**Open Session Minutes**

**Providence Hills HOA Community Meeting**

**July 21, 2024**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

Present: Taryn Burns, Jose Diaz, Andrew McDermott, Mark McKain

Absent: Mujeeb Shah-Khan

Guests: Mickey Bumgardner & Shannon Wagner (Bumgardner Association Management), 2 residents

Board Meeting – Open Session

1. Call to Order
	1. The meeting began at 6:01 p.m. by Jose Diaz.
2. Roll Call
	1. All are present except for Mujeeb Shah-Khan.
3. Reading and Approval of Minutes
	1. The June meeting minutes have been approved and posted to the website for community access.
4. Reports of Officers
	1. President (Jose Diaz)
		* Board met on July 15 to have a working session.
		* **Meeting Decorum:**
			1. Request to avoid sidebar conversations during meetings.
			2. Questions to be addressed during the Open Forum section or when a motion is open for a vote.
			3. Sidebar conversations should be taken outside the meeting room.
		* **Budget and Reserves Overview:**
			1. Community received a $250,000 gift from John Wieland Developers upon HOA turnover.
			2. Current reserve balance projected to be $43,000 by year-end.
			3. Major expenses from 2021-2023:
				1. Pool deck repairs and tile line caulk replacement: $79,761.
				2. Pool resurfacing: $62,819.
				3. Pool furniture replacement: $31,547.
				4. Clubhouse chimney cap repair: $11,000.
				5. Water heater replacement and electrical work: $15,000.
		* **Future Financial Plans:**
			1. Prudence in spending due to low reserve levels.
			2. Considering 5% increase in HOA dues for 2025 (from $588 to $618), generating an additional $7,710.
			3. Detailed review of the 2025 budget for potential savings without compromising resident experience.
			4. Exploring additional revenue opportunities:
				1. Pool memberships for non-residents: potential revenue of $12,000 in 2025 and $6,500 annually thereafter. (# for 10 families). Plan on a motion in the August meeting.
		* **Security and Access Improvements:**
			1. Considering a key fob system for pool, tennis court, and clubhouse access.
			2. Benefits include reduced responsibility for lifeguards, prevention of unauthorized access, and easier clubhouse reservations.
			3. Funding options include a special assessment of up to $300 without approval, to be added to the 2025 dues.
		* **Upcoming Discussions and Decisions:**
			1. Key fob system and security quotes to be reviewed in August Open Session.
			2. Potential special assessment for 2025 to fund the key fob system, playground improvements, and reserve replenishment.
	2. First Vice President (Mujeeb Shah-Khan)
		* Not present.
	3. Second Vice President (Taryn Burns)
		* Working session with the Board is great.
		* Obtaining another quote for us for the security proposal we are considering.
	4. Treasurer (Mark McKain)
		* Continue budget discussions. Believe we need more working sessions to continue to prepare for the 2025 budget. Need to be approved and announced to homeowners by December 1.
	5. Secretary (Andrew McDermott)
		* 96.1% of houses are receiving our emails.
			1. Kendall Knoll: 1012
			2. Over Stream: 1200, 1201
			3. Providence Hills: 2621, 2720, 2930
			4. Savannah Hills: 3306, 3410
			5. Wallbrook: 4003, 4129
		* Common Areas Maintenance
			1. Repairs

Background
We have contracted Matt Crowley to provide a quote for nearly 20 items, including pool deck findings, gutter cleaning, playground railroad tie replacement, AED relocation and more. We are waiting for him to provide a line itemized quote for approval consideration. Nils Andersen/Resilience Consulting also provided a quote for these items.

Actions
Nils Andersen is in the middle of the approved repairs and is expected to have them completed this weekend.

* + - 1. Playground Timber/Mulch Replacement
			Background
			In prior meetings, we discussed the deteriorating condition of the timbers and mulch around the playground. In April, Gomez Lawn and Landscape provided a quote of $5,782 for perform this. In May, we discussed this quote felt high. We want to receive one or two other quotes for the railroad tie replacement.
			Actions
			No action at this time. This effort will be moved to our Project List.
			2. Union County Fire Marshal Inspection
			Background
			The Union County Fire Marshal needs to inspect our clubhouse and pool house every three years. On May 29, they performed an inspection. Four findings were noted:
				1. Fire extinguishers need to be properly mounted on the wall
				2. Fire extinguishers need to be inspected and tagged annually
				3. Emergency exit signs need to be repaired/replaced
				4. Emergency exit lights need to be repaired/replaced

The findings were addressed on June 17, except for installation of new emergency exit signs.
Actions
Union County Fire Marshal will be contacted for reinspection once Nils completes install of the new sign.

* + - 1. Security System
			Background
			Our previous security system was no longer operational, following the phone and internet change. In June, we approved the replacement of the system with a modern one to become operational again.
			Actions
			CPI will be fixing the service for us, as we voted in June; date for visit is still being determined. Long-term security efforts will be tracked under a separate line time once picked up.
			2. HVAC System Maintenance
			Background
			We have a maintenance agreement with Horne Heating & Air to service our HVAC systems. On July 15, they performed routine seasonal maintenance. Able to program the new thermostat to match existing. Next maintenance: January, July. New filters needed in July, included in 2025 budget. Recommend work to level unit 2 condenser.
			Actions
			None.
1. Reports of Committees
	1. Adult Social Committee (Sharon McGowan)
		* Water Aerobics occurring on Wednesdays at 7 pm in the pool.
		* Fall Party (previously the chili cookoff) is tentatively taking place on October 19.
		* Adult Cookie Exchange is occuring TBD in December.
	2. Architectural Review Committee (Taryn Burns)
		* 1 requests received this month.
	3. Children’s Social Committee (Katie McDermott and Shannon Vo)
		* Next event: Rubber Duck Rodeo, September 2, 12:15pm
	4. Community Social Committee (Amy Gemereth)
		* Next event: Friday Pizza Party, July 26 at 6 pm.
	5. Holiday Decorations (Liz Thomas)
		* Upcoming neighborhood decorations:

