

Elizabeth Townes HOA
Elizabeth Townes HOA Board Meeting Minutes
April 23, 2015 at 5:30 PM

- I. Call to Order: 5:39 PM.** Board members in attendance were: Jim Wells, Barbara Gillis, Madison Locklear, LaDonna Walden, and Susan Azukas.

- II. Approval of March Meeting Minutes:** LaDonna motioned to approve as amended and Susan seconded. All in favor.

- III. Review of March Financials:**
Stacy provided the Financial Summary and Variance Report. LaDonna motioned to approve. Barb seconded. All in favor. In reviewing the 2015 Budget, Stacy had a question about the budgeted legal fees. It turns out there was a more accurate budget available and Barb gave a copy to Stacy. This cleared up the question. It was noted from the Homeowner Aging Report that there are 3 liens pending.

- IV. Old Business**
 - a. Water Usage**
There is still a spike in water usage. The current repair situation at 9325 Timothy Court remains incomplete. Concerns were voiced that there may be yet another leak in the vicinity of Delores Ferguson and Houston Ridge. It was decided that due to the poor quality of work done by Ammons, Stacy will work to find us a new plumbing company (ER) who she has worked with so we can re-contract on jetting. She will ask Ammons for history on their work for us going back to 2008 and let them know the recent repair did not work. Stacy will also get plumbing plans from the City of Charlotte.
 - b. Update on Violations**
Removal of dead plants and dead vines as well as trash cans has been improving. There have been some fence issues on Mattforest. Resident has complained that due to a fence being on her property but actually the responsibility of her neighbor, it should be corrected. It may be difficult to get a copy of the approved ARC request because the fence was installed quite some time ago. The neighbor is agreeable to fixing the fence and she will receive a letter requesting that her property fence be corrected.
 - c. Update on Work Orders**
Stacy received to bids on the concrete repairs. There was a discussion on the repairs/replacement of rotted French doors. An example of one was given: Cost of door-\$450 and Labor-\$300 for a total of \$750. A single door would cost roughly \$550. LaDonna made a motion to get a legal expert to define the CCR's as they relate to doors. Barb seconded but stipulated that we should get an opinion from an insurance agent but we should not pay for it. Stacy will try to get an insurance professional opinion. There are currently 3 doors requiring an answer.
 - d. Pond Contract Approval/Ratification of Repairs Approval**
Motion to approve the pond contract (work by Tim Barbee) by LaDonna and seconded by Susan. All in favor. Motion to ratify approval of pumps repair – Barb motioned, Madison seconded. All in favor.
 - e. Front Entrance Light Repairs**
Stacy will have LED lights installed by Diversitec to replace the current ones. This will save us a lot of money.
 - f. Concrete Assessment – Work Approval**
Sure Shot bid is \$5.50 per square foot. Piedmont bid is \$8.41 per square foot. Sure Shot Sealing and Striping did work for us before and we were not happy with it. Stacy continues to work on this issue for us. Stacy will begin a new process of sending an email to the Board once a week on Thursdays with all things needing our approval. This will simplify and reduce the amounts of emails going back and forth.
 - g. K & S Contract Approval**
K & S Sanitation Services submitted a contract for 4 years from April 1, 2015 to March 31, 2019. LaDonna motioned to approve. Madison seconded. All in favor.

h. ARC

I. 9330 Timothy Court – Sunroom Approval Ratification

Barb motioned to approve. Madison seconded. Jim and Susan in favor. LaDonna not in favor.

II. 11509 Delores Ferguson Lane – Tree Replacement

Owner requested removal of tree and Hawthornes at their expense. Barb motioned, Madison seconded. All in favor.

V. New Business

a. Landscape

1. Landscape Contract Approval

Barb began getting bids and when Heaven & Earth saw we were doing so, fired us. Ruppert was the best quote and attitude and appears to have the best vision for the community. Quote is for \$3,541 monthly which translates annually to \$42,492.

II. Hawthorne Treatment Approval

The first two visits they will focus on pulling the dead hawthornes and determine whether to replace or plant grass. Overall this should improve the look and reduce the amount of pine straw needed in the future.

III. Pine Needle Approval

They will tidy up the pine straw areas around bushes and trees to also reduce the amount of pine straw needed in the future. This will relate to a savings of about \$2,300.

Barb motioned to approve Ruppert Landscaping contract. Susan seconded. All in favor.

Barb motioned to approve pine straw with new landscaping within budget. Madison seconded. All in favor.

b. Mosquito Treatment Ratification of Approval

Motion to ratify approval of mosquito treatment. Madison approved. LaDonna seconded. All in favor.

c. Pool Repairs Quote

Received pool repairs quotes from Carolina Pool Management and U. S. Aquatics. Discussion that to make repairs on tile, it might be necessary to drain the pool first which would be costly. Barb motioned to accept whichever company was most reasonable and who would do the caulking without emptying the pool and then open pool as soon as the work is done. LaDonna seconded. All in favor.

d. 11502 Delores Ferguson Lane – Leak

This subject was discussed above under **Old Business a. Water Leak**. Stacy will discuss with ER Plumbing and obtain plumbing plans from the City of Charlotte to shed light on these leak problems.

e. 9613 Elizabeth Townes/11509 Delores Ferguson Lane – Tree Trimming Requests

Stacy will have the arborist look at the trees in question and discuss.

f. Owner Request for Rental Units

Anonymous letter was received by a homeowner complaining of disturbances. Standard procedure will be followed which is to send letters to the owners of the units in question. LaDonna motioned that letters to owners be sent and if no action taken, the second letter be sent certified mail. Susan asked to amend the motion of the certified letter and use it only in this instance. Barb seconded. Jim and Susan in favor.

g. Community Website

The Elizabeth Townes community website has been ongoing and contains historic information and has been updated through the years. Due to a miscommunication with the web provider, recently our site has been down. Discussion was whether it was still needed as CAMS provides our information to our homeowners by logging into their website. Other methods of communication were mentioned. Barb motioned to keep and maintain the website. LaDonna seconded. Jim, LaDonna and Barb in favor. Susan and Madison not in favor.

h. Appointment of New Board Member

There should be discussion with the homeowner wishing to be on the board that he needs to agree to come to meetings and be an active participant and to understand that there needs to be a quorum of 4 in favor.

VI. Other

a. Approval for CAMS to act without board vote

CAMS may act on our behalf when an emergency arises resulting in a hazardous situation potentially dangerous to health. They can act relative to inspection reports or leaks, etc. within our CCRs guidelines with a basic limit of \$500. Stacy will call Jim should an instance arise.

b. Stacy – approval

The board unanimously stated that they all feel Stacy is doing an outstanding job for ETHOA. All feel very lucky that she chose to and was able to stay on with us. Barb motioned and LaDonna seconded. All in favor.

c. Next HOA Board Meeting

Will be **Thursday, May 21st (3rd Thursday of the month) at 6:00 PM. Place - TBA**

VII. Adjournment at 7:50 PM

Respectfully submitted by Susan Azukas, Board Secretary