

Elizabeth Townes HOA
Elizabeth Townes HOA Board Meeting Minutes
August 20, 2015 at 6:00 PM

- I. **Call to Order: 6:05 PM** Board members in attendance were: Barbara Gillis, Madison Locklear, LaDonna Walden, Mike Etheridge and Susan Azukas. Absent: Jim Wells
- II. **Approval of July Meeting Minutes:** Barb motioned to approve. Madison seconded. LaDonna absent from said meeting did not vote. All others present were in favor.
- III. **Review of July Financials:** Discussed the variance report. Madison pointed out that the insurance is not shown because renewal comes in September.
 - a. **Delinquencies were reviewed – (\$7,093.10 Total AR as of 8/19/15 - \$3,610.27 of this is current/not past due.** No Board action required.
 - b. **Draft Budget Review:** Discussed that funds may need to be added for water leak repairs under *Repairs & Maintenance Expenses*. With all the water leaks we have going on in the buildings, we would like to know if CAMS has someone who can or does look at the buildings on a regular basis (example: every 6 months). We are simply trying to get and remain in a proactive status. Discussed the possibility of needing a special assessment to cover upcoming important projects. Barb offered to get figures together about water issues, weatherizing of units and landscaping overhaul. Barb motioned to approve draft budget. LaDonna seconded. All in favor. Motion by LaDonna to do an audit for 2015. Madison not in favor. Others undecided at this time as we need more information on cost. Motion was not passed. Barb motioned that we wait for Stacy to reply so that we know the cost. Mike seconded. Three out of five in favor of Barb's motion.
 - c. **CD Renewal or Change:** Board decided to move forward with the CDs. Madison motioned that we choose the CD maturing on 8/19/15 be split into the two shorter terms at Live Oak Bank: 12 months @ .75% and 18 months @ .85%. We do not have enough funds to put into a two-year CD. Susan seconded the motion. All in favor.
- IV. **ARC**
 - a. **9330 Elizabeth Townes – Landscape:** Barb motioned to not approve because the plan is not consistent with the overall plan of the community. Mike seconded. All in favor. Added note: The ARC form on the Elizabeth Townes website is incorrect as to the mailing address still showing as Gastonia. The ARC on the CAMS website reflects the correct address.
- V. **New Business**
 - a. **Landscape Update (Barbara)**
 - i. **Tree Issues:** Barb will get more detail from AAA on trees due to sick maples and other possible erosion issues. Barb explained the Ruppert quotes: 1) Involves tilling large areas where plants were removed, applying soil to all areas of concern with roots and or bare areas as needed, a total of ten (10) yards will be spread throughout the community, and clean up and disposal of all resulting debris at \$1,397 initial. Mike motioned to approve first quote. LaDonna seconded. All in favor. Quote 2) Creation of a new planting bed on the right side of unit on Timothy Court, erosion area will be prepped and planted with Pachysandra all along the slop to prevent further erosion and clean up and disposal of all resulting debris at \$840 initial. Barb motioned to approve the second quote. Mike seconded. All in favor.
 - b. **Insurance Renewal (9/27/15):** Windermere has spoken to Travelers, who are able to renew at a flat rate. Lowry and Associates has bid out and is saying they can get a better rate. Stacy was trying to received it in time to verify if it is equivalent. Windermere would like to maintain the account due to their long standing relationship for over 10 plus years. Board was undecided and will need further information/quotes. Some felt loyalty to Travelers and others did not.

- c. **Proposed Resolutions for Clarification to Declarations:** This was tabled due to time constraints but remains important and must be discussed at the next meeting or at a special action meeting.
- d. **Exterior Caulking:** It was discussed that we don't know for sure if this will stop the water leaks or if it will require more work. Also, the Bird Dog quote stated removal and replacement of caulk at top of windows at end of all units_213. We'd like to know where the 213 number comes from. We have also decided to wait until Glen provides his quote before making any decision.
- e. **Moving Truck Procedures:** We need to have an amendment to the handbook that states that an owner must submit and ARC when there is a plan to use any moving truck or POD which would be on the premises overnight. Also mentioned was that a contract from a moving company make that company directly responsible for its removal. Barb motioned. Mike seconded. All in favor.
- f. **Email Voting:** It is imperative that we as a Board, when asked for a vote which has time sensitivity, respond quickly. We were reminded that when email voting is used, the vote must be unanimous – all yes or all no.
- g. **Termite Inspections:** An email blast has gone out to owners on 8/19 that it is time for the annual termite inspections for Elizabeth Townes. Terminex has scheduled the community for next Wednesday, August 26th beginning at 8:00 AM and that if they would like to have an interior inspection, someone would have to be at home. They inspect around each building completely so gates should be unlocked for patio access.
- h. **Pool Behavior & Hours:** Several complaints of behavior by supervised children such as running, jumping and roughness at the pool were reported by residents who felt unsafe and caused them to leave. Noted that the pool is actively being monitored by security cameras. The Board decided to place the sandwich board that violations of the sort listed would qualify de-activation of the pool cards by those who threaten the safety of others.

VI. **Old Business**

- a. **Water Usage – Plumber Investigation:** Stacy is waiting for Barbara to provide a date to schedule with ER Plumbing. Analysis updated provided. No action required by the Board.
- b. **Update on Violations:** Reviewed violation list from previous month and photos of rear yards. It was determined that trash cans stored behind the fence is a violation. Vans with ladders in the driveway and commercially marked vehicles are not allowed on the streets overnight and if so must be parked in owner's garage and not in driveway or visitor parking areas.
- c. **Update on Work Orders:** No Board action required.
- d. **Concrete Review:** Stacy had put this project on hold due to more pressing matters and felt it should be budgeted for 2016. In reference to this, our notes indicate we are still waiting on a quote from TR Construction. We are aware that this is temporarily on hold. The Board would like to know of any other concrete work Piedmont Homes has done, as our concern is that we might hire someone who is good at handyman work, but not a concrete specialist per se. We want to be sure that the work will look professional. The Board is willing to look at Piedmont's work of this type at other properties. Since this project has been on the books for a long time, Barb motioned that we must be willing to vote via email on concrete issues by the end of whatever week Stacy sends the information to us.

VII. **Other**

- a. Also discussed was if violation letters were needed and involved renters, they need to be sent to the renter at the residence address via official certified mail and marked to "renter". Often owners do not pass along information.

VIII. **Adjournment – 7:45 PM** Mike motioned to close. Madison seconded. All in favor.

Next Meeting Date – Tentatively Thursday, September 17, 2015

Time – 6:00 PM

Place – *TBA*

Respectfully submitted by Susan Azukas, ETHOA Board Secretary