

Elizabeth Townes HOA
Elizabeth Townes HOA Board Meeting Minutes
July 30, 2015 at 6:00 PM

- I. **Call to Order: 6:00 PM** Board members in attendance were: Jim Wells, Barbara Gillis, Madison Locklear, Mike Etheridge and Susan Azukas. Stacy Raposo of CAMS Management was also with us. Absent: LaDonna Walden.
- II. **Approval of June Meeting Minutes:** Slight amendment made. Mike motioned to approve as amended. Seconded by Jim. All in favor.
- III. **Review of June Financials:** Discussed the variance report. Stacy noted that the miscellaneous income is the money taken in for gutters and power washing which will be paid out to the vendor.
- a. **Delinquencies were reviewed – (Total AR \$5,097.42 as of 7/23/15)**
- i. One had a lien but the owner paid so lien was released.
 - ii. We had proposed a payment plan on another and that owner made a large payment bringing the account to nearly current.
 - iii. The next account was a day away from 90 days delinquent and a motion was entered and seconded to place the lien. All in favor.
 - iv. The next account was already over 90 days delinquent. A motion was entered and seconded to place the lien. All in favor.
 - v. The next account was a day away from 90 days delinquent and a motion was entered and seconded to place the lien. All in favor.
- IV. **Old Business**
- a. **Water Usage – Plumber Investigation:** The rate of \$300 for scoping the entire community is not accurate. Stacy has spoken to ER Plumbing about the situation and they have advised that running cameras through the whole system would be a waste of money, as you can only camera sewer lines, not domestic water systems. For proper diagnosis of possible leaks ER will need to know the exact areas that water can be heard running, preferably during a dry time. Once the areas are determined they can camera the storm drains to try to locate where water is coming from. This will give the general proximity to the leak. Domestic water lines will normally leak down into the storm drains. Noting that the area between 9325 and 9327 Timothy Court is suspected to possibly have a leak. Barb has offered to meet with ER to take a look. The water will need to be shut off during the process. Stacy will make the water usage report available for the next meeting.
- b. **Update on Violations:** The Board reviewed violations from the past month. The Board re-discussed commercial vehicles for a final solution. Motioned and seconded to enforce the rule that all commercial vehicles belonging to resident owner or renter must be parked in the garage at all times. Barb motioned, Madison seconded. All in favor. Discussion followed about violations for reflectors. It may be necessary to send an email blast relative to attachments to homes and reflectors and their height. This will be addressed soon.
- c. **Update on Work Orders (Note: CAMS receiving a flood of work orders.)**
- i. **Leaks/Exterior Work** – The Board discussed projects in progress and completed.
 - ii. **Doors** – The Board discussed replacement of doors.
 - iii. **Landscape** – The Board discussed issues related to shrubbery removal.
 - iv. **Tree Issues** – The Board discussed various tree issues.
 - v. **Other -**
 - 1. An owner's inspection report found termites. Owner has been instructed to send report to Terminex and schedule an appointment for remediation.
 - 2. An owner reported sidewalk cracks. (Ongoing project)

- 3. An owner reported a gap between the dryer vent and the plywood on the attic ceiling. Owner was instructed that this is an owner responsibility, as it is not an exterior surface issue and dryer vents are limited common elements.
- d. **Concrete Review:** Quote of \$9,000 received from Bird Dog Construction. Piedmont Home Renovations provided a quote of \$3,310 as compared to their last proposal of \$6,500. We await an update from TR Construction.
- e. **ARC**
 - i. **Fence** –An owner on Timothy Court has provided ARC Request, survey, unsigned Neighbor Approval and unsigned Mutual Approval (This is due to it being shared and mutual responsibility being shared.) Barb motioned to approve based on checking to make sure it follows HOA guidelines and that signed written approval by owners of adjacent properties at are received. Madison seconded. All in favor.
 - ii. **Landscape**– An owner on Bryant Field Circle provided a detailed explanation of what she wants to accomplish. Barb motioned to approve. Madison seconded. All in favor.

V. New Business

- a. **Landscape Update (Barbara)** – We will receive an email report when bush trimming is scheduled, etc.
- b. **Insurance Renewal (9/27/15)** – Stacy contacted two agents that CAMS works with, Hood Hargett and Lowry and Associates. Both are currently looking into bidding out the insurance in the marketplace. Windermere is also currently looking into the renewal with Travelers. Hood Hargett has received responses from Ace, Foremost, and Philadelphia who have all declined to quote due to the losses. They are still waiting to hear from CIBA, Auto-Owners, Excess and Surplus Markets. Hood Hargett has a great relationship with Travelers, so they will also be looking into the renewal in conjunction with the current agency. From Stacy’s understanding the general trend is about a 10% increase and we will likely have numbers in August. – *Not discussed due to time constraints*
- c. **Proposed Resolutions for Clarification to Declarations** – At a recent meeting that Stacy had with one of the attorneys that works with her office, he described to her that he has a lot of experience with Portrait Home communities. Stacy provided a few examples of resolutions that other Portrait Home community Boards have drafted in order to clarify some discrepancies in the Declarations relating to insurance and maintenance responsibility. She provided this just for review and conversation purposes to see if there is any interest in doing something like this. – *Not discussed due to time constraints*
- d. **Exterior Caulking** – Stacy is working on obtaining quotes for caulking the exterior windows on the end units. – *Not discussed due to time constraints*
- e. **Moving Truck Procedures** - *Not discussed due to time constraints*
- f. **Email Voting** – *Not discussed due to time constraints*

VI. Other – During the earlier conversation, Madison brought up that very few of the owners took advantage of the offer by Owens to do dryer vent cleaning. Of special note, those that were cleaned had some issues which may be related to venting at the roof, possibly as a result of faulty roofing done by the roofing company. This should not be dismissed but was not fully discussed to come up with a plan of action.

VII. Adjournment – 7:30 PM – Mike motioned to close. Susan seconded. All in favor
Next Meeting Date – Thursday, August 20, 2015
Time – 6:00 PM
Place – South County Regional Library

