.

Per Rocky, we have a lot of account line items but RPM needs to know how to correctly code our bills when they come in. He will email the list to us and Todd, President and Jim, Treasurer will go through it and edit/consolidate anything that needs to be changed in our 2024 budget proposal.

Residents have been receiving notice from CMG that dues for September must be paid to them because they are still employed by us through Sept 12, but our understanding is that RPM would start on Sept 1 (which it did). The concern is that dues will be charged twice for that month (from RPM and CMG). The welcome letter that went out to Willow Run instructed residents to send Sept dues to them and NOT to CMG. RPM will email (and snail mail those without email addresses) another letter confirming that dues should NOT be mailed to CMG but their view is that as of Sept 1 they are our property management company and dues would be due to them for September. Rocky will have Stephanie sent an email to all neighbors we have addresses for that if they receive correspondence from CMG to ignore it. She will also communicate that any money that's been sent to CMG it will be brought over it will be credited to them.

Jim and Todd will compile a revised list of account codes for our expenses so there will be no confusion in future for RPM. Per Rocky, RPM may reach out to us in some circumstances to confirm correct coding on a particular expense(s).

Per Stephanie they've gotten a good response from the neighbors for information that was requested from RPM. We have 105 members and they have email addresses for 90. They can check the validity of addresses when they email the letter about not paying CMG for dues.

**Architectural Committee:**

A neighbor wants to put up a backyard fence (that meets all rules) of untreated lumber and the committee approved letting the wood cure before painting.

**ACTION ITEMS:**

Todd and Jim – compile an amended list of account codes and provide them to Rocky.

Todd: confirm October 28 as meeting date if we don't hear back from Stephanie.

Todd and Jim: Provide 2024 budget information and send to RPM

Todd: forward the letter from CMG re: dues payments to Rocky in preparation for him sending out the letter from RPM to NOT pay any more dues to CMG.

Todd: shred the checkbook and the debit card since accounts have been closed at CMG

Todd/Jim: incorporate possible 2024 tree removal in as a line item in the new budget.

Guys : will pull out roses

Bob: report raised sidewalks on City Compass app.

Todd: will search for vendors who can grind sidewalks in common areas

Pam Mastin  
Secretary

Willow Run HOA  
10/2/2023 Minutes

Present: Jim Bauer, Chris Elmore, Todd Jenkins, Pam Mastin, and John Stawizky. Christy Wallace, and Linda Mandell were unable to attend.

### **OLD BUSINESS:**

**Entrance lighting** - The power box on the entrance lighting was re-attached but half of the bulbs are flashing. It was determined that the wiring had gotten wet and John and Bob will waterproof the wiring.

**Fall Festival/Annual HOA meeting** - Informational packets have been received by the neighborhood that our Fall Festival/Annual HOA meeting will be held on Saturday, Oct 28 at 2:00 p.m. The board approved up to \$500 reimbursement for KJ Driscoll to purchase sandwiches and chips from Publix. Wild Willow Women will provide sides and desserts.

**Common Area Sidewalks/Tripping hazards follow up** – Todd suggested that rather than grinding down any raised edges that the sidewalk section be leveled at the contraction joints. Everyone agreed.

### **NEW BUSINESS:**

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

**Jim Bauer** will be leaving the board at the end of this year. We thank him for his 8 years of service. He will be missed.

**Board election ballot clarification** - Todd clarified the annual meeting ballot for us. Five members have 2 year terms and are on their second year, therefore they are still serving and are not on the ballot. The four names on the ballot for board are those members that have finished their second year of their term and are up for re-election.

**Little Library** – Chris will refresh the contents and add more children’s books.

**Covenants/Budget updates** - We discussed again putting together a core group of the board to amend/update Covenants after we’re finished with the annual meeting. This will be done working in conjunction with Russell Property Management.

**Budget** - We discussed again possible dues changes in new budget planning and the need to provide documented justification and specific spending plans.

**Action Items** – Todd - follow through with RPM to resume violation inspections and enforcement.

Pam Mastin  
Secretary

Willow Run HOA  
11/13/2023 Minutes

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

**OLD BUSINESS:**

**NEW BUSINESS:**

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

**Election of Officers for 2024-2025:** President: John Stawizky; Vice President: Todd Jenkins; Secretary: Pam Mastin; Treasurer: Bob Driscoll

**Violations:** There are 6 addresses sent by Stephanie Deans that need power washing. Todd took a look and three of the 6 houses need attention. There is also a fence that needs cleaning along with shrub maintenance at the same address. Todd will review past files and do a drive around status update so that we can ask RPM to send out a letter requesting power washing/shrub trimming.

Todd will also review past violation notices from our time with Cedar Management for unfinished business.

**Cedar Management** – Russell Property Management has still not received all the money that was to have come over from Cedar Management.

**Gazebo Handrails:** Chris will provide contact information from an installer and KJ will get a bid for installing a handrail on each gazebo stair. We discussed a possible ramp and will address that again as the need arises.

