

Elizabeth Townes HOA
Elizabeth Townes HOA Board Meeting Minutes
March 19, 2015 at 5:30 PM

1. **Call to Order:** 5:45 PM. Board members in attendance were: Jim Wells, Madison Locklear, LaDonna Walden, and Susan Azukas. Absent: Barbara Gillis.

Actions Between Meetings:

- Madalene Greco has resigned from the Board effective March 2, 2015.
- We were informed that Stacy Raposo requested to stay on as our Community Manager due to the re-assignments freeing her up to devote time to Elizabeth Townes and it was approved by her Manager.

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

III. **Review of January Financials:**

- Stacy sent the Financial Summary and Variance Report for our review as part of the meeting package. As of January 31, 2015, we have Total Operating Cash of \$15,699.51 and Total Cash in Reserves of \$89,435.98.
- Kuester has sent the two banks with CD's (New Dominion Bank and Bank of Commerce) letters to release Bryan from being the authorized signer. The Board has decided that the new signer should be Jim with the second signer as Susan. All approved. Jim and Susan will need to visit these banks to get set up. The March 1st CD has automatically renewed for one year at a rate of .15%.
- We reviewed the Homeowner Aging Report and noted that with only a few exceptions, assessments were current but there were some small delinquent fees and interest. We need to find out why CAMS is still charging late fees.

IV. **Old Business**

a. Water Usage

Stacy reported that the City of Charlotte bills have still not come in. Stacy will follow-up with to request again. Stacy has asked Ammons to come back out and investigate the area next to 9325 Timothy Court – they will be out on Monday, March 23rd.

b. Update on Violations

Most of the violations relate to garbage and recycling receptacles being left out past the designated timeframe. Most were designated at the levels of *Courtesy* or *Courtesy Pro*. They were not significant overall. Discussion about possibly changing the timeframe to take in receptacles by Friday. No agreement was reached on that subject.

c. Update on Work Orders - Unit Repairs – Stacy reported that repairs were scheduled this week. There is a little delay on some that require access. The vendor has left notes on those homes.

d. Pond Contract

Stacy emailed the bids from last year to Barbara. LaDonna said we don't have a contract because the contract approved by the Board was not communicated to the Property Manager. Since it appears no contract is available and we didn't have enough information to discuss the subject, Madison offered to contact Stacy to get information on what we paid and to whom we paid last year.

e. Front Entrance Light Quotes

Stacy reported from Diversitec's assessment that the current bulbs are shorting due to heat. The glass lenses on the fixtures trap heat creating a shorter life for bulbs. One fixture is lying on its side and needs to be repaired, another is missing a glass lens, and one is half buried. The electrician from Diversitec Electrical Contractors recommended replacement of fixtures with LED equivalent and provided a quote of \$1,525 for 1) installation of (4) new ground-mounted LED floodlights, 2) existing electrical feed to lights to be junctioned in the island and extended to a new low-voltage transformer and removal and disposal of current lights.

He noted that the new fixtures come with a 5-year mfr. Warranty on the LED and finish and stated that the energy usage will be about 1/7 of existing consumption. Not included in the quote are engineering, permits and associated fees which will be billed at cost, where incurred as well as off-hours work.

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Madison will try to get an additional bid and we should be able to vote via email whichever bid we accept. This will save time and get things going so that our entrance will look great and we can resume the display of our flag at night.

f. Concrete Review ~ 2 Bids

The Board had approved spending \$4,000 on concrete work at the last meeting. This was based on a preliminary guess by **Piedmont Home Renovations**. Stacy reports that Piedmont subsequently completed a site inspection listing all critical areas. Critical repairs come in closer to \$8,000 and therefore it has been back to the Board for review and determination of what should be done. Final price can be bid by three concrete contractors that Piedmont works with. These repairs are needed due to years of neglect.

Seal Coat Charlotte was also asked to do an assessment. They were supposed to get these numbers in by the end of the day on March 17th. Stacy said if it is received, she will email it in a separate email from the meeting package. As yet, not received by meeting date.

The Board feels Piedmont's bid is too high. LaDonna motioned to get another bid. Madison seconded. All in favor. Need to ask Stacy to get another bid.

V. New Business

a. Landscape Update

Stacy reported that **Heaven and Earth** quoted pine needle installation at 1,850 bales @ \$6.50, equaling \$12,025.00 for pine straw mulch. She is working on getting a few other bids. Jim and LaDonna noted that that is approximately double what they recalled being used last time and we are unsure why. Further investigation and bids are needed.

Stacy provided a quote from **AAA Tree Experts** for treatment of all Indian Hawthornes due to fungal leaf disease. They stated that fungal leaf disease will result in poor plant health, unsightly appearance and ultimate death of shrubs. The proposal includes spraying all affected shrubs with an approved fungicide and in compliance with applicable state law, spraying to be timed to coincide with active fungal spread. **Cost: \$2,300.00.**

Stacy also provided a quote from **Heaven and Earth** for various trimming, fertilization, herbicide treatment, removal, replacement etc. in the amount of **\$32,177.06.**

The Board discussed the vast difference in the quotes. However, the Heaven and Earth quote entailed specific addresses (mostly on Elizabeth Townes, which are the oldest shrubs) and entailed more services than AAA's quote. We need to get the date from Stacy regarding AAA's services. A decision was not made.

b. K & S Contract

Stacy advised that the current contract comes up on March 31, 2015 and provided the new contract which has a price increase of \$.25/home. Terms are **for four (4) years beginning April 1, 2015 through March 31, 2019 and is at \$14.25 per unit with a late fee if paid after the 10th of the month.** It was discussed that someone heard that another Portrait Homes community in this area received trash removal and recycling service from the City of Charlotte. Madison offered to contact the city to find out why we have to hire a private service. We will have to get back to K & S.

c. ARC

I. 9330 Timothy Court – Sunroom

Homeowner submitted further information on the existing exterior wall. We felt that the plans should be reviewed by an architect/engineer of CAMS choosing to assure that there would be no adverse structural

effect to the building. The homeowner would have to agree to pay for this service. Susan motioned, LaDonna seconded. All in favor.

II. 11509 Delores Ferguson Lane – Landscape

We are going to ask our landscaper to recommend a replacement tree that would work for this area before responding back to the homeowner.

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d. Exterior pressure washing

Jim provided a list of units with exterior stains or moss or siding repairs.

Repair siding:

8934 Houston Ridge

8933 Bryant Field Circle (BFC)

Pressure wash – stain removal

8934 Houston Ridge

8906 BFC

8914 BFC

8949 BFC

8951 BFC

8953 BFC

9305 Timothy Ct

9307 Timothy Ct

9350 Timothy Ct

9405 Elizabeth Townes (ET)

9515 ET

9533 ET

9619 ET

9636 ET

11404 Delores Ferguson (DF)

11406 DF

11410 DF

11426 DF

11522 DF

11531 DF

Madison will ask Stacy to get us a couple of quotes and also quotes for possibly having driveways and/or walkways pressure washed at the expense of the owner.

e. Pool Repairs

This was not mentioned at the meeting but it is of importance so it has been added. Cold weather prevented review of the pool. The pool cover has since been removed and Stacy will be asked to have Gator Pools to take a look and if repairs are needed, she will ask them for an estimate of cost to repair.

VI. Other

a. Next HOA Board Meeting

Will be **Thursday, April 23rd (4th Thursday of the month) at 5:30 PM at Panera Bread.**

VII. Adjournment at 7:00 PM

Respectfully submitted by Susan Azukas, Board Secretary