**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**April 22, 2024**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

Present: Taryn Burns, Jose Diaz, Andrew McDermott, Mark McKain, Mujeeb Shah-Khan

Absent:

Guests: Mickey Bumgardner & Jamie Williams (Bumgardner Association Management), 3 residents

Board Meeting – Open Session

1. Call to Order
	1. The meeting began at 7:06 p.m. by Jose Diaz.
2. Roll Call

All are present.

1. Reading and Approval of Minutes
	1. The March meeting minutes have been approved and posted to the website for community access.
2. Reports of Officers
	1. President (Jose Diaz)
		* See CPR in old business.
	2. First Vice President (Mujeeb Shah-Khan)
		* No updates.
	3. Second Vice President (Taryn Burns)
		* Received quotes for the AED; see in old business.
		* Paying attention to the Architecture Review Process. Will put together a write-up following analysis. Will also look in to process standardization.
	4. Treasurer (Mark McKain)
		* Working on a response letter to the dog leash issue.
		* Charlotte recently replaced our sidewalk entrances to be handicap accessible at Providence Hills Drive & McKee Road and at Savannah Hills Drive & Pleasant Plains Road.
	5. Secretary (Andrew McDermott)
		* No updates.
3. Reports of Committees
	1. Adult Social Committee (Sharon McGowan)
		* Interested in community input for new event ideas.
		* Next planned event: Water Aerobics starting this summer.
	2. Architectural Review Committee (Bob Armet, transitioning to Taryn Burns)
		* 3 requests received in the past month.
	3. Children’s Social Committee (Katie McDermott and Shannon Vo)
		* Held Easter weekend event; one point of feedback is the warm weather plus chocolate caused some returned eggs to be melted.
		* Next event: Rubber Duck Rodeo, May 25, 12:15 pm.
	4. Community Social Committee (Amy Gemereth)
		* Next event: Memorial Day Cookout, May 25, 12-2 pm.
	5. Holiday Decorations (Liz Thomas)
		* Holiday decorations will go up May 18-19. Need volunteers to help.
		* Need 250 zinc eyelet screws to hold the decorations at the neighborhood entrances. We are working to obtain a cost from Nils Andersen. Keep board in the loop if cost is exorbitant.
		* 2024 calendar has been received and will be added to the website calendar soon:

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| Jan. 15-Apr. 30 | * Clubhouse Doors: Everyday wreaths
* Neighborhood Entrances: None
* Inside Clubhouse: None
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| May 19-Jun. 1 | * Clubhouse Doors: Patriotic decorations
* Neighborhood Entrances: Patriotic decorations
* Inside Clubhouse: None
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| Jun. 2-28 | * Clubhouse Doors: Everyday wreaths
* Neighborhood Entrances: Flags up June 12-16
* Inside Clubhouse: None
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| Jun. 29-Jul. 6 | * Clubhouse Doors: Patriotic decorations
* Neighborhood Entrances: Patriotic decorations
* Inside Clubhouse: None
 |
| Aug. 1-30 | * Clubhouse Doors: Everyday wreaths
* Neighborhood Entrances: None
* Inside Clubhouse: None
 |
| Aug 31- Sep. 7 | * Clubhouse Doors: Patriotic decorations
* Neighborhood Entrances: Patriotic decorations, minus military flags
* Inside Clubhouse: None
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| Sep. 8-Oct. 15 | * Clubhouse Doors: Fall decorations
* Neighborhood Entrances: None
* Inside Clubhouse: None
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| Oct. 15-Nov. 1 | * Clubhouse Doors: Halloween decorations
* Neighborhood Entrances: None
* Inside Clubhouse: None
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| Nov. 2- Dec. 6 | * Clubhouse Doors: Fall decorations
* Neighborhood Entrances: None
* Inside Clubhouse: None
 |
| Dec 7- Jan 5 | * Clubhouse Doors: Christmas decorations
* Neighborhood Entrances: Christmas decorations
* Inside Clubhouse: Christmas decorations
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* 1. Neighborhood Message Boards (Doug Smith)
		+ We are running out of large letters so we may need to buy more. If a substantial cost, will come back to the board for approval.
		+ The board at McKee Road entrance is bowing out and will need to be replaced. Will provide the board with the cost of a replacement.
	2. Pool Committee (Jessie Alkemeyer)
		+ No update.
	3. Social Media Committee (Katie McDermott)
		+ Reach out if you have neighborhood news that needs to be communicated through our social media!
	4. Welcome Committee (Liz Thomas)
		+ 3401 Savannah Hills closed last week. 2825 Hampton Glen is in the closing process; expected May 11.
		+ Next event: Spring Fling! Adults-Only Meet & Greet Event on April 28 from 1-3 at Clubhouse.
1. Old Business
	1. Automated External Defibrillator (AED)
		* The Board has now received three quotes for the training class.
		* Carolina Pool Management is willing to do a free training for up to 10 residents, after pool season openings.
		* If we also want a certification class, we could offer something, which may be about $30/person.
		* We will obtain the quote to remount this outside for accessibility in the summer.
	2. McKee Road Extension Impact
		* We have engaged with our attorney and need clarity on the point of condemnation definition.
		* Mark will take a look at the plan that is provided and correlate it with the markers on the ground.
	3. Code of Conduct Update
		* Jodi Andersen provided a revised draft to the initially proposed Code of Conduct. Jose will get in touch her once we return.
		* Andrew will email Jodi’s document out to board.
	4. Storm Drain Dry Creek
		* Ashley Smith from Charlotte Mecklenburg Stormwater Services volunteered to come to one of our meetings to speak about dry creek maintenance. No update – we just need to choose a date we want her to come.
		* In January meeting, we said we would look in to a Union County/Indian Trail contact for residents. Jose spoke to Union County, who asked him to call back the week of April 22.
		* Idea: Do we do a stream cleanup day to clean our creeks? A concern is that the creek is on people’s property so what if we run in to a property issue. Also a concern about liability of what occurs if injury. We will send an email out to see if there is interest.
	5. 2024 Pool Deck Access System
		* Bumgardner Association Management has mailed out the pool pass registration form for our key tag system; it is also available on our website.
		* We have initiated the MemberSplash set up as part of our approved 2024 pilot. If/when we are ready to roll it out for a pilot, we will target to do it after pool season opening.
		* The Board will have a full assessment once we get access and will work to make the recommendation if we are to proceed with the pilot.
	6. Vision of Community Projects
		* In recent meetings, we committed to collecting community input and publishing a 3- or 5-year project plan, with expected dues increases incorporated.
		* This is in progress. Most projects have a quote as of 2022, but now we need to get input on what projects are important. Mark will send out a draft to the board.
		* The Board will look to schedule a one-off working session, advertised to the community, to join.
	7. Community Roses – Diseased?
		* In the March meeting, we discussed a resident concern about the clubhouse roses being diseased.
		* Gomez Landscaping provided a quote of $975 for replacing the roses with camellias in front of the clubhouse. Suggestion from residents is this may be overpriced. Bumgardner Association Management has followed up with Gomez to get a breakdown of what the cost detail is.
	8. In Ground Valve Box Leak
		* In the March meeting, we discussed a possible in ground valve box leak on either side of the clubhouse. We will keep our eye on this.
	9. Trash Receptacles
		* In the March meeting, we discussed the trash receptacles at the basketball courts needing to be emptied.
		* Gomez Landscaping confirmed they empty the receptacles when they come out to cut the grass.
2. New Business
	1. 2024 Pool Preparations
		* The Board needed to approve the 2024 pool rules in time for the Bumgardner mailing. Prior to approval, these were reviewed by the Pool Committee, Carolina Pool Management, and Bumgardner Association Management.
		* Mujeeb made a motion to ratify the 2024 Pool Rules document. Seconded by Jose Diaz. Approved by all.
		* The Pool Use Application and 2024 Swimming Pool Rules have been mailed to all homeowners and posted to the website. **A Pool Use Application is required each year to use the pool**.
		* Bumgardner Association Management will be at the clubhouse on the following days to distribute passes. If the homeowner does not obtain their pass on these days, it will be mailed:
			1. May 10, 12-4
			2. May 25, 10-2
	2. Community Yard Sale
		* Doug Smith reached out wanting to see if we could have another community yard sale.
		* The previous volunteer stepped down. We need to follow up with her as to where the big sign is that was purchased.
		* Doug will put on the neighborhood message board and get the signs up. We will plan for May 18. We will utilize our community email for internal awareness and social media for external awareness.
	3. Maintenance
		* Charlotte Pest was on site April 17 in response to rat feces found in the pool house. They will be providing a quote for a routine maintenance cycle. We are still waiting on the quote.
		* Ewing Electric was on site on April 19 in response to tripped tennis/pickleball court lights; a circuit breaker switch was replaced to resolve.
		* Gomez Landscaping is to provide a quote for replacing timbers around the playground. It would be $5,782 for replacing the board timber wood and a new layer of fresh mulch.
3. Open Forum
	1. Liz Thomas brought up the suggestion of having a Landscaping Committee. They would provide the “voice of the neighborhood” to the landscaping. Liz would be happy to chair this if we can get someone to chair the Welcome Committee. We will put out a social campaign for one month to recruit input.
4. Announcements
	1. The May Board of Directors meeting is scheduled for May 20 at 7 pm at the Clubhouse.
		* Note: This is the third Monday of May, due to Memorial Day.
	2. There are opportunities to get involved within the neighborhood. Inquire if interested!
	3. Three positions on the Board of Directors will be up for election on January 26, 2025. Inquire if interested!
5. Adjournment
	1. Motion to adjourn the Open Session and move to Executive Session made by Jose Diaz.
	Seconded by Taryn Burns.
	Vote unanimous.
	2. The meeting ended at 8:08 p.m.