**New Meeting Day:** Meeting date was changed to first Tuesday of each month.

**Magnolia tree on walk between Willow Run and Cattail Lane:** The diameter of the circle is about 5 feet. The tree has been mostly taken down and the stump needs to be removed. It was suggested to install a pedestal that can showcase outdoor art. It would have to be anchored down for security. Chris will check with a friend who is a sculptor to see if we can get something from the ECU school of art.

**Dog Poop!:** We're seeing more evidence of neighbors not picking up after their dogs that have pooped in the common areas and on the sidewalk.

**Metronet wifi at Park:** Todd will contact Metronet to see they can install wifi in the gazebo that will create a hotspot for neighbors to use and also to enable us to install security cameras that will allow us to view the playground and common areas.

**New entrance Christmas Wreaths** - Pam will send in a receipt for \$149 RPM for reimbursement. John and Bob will be addressing Christmas lighting.

**Updated Architectural Committee Guidelines:** John and Bob have updated and edited the Willow Run Architectural Guidelines. See attachment.

In the previous version under Fences, Section F, chain link fencing in the side and rear property lines is allowed but that has been removed from the edited version. A neighbor had submitted a request that was approved in April 2023 for a chain link fence. Another close neighbor is opposed to a chain link fence in his view. John had a conversation with the neighbor who wants the chain link fence. The fence hasn't been installed but is due to be soon. Because we had already approved the chain link fence, Todd suggested that we approach him for a compromise and that we could perhaps help him to purchase a different back property line fence that would comply with the new guidelines. Of course, we would have to know how much the difference would be. John and Bob will have a conversation with the neighbor to see if he's open to that.

Other proposed guidelines changes: Because we have voting members not present, we want to give them a chance to look at the guidelines and a vote will be scheduled at the December meeting.

We will check with our new member, Sam Speight, to see if he's interested in being the third member of the Architectural Committee.

**Covenants updates** - We discussed again putting together a core group of the board to amend/update Covenants. KJ, Linda and Todd will review and suggest changes to the Covenants and By Laws. They will bring their suggestions to the group.

**Street Lighting:** Per Todd, we can request GUC to install metal shields on the existing lamps to block some of the light. It was decided to check the i.d. numbers on Todd's and Driscoll's lights and ask GUC to do those two. If it's satisfactory, we can check with other neighbors who may like to have it done.

**Newsletter:** It was decided to send out the next newsletter in January.

**Trees:** Pam will inspect trees that are lifting the sidewalks and add other vulnerable trees to the list for possible removal and replacement in 2024.

### **Action Items**

Todd: Confirm violation policy with Russell Property Management

Todd: Get a quote from Metronet for wifi in the gazebo

KJ: Get a bid for handrails for the gazebo

Chris: Check with her friend re: outdoor art piece

Bob and Todd: Remove the stump at the walkway and prepare the ground for a pedestal

Todd: Convert Covenants and By Laws to a editable format

Todd: Transplant small oak tree on Sassafras.

Everyone: Send newsletter content to KJ for January publication

Pam: inspect trees that are lifting the sidewalks and add other vulnerable trees to the list for possible removal and replacement in 2024.

Pam Mastin  
Secretary

Willow Run HOA  
12/05/2023 Minutes

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

## **OLD BUSINESS:**

**Violations** - Todd will also review past violation notices from our time with Cedar Management for unfinished business. He has emailed Stephanie.

**Cedar Management** – Per Todd, Russell Property Management has received all our money except \$400 and change.

**Metronet wifi at Park** – Todd called Metronet and said installation shouldn't be a problem, but that address is not in their database. They're to contact him with a quote.

**Magnolia tree on walk between Willow Run and Cattail Lane:** The tree stump has been removed. Outdoor art piece: We received estimates from an artist and after discussion, it was decided to go another direction. Todd will check with Carolina Hardscaping for an estimate to do circular pavers. We also discussed uplighting in that location.

We also discussed the possibility of uplighting the large pine tree on the waking trail next year.

**Gazebo Railing** – Chris received a price from Richard Toler for fabricating and installing 2 handrails at the gazebo for \$539.28. John asked Chris to have him reach out to the architectural committee.

## **NEW BUSINESS:**

### **Financials**

**Review of monthly budget reports** - John has emailed Stephanie Deans to schedule an appointment for him and Bob to go over the monthly budget sheets for clarification of the different accounts and to be sure they understand the reports.

**Delinquent HOA fees** – John is questioning the money owed for back payments. Todd explained that attorney fees get added on top of past due fees. John will check with Stephanie when they meet. Todd suggested amnesty for those who get caught up by a certain date.

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

**Architectural Committee:** The board voted to add Sam as the third member of the Architectural Committee. Included in the January newsletter will be an article stressing the importance of contacting the Committee to get approval for any architectural changes.

**Covenants updates** - Todd has created an editable version of the Covenants. He and KJ met and are working on the draft.

**Newsletter** - It was decided to send out the next newsletter in January. KJ will compile articles. She asked us to send in any information that needs to be published.

**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.

**Reimbursement** - Bob received reimbursement approval for \$28.00 for replacement of one of the up lights at the entrance.

**Action Items:**

From 12/05 meeting - Todd: Transplant small oak tree on Sassafras when it gets colder.

From 12/05 meeting - Street Lighting adjustment - GUC

Pam Mastin

Secretary