**Providence Hills Community Association**

**Board of Directors’ Meeting Minutes**

**August 26, 2024**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

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

Absent: None

Guests: Jaime Williams and Mickey Bumgardner (Bumgardner Association Management), 4 residents

Board Meeting – Open Session

1. Call to Order
   1. The meeting was called to order at 7:00 p.m. by Jose Diaz.
2. Roll Call
   1. All members were present.
3. Reading and Approval of Minutes
   1. The July meeting minutes were approved and posted to the website for community access.
4. Reports of Officers
   1. President (Jose Diaz)
      * Meeting Decorum
        1. Sidebar conversations should be taken outside the meeting room.
        2. Questions are to be addressed during the Open Forum section or when a motion is open for a vote.
      * The Board met on August 12 to continue discussing 2025 plans.
   2. First Vice President (Mujeeb Shah-Khan)
      * No report.
   3. Second Vice President (Taryn Burns)
      * No report.
   4. Treasurer (Mark McKain)
      * No report.
   5. Secretary (Andrew McDermott)
      * 96.1% of houses are receiving our emails; outreach responsibilities have transitioned to the Welcome Committee.
      * Currently working on a Board of Directors Operating Guide
5. Reports of Committees
   1. Adult Social Committee (Sharon McGowan)
      * The last water aerobics class for the season is this Wednesday at 6 p.m.
      * The Fall Party (formerly the chili cookoff) is tentatively scheduled for October 19. It will be a combined event with the Welcome Committee, with invitations being printed. The event will be pitched as a "meet your neighbors" gathering; attendees can bring chili if they wish. Music options are being explored.
      * An Adult Cookie Exchange is planned for December (date TBD).
   2. Architectural Review Committee (Taryn Burns)
      * Three requests were received this month, all approved.
   3. Children’s Social Committee (Katie McDermott and Shannon Vo)
      * Next event: Rubber Duck Rodeo, September 2, 12:15 p.m.
   4. Community Social Committee (Amy Gemereth)
      * Next event: Labor Day Pool Closing on Monday, September 2, from 12:00-2:30 p.m., catered by Rock Store BBQ. RSVP deadline is today.
   5. Holiday Decorations (Liz Thomas)
      * Upcoming neighborhood decorations:
        1. Aug 31-Sep 7: Patriotic decorations at entrances and clubhouse for Labor Day (minus military flags)
        2. Sep 7-mid Oct: Fall decorations at the clubhouse
   6. Landscape Committee (Liz Thomas)
      * Utility pole relocation at Providence Hills Dr. & McKee Rd. as part of the McKee Road extension will be completed by September 30.
      * Sprinkler system assessment on July 30 found several issues including no connected rain gauge, non-functioning zones, and a faulty valve. Repairs estimated at $1,980; seeking Board guidance due to budget constraints.
      * Landscaping assessment with Al Gomez found multiple concerns, including dead shrubs, diseased trees, and drainage issues along Savannah Hills Dr. and near Callonwood.
      * A wall along McKee Road is split and water-damaged; a mason may be needed.
      * Met with Duke Energy to address exposed metal cable in trees along Savannah Hills Dr.; repairs expected within 10 days.
      * Ewing Electric repaired the floodlight at the Pleasant Plains Rd. entrance on August 23.
      * Suggestion to switch from annuals to perennials for ongoing cost savings.
   7. Neighborhood Message Boards (Doug Smith)
      * Researching replacement options for message boards. No budget currently allocated; needs to provide bids to the Board.
      * Considering adding “Welcome \_\_ families” on sign boards; seeking input from new families.
   8. Pool Committee (Jessie Alkemeyer)
      * Anticipating the 2025 pool service renewal letter around Labor Day, with a renewal date of October 1. Proposal will be reviewed at the September meeting.
      * Possible pumproom leak will be assessed by Carolina Pool Management.
   9. Social Media Committee (Katie McDermott)
      * Residents are encouraged to share neighborhood news for social media updates.
   10. Welcome Committee (Liz Thomas)
       * Real Estate/Welcome:
         1. Properties at 3034 Savannah Hills Dr. and 2932 Savannah Hills Dr. are currently on the market. Information will be collected post-closing.
6. Unfinished Business
   1. Automated External Defibrillator (AED) Coordination
      * Background: AED purchased and installed at the clubhouse; it will be indoors during the pool offseason and outdoors during the pool season. Training options were discussed at the July meeting; the decision was deferred to August.
      * Actions: Training will be reconsidered in the 2025 budget discussions. A training video link will be added to the website and included with the clubhouse booking process.
7. New Business
   1. Security & Access Management Proposal
      * Exploring a key fob system for pool, tennis/pickleball courts, and clubhouse access, which would eliminate the need for CPI Security contracts.
      * Two bids received, ranging from $22,000 to $31,000, depending on vendor and services desired.
      * **Special Assessment:** Considering a $300 special assessment per household to fund the security proposal, playground maintenance, and reserve replenishment. Jose will send a detailed letter to homeowners. Payment methods will align with current dues collection processes, allowing for multiple payments annotated with purpose.
   2. Special Assessment
      * Jose motioned to levy a $300 special assessment per household to fund the security and access management proposal, playground restoration, and reserve replenishment, due by January 31, 2025.
        1. Seconded by: Mujeeb
        2. Vote: Unanimous approval.
   3. Expense Management
      * Proposal to improve tracking of expenditures through a standardized expense report form and guidelines.
8. Open Forum
   1. A resident noted that neighborhood signs are not updated promptly and volunteered to assist. Feedback will be communicated to the committee.
9. Announcements
   1. The next Board of Directors meeting is scheduled for September 23 at 7 p.m. at the Clubhouse.
   2. There are volunteer opportunities available; interested residents are encouraged to inquire.
   3. Three Board of Directors positions will be up for election on January 26, 2025; interested individuals should inquire.
10. Adjournment
    1. Andrew motioned to move to Executive Session to discuss legal, personnel, and confidential matters.
       * Seconded by: Jose
       * Vote: Unanimous approval.
    2. The meeting moved to Executive Session at 8:20 p.m.