

Elizabeth Townes HOA
Elizabeth Townes HOA Board Meeting Minutes
February 19, 2015 at 6:15 PM

- I. Call to Order:** 6:20 PM. Board members in attendance were: Barbara Gillis, Madison Locklear, LaDonna Walden, and Susan Azukas. Also in attendance were CAMS representatives, Stacy Raposo and Cheryl Larson. Absent: Jim Wells and Madalene Greco. Stacy introduced Cheryl as our new Association Manager who will be taking over for Stacy on March 1st.
- II. Approval of January Meeting Minutes:** Madison motioned to approve as amended and LaDonna seconded. All in favor.
- III. Review of December and January Financials:**

Stacy still doesn't have everything from Kuester. Stacy will go over the CD's, etc. with Madison when she gets them. There are two \$13,000 CDs, one which is maturing in March. There is customarily a 30 day grace period so we will have time to decide whether to roll over. We will get rate information from Stacy and how the CDs are laddered. We can then assess what other investment options are available. Current reserves are \$62,000 in addition to the two CDs.
- IV. Old Business**
 - a. Status of Kuester turnover to CAMS**

Stacy is still waiting on Kuester. RFP will have to activate pool cards. TEM and Protection One need to be compared for camera surveillance services. Jim has the only key to pool repair room area. Will need to contact him about this. There should probably be enough keys so that each HOA Board member has one.
 - b. Payment of Outstanding Bills**

This is still going on day by day. Stacy doesn't have all of them. People are generally paying their dues. Discussion whether to charge late fees and how far back. March 15th would be the first time. We should waive later fees from October, 2014 to March 31, 2015. LaDonna motioned. Barb seconded. Stacy will take a look back further than that.
 - c. Water Usage**

Stacy is working with the City of Charlotte and Ammons Plumbing to determine the problem. Barb brought up that there may be a possible leak in vicinity of 9317 Timothy Court. The unit has mold in the basement. Stacy will reach out to the homeowner. She will also get back with Ammons.
 - d. Solar Panel Issue**

Stacy reached out to the homeowner and was told that the cost was outside what she could afford so she has dropped it.
 - e. Front Entrance Light Update**

The electrician was here and determined that the glass lens in the lights traps heat and causes bulbs to burn out quickly. We will get a quote on new fixtures with longer lasting LED bulbs.
 - f. Update on Violations**

Stacy and Cheryl wrote up people with fake or dead flowers on porches. We discussed that it is necessary to change the handbook with guidelines for planters and statuary and that one or two empty planters is OK. Due to it being winter, there may be dead flowers but could be replaced with hardier plants. Further discussion and changes are needed.
 - g. Work Orders – Quote for Unit Repairs/Concrete Repairs**

Stacy had a walk through the area with Piedmont Home Renovations who presented a Proposal for Concrete Work on settling driveways - \$2,925 and additional work consisting of repairs to wood doors in

various units and minor cracks in driveway - \$625 for a grand total of \$3,550. Stacy is familiar with the work of Piedmont Home Renovations and has worked with them before. Stacy recommended addressing the emergency issues first such as tripping hazards, etc. with those brought to our attention addressed first. It was discussed that we should get a quote from the other contractor we've used in the past and choose whichever is cheaper. We won't repair driveways right now, only trip hazards on walkways. Barb motioned to approve \$4,000. LaDonna seconded. All in favor. As to the woodwork repairs of \$625, Barb motioned to approve and Madison seconded. All in favor.

V. New Business

a. Landscape Update

Our landscaper was not present at our meeting. Barb offered to be our landscape go-to person in the future.

b. Quote for VGB – Pool

Stacy presented an email from Hal for \$600 installation and parts and \$300 engineer inspection and filing. LaDonna motioned and Barb seconded. All in favor. Discussed that once the pool is opened, we will look at the grout and tile for any repairs needed there.

c. Pond Contract

LaDonna will look up the contract and get it to Barb.

d. ARC

I. 9330 Timothy Court – Sunroom

We reviewed the plans which we could not fully determine if glass was involved in the construction. Our CCRs state – no glass. We need more clarification from the homeowner exactly what structurally she is requesting. Stacy will get back to discuss with homeowner. LaDonna pointed out that any additional structure added, the HOA is responsible to maintain going forward.

II. 11509 Delores Ferguson Lane – Landscape

The homeowner wants the crepe myrtle and bushes removed and is willing to pay. The neighbor has agreed as well in writing. Discussed that the tree stays but bushes may be taken out at owner's expense. Barb motioned and LaDonna seconded. All in favor.

VI. Other

a. Next HOA Board Meeting

Will be **Thursday, March 19th (3rd Thursday of the month) at 6:15 PM at Panera Bread.**

VII. Adjournment

Adjourned at 7:46 PM – Barb moved. LaDonna seconded.

Respectfully submitted by Susan Azukas, Board Secretary