

Elizabeth Townes HOA
Elizabeth Townes HOA Board Meeting Minutes
September 24, 2015

- I. **Call to Order: 7:04 PM** Board members in attendance were: Barbara Gillis, Madison Locklear, LaDonna Walden, Mike Etheridge and Susan Azukas. Absent: Jim Wells.
- II. **Hearing Results** - Vote unchanged, no commercial vehicles.
- III. **New Attorney** - Stacy recommended James Slaughter, an attorney who works with other Portrait Homes communities. Motion was made and seconded to hire him and have him take a look at our CCRs immediately for proposed resolutions and provide a time line of work. Vote was four in favor, one against. Motion carried. Discussed having him draft a special assessment document for \$30,000 with a 3 months payment option if needed. This would be used for tree trimming, lift station and painting and caulking of entire community. Stacy asked Jim to draft Elizabeth Townes specific resolutions and talk with the Board at an upcoming meeting.
- IV. **Review of August Financials** -
 - a. **Delinquencies** – (\$6,100.08 Total AR as of 9/22/15 - \$1,883.17 of this is current/not past due)
 - i. For clarification, Board approved pre lien letter to be sent when 90 days late; lien to commence at 120 days.
 - ii. Board approved pre lien letters to go out to 3 owners (on Timothy Court, Elizabeth Townes and Mattforest).
 - b. **CD Renewal or Change** - There was not a good CD rate available when the money was transferred. Currently the money has been placed in a Money Market account, until a better CD rate comes in. No Board action was required.
 - c. **Kuester Error on Owner Account** - Kuester had made an error in processing a payment a payment in August 2014, which has created delinquencies on the account ever since. Stacy and Accounts Receivable has worked to resolve the issue with Kuester. Board approved waiving delinquent fees and interest which have accrued due to billing error. Motion made and seconded. All in favor. Motion carried. Owner has also asked for proof from Kuester that they were charging working capital to all owners who had closed. Board asked to get answer from Kuester or advise what they know about Kuester’s charges. Board was in favor that we do not approve Stacy to release information from CAMS on working capital collections (16 have been charged by CAMS since take over. Instead, Stacy is authorized to send owner Article 5, Section 11 from CCRs instead if that has not already been done.
- V. **New Business**
 - a. **Landscape Update (Barbara)**
 - i. **Tree Issues** -
 1. Discussed current work in progress being done by Arboguard already board approved.
 2. Approved tree trimming for large pond willows is to be done by Tim Barbee for \$800.
 3. Based on community analysis provided by Arboguard, board approved Arboguard to do inject work for \$245 (large oak at entrance), \$5,068 (maples along the fronts of homes) and insecticide for \$550 (various areas). Various trim work will be added to special assessment if approved.
 - b. **Approval of Revised Handbook** - Changes on Page 3, 9, 11, 13 and 15 were discussed notably 1) no bird baths in front yard, but one may be placed in back of property 2) no ornaments or plants hanging from trees or buildings/porches. Shepherd hooks may be used if hanging live plants/flowers. 3) On page 15, parking 2b should be edited to say “Vehicles with **commercial**

signage, equipment, supplies, ladders, etc. visible to the eye, within the parking space.” 4) Flower bed edging requires ARC request approval. Discussion that the handbook needs to have a sign-off page for owners to say that they have read it. The sign-off should also say that if their unit is rented, they will provide a copy to their renter, whose name will be furnished to CAMS. Future owners and renters must be given a copy. Motion for emailing to all residents, mailing to those without email addresses once all board approves changes was made and seconded. Four in favor and one against. Motion carried.

- c. **Letters from Owners (3)** – Board did not discuss. However those requesting a hearing date will be scheduled to give owners 2 week notice. Board to advise Stacy.

VI. **Old Business**

a. **Water Usage – Plumber Investigation**

- i. Stacy asks that a date be given to schedule with ER Plumbing. Questions for Stacy: 1) Has our water bill dropped at all? and 2) Did the City of Charlotte credit us at all for the water line break?

b. **Insurance Renewal** – The insurance is being renewed with Travelers through Windermere, better than any other rates quoted to us and at the same rate as last year.

c. **Exterior Caulking** - Board discussed and approved hiring of Glenn at Piedmont Home Renovations to start caulking the end unit windows if he can start immediately at a cost of \$7,455. We will discuss possibility of caulking all windows in the future if needed and budget allows. For the time being end unit windows are a priority.

d. **Concrete Review** – We have 3 standing quotes and Stacy has been working with a new company for an additional bid, but it is not in yet. Motion was made and seconded to accept Bird Dog Construction’s quote of \$9,000.

e. **Pool Caulking** – Stacy is to meet with company on Thursday (9/23?) for touch-ups to caulking repairs. Board inquires whether caulking was redone. Board also wishes to ask our pool man, Hal, if our sign is compliant and if not to update it.

f. **Update on Violations** – Reviewed by Board.

g. **Update on Work Orders** - Reviewed by Board.

VII. **Approval of August Meeting Minutes** – Postpone to approve by email or at next meeting.

VIII. **Adjournment – 8:40 PM** – Motion to adjourn made and seconded. All in favor.

Next Meeting Date, Time and Place – Not Scheduled. Will follow.

Respectfully submitted by Susan Azukas, ETHOA Board Secretary