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| July-September | Summer decorations are back up |

* 1. Neighborhood Message Boards (Doug Smith)
		+ Nils Andersen implied that the signs were built not rated to be outdoors. More to come next month
	2. Pool Committee (Jessie Alkemeyer)
		+ The nine findings from the pool committee and one from Carolina Pool Management were sent to Matt Crowley; see “Common Area Maintenance” for updates.
		+ Multiple reports have been received of break-ins to the pool deck. The committee recommends the Board consider use of security cameras to monitor this; see “Common Area Maintenance” for updates.
	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)
		+ Event:
			1. Next event: TBD
		+ Real Estate/Welcome
			1. 3305 Danhill and 3332 Providence Hills closed since last meeting and welcome emails were sent.
			2. 1012 Kendall Knoll is scheduled to close on July 19. Pending contact information.
			3. 2531 Providence Hills is scheduled to close on July 24. Will obtain information after closing.
			4. 3034 Savannah Hills Drive is on the market on July 12. Will obtain information after closing.
			5. 2932 Savannah Hills Drive is on the market on July 20. Will obtain information after closing.
		+ Increased number of home sales may lead to budget concerns.
1. Old Business
	1. Automated External Defibrillator (AED) Coordination

Background

* + - Earlier in 2024, we purchased an AED and installed it within the clubhouse; the intention is to have it indoors in the pool offseason and outdoors during the pool season.
		- We do not currently have a mount outside for the AED, so it remains indoors, inaccessible to the pool deck.
		- We also expressed interest in performing a training. Carolina Pool Management offered a one-time free training (Adult and Infant) for up to 10 people.

Actions

* + - Nils Andersen moved the AED outside for us, following the June meeting.
		- Carolina Pool Management is now mentioning training is $50 per person including certification.
		- We received prior quotes, not official certification, for this earlier in the year. We plan to make a decision in the August meeting.
	1. McKee Road Extension Impact

Background

* + - As part of the McKee Road NC DOT project to extend McKee Road, our landscaping, inground irrigation, electrical, and eastern sign on Providence Hills Drive may be displaced.
		- In May, we reported working with Colliers Engineering to have them stake the project out so we can determine full impact. Additionally, tree removal began as the NC DOT project entered the next phase of the project.
		- The majority of the impact to our community is done.
		- We said we were going to check with our attorney to see remaining actions; the bulk of the negotiated settlement is tied up in mediation with 3332 Providence Hills Drive.

Actions

* + - Condemnation action with NCDOT is sealed now.
		- Walked the land and confirmed brick wall will remain and landscaping to be removed has been removed. Will need to remove 6 sprinkler heads and adjust one. Gomez can take care of this during system winterization.
	1. 2024 Pool Deck Access System – Member Splash pilot

Background

* + - In March, voted to adopt a pilot program of MemberSplash through the remainder of 2024.
		- The vendor has turned the site access over to us, and the Board has been provided credentials. The board will internally discuss the “kinks” seen this week. From there, a communication plan will be determined for the pilot.
		- 21 households have signed up for the pilot to date; registration is open at <https://forms.gle/Du2tNe12GZuTy7cx7>.
		- We anticipated rollout following July 4, dependent upon receiving iPad for lifeguard use.

Actions

* No action. The pilot has been suspended due to interest in a key fob system.
	1. Three/Five Year Vision of Community Projects

Background

* + - In recent meetings, we committed to collecting community input and publishing a 3- or 5-year project plan, with expected dues increases incorporated.
		- On May 13, we held a community working session to draft the next revision of this. The board resolved to come up with a Top 10 list, from which a ranking survey will be distributed to the neighborhood.

Actions

* + - This will be suspended for a few months as a formal topic. We will keep this in mind, first getting through the 2025 budget.
	1. Trespassing Concerns

Background

* + - Multiple reports have been received of break-ins to the pool deck.
		- Neighbors of common amenities have reported lights and loud music by the tennis courts.
		- In the past, guidance has been to have homeowners call the Union County Sheriff's Office when issues occur.
		- We announced intention to price out a camera system and present the findings in July. We also announced we will obtain a quote from drive-by security companies that other local homeowner associations use.

Actions

* This line item will be closed. Efforts are being tracked under security system line item.
1. New Business
	1. None this month.
2. Open Forum
	1. Discussion took place about the number of nonresident attendees we would potentially have if we pursued the nonresident pool pass. 10 is a ballpark number to begin the conversation, but has not raised concerns in discussions.
3. Announcements
	1. The August Board of Directors meeting is scheduled for August 26 at 7 pm at the Clubhouse.
	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!
4. Adjournment
	1. Andrew made a motion to move to Executive Session to discuss legal matters, personnel issues, and confidential matters.
		* Seconded by: Taryn
		* Vote: Andrew, Jose, Taryn, and Mark all voted in favor. No dissent or abstains.
	2. The Open Session portion of the meeting ended at 6:42 p.m.