**Providence Hills Community Association**

**Board of Directors’ Meeting Minutes**

**December 16, 2024**

**Meeting Location:** Clubhouse (2663 Providence Hills Drive)

**Participants:**

Present: Jose Diaz, Mark McKain, Mujeeb Shah-Khan

Absent: Taryn Burns and Andrew McDermott

Guests: Jaime Williams (Bumgardner Association Management), 1 resident

**Board Meeting – Open Session**

1. **Call to Order**

The meeting was called to order at 7:02 p.m. by Jose Diaz.

1. **Roll Call**
   * All members were present except for Taryn and Andrew.
2. **Reading and Approval of Minutes**
   * Approval of the October meeting minutes is still pending.
   * Approval of the November meeting minutes.
3. **Reports of Officers**
   * **President (Jose Diaz)**
     + Emphasized the need for meeting decorum:
       1. Sidebar conversations should be held outside the meeting room.
       2. Questions are to be addressed during the Open Forum or when a motion is open for a vote.
   * **First Vice President (Mujeeb Shah-Khan)**
     + No present.
   * **Second Vice President (Taryn Burns)**
     + Not present.
   * **Treasurer (Mark McKain)**
     + No update.
   * **Secretary (Andrew McDermott)**
     + Not present.
4. **Reports of Committees**
   * **Adult Social Committee (Sharon McGowan)**
     + Adult yoga classes from January 9 to March, planned for Thursdays at 7 p.m.
   * **Architectural Review Committee (Taryn Burns)**
     + No requests this month.
   * **Children’s Social Committee (Katie McDermott and Shannon Vo)**
     + Holiday Party – Dec 14 party was big success.
     + Next Event will be Easter - TBD
   * **Community Social Committee (Amy Gemereth)**
     + Next event: Pool opening party (TBD).
   * **Holiday Decorations (Liz Thomas)**
     + Need some upgrades with respect to existing electrical system; approx. Ewing electric $500 to repair existing transformer to allow for clubhouse lighting
     + Decorations will stay in place until Jan 5, 2025
     + Luminary event Luminaires were successful
   * **Landscape Committee (Liz Thomas)**
     + Need to reach out to Gomez, some flower beds damaged by frost
     + Update on stump removal; bids will be solicited in Spring 2025; approx. 6 stumps at top of Savannah Hills Drive need to be removed; stump killer applied to stumps
     + Sprinkler system turned off; water leak stopped; needs further investigation as to source
   * **Neighborhood Message Boards (Doug Smith)**
     + Pricing for new message boards, 24” h x 36” w, $143.73 per sign.
     + Recommendation to purchase 4 messages boards and 4 photocells (3 signs for community entrances, and 1 sign for the tennis courts); action was agreed during the December meeting
   * **Pool Committee (Jessie Alkemeyer)**
     + Pool house has been winterized; investigating internet outage.
     + Pool reopening scheduled for Memorial Day Weekend.
   * **Social Media Committee (Katie McDermott)**
     + Encouraged residents to share neighborhood news for social media updates.
     + Post to FB; messages only within reason
   * **Welcome Committee (Liz Thomas)**
     + 2 new residents about to move in – Savannah Hills Dr. and Wallingbrook Dr.
     + Two houses added to the email list; updates provided on recent home sales.
     + Welcome gift updated to a custom blanket costing $60 each.
     + Planning a “Meet the Neighbors” event for March 2025. Date is TBD.
5. **Unfinished Business**
   * Nonresident Pool Memberships
     + Research on outside (of community) pool and tennis court access. Having both amenities may allow PHCA to ask for increased fees. Research into surrounding communities continues. The focus will be on extending memberships to approx. 12-15 families for 2025.
     + Targeting January 2025 decision on memberships
     + Pool security system installation will start mid-Jan 2025
     + Key fobs for pool and tennis areas have arrived; to be distributed; dates for fob distribution to be announced; looking at Jan 2025 annual meeting to start distribution; camera and security will be installed
     + Access to clubhouse will be limited to days residents need access for an event, and otherwise restricted; access will be granted /controlled by Bumgardner
     + Notice to users that each user must use fobs to gain access; “tailgating” is prohibited; “strike” system will be implemented,
   * Tennis/Pickleball Court Enhancements
     + Received 3 bids to implement repairs; under review; report out in January 2025
     + Recommendation to use a message board to advise the residents of the schedule for court use.
6. **New Business**
   * Drainage issue at Tennis/Pickleball Courts; leak has stopped since pool was winterized. Need to investigate the source of the leak in Spring 2025 once the pool is back in service.
   * Policy on Use of Parking Lots
     + No cars parked overnight.
     + Residents will receive notices via social media.
     + Violators will get car window stickers.
   * 2025 HOA Meeting Dates
     + Sunday, Jan 26, 2025, at 1 p.m. (annual meeting)
     + Mon, Feb 24
     + Mon, Mar 24
     + Mon, Apr 28
     + Mon, May 19
     + Mon, June 23
     + Mon, July 28
     + Mon, Aug 25
     + Mon, Sept 22
     + Mon, Oct 27
     + Mon, Nov 17
     + Mon, Dec 15
7. **Open Forum**

* Luminaires were the most PHCA has ever had

1. **Announcements**
   * Volunteer opportunities available.
   * Three Board of Directors positions up for election on Sunday, January 26, 2025, at 1 p.m.; notices to be issued
2. **Adjournment**
   * Motion to adjourn at 7:47p.m.: Approved unanimously.