

Elizabeth Townes HOA
Elizabeth Townes HOA Board Meeting Minutes
May 20, 2015 at 7:00 PM

- I. **Call to Order: 7:00 PM** Board members in attendance were: Jim Wells, Barbara Gillis, Madison Locklear, LaDonna Walden and Susan Azukas. Absent: Mike Etheridge.
- II. **Approval of April Meeting Minutes:** Barbara motioned to approve as amended and Susan seconded. All in favor.
- III. **Review of April Financials:** Madison noted May water showed as being paid so will investigate with Stacy. There is one item with a lien pending and we were told the owner has made payment to attorney. Therefore, we are waiting on a check from the attorney for the full amount of delinquency. Madison motioned to approve, Susan seconded. All in favor.
- IV. **Old Business:**
 - a. **Roberts Rules of Order** - Board discussed at great length and resolved to be mindful and fair to all. The president did not choose to use RRO at the small board meeting but would use them at the annual meeting.
 - b. **Lawsuit Update and Communication Needed**
 - i. **Next steps (Email from Harmony** – Barbara motioned to put legal matter “to bed” and not communicate individually to owners. Madison seconded. LaDonna motioned to mail results to homeowners who request them. The motion was not seconded and thus wasn’t approved. Barbara made a motion to modify it to say that if homeowner wishes information they should contact the management company. Madison seconded. All in favor.
 - c. **Water Usage**
 - i. **Approval Needed for Leak Investigation** –Barbara motioned to use ER Plumbing to address the leak at 11502 Delores Ferguson at the rate of \$150/man hour. Madison seconded. All in favor.
 - ii. **Update on Jetting** – Ammons to begin quarterly service again at . \$175/hour. Next service 5/20/15. Last service was on 3/19/14.
 - d. **Update on Violations** – Discussion of the two dogwood trees planted without ARC approval. Owner will fill out an ARC form. Barbara motioned that the one nearest house should be returned to the nursery where purchased. Susan seconded. Jim was not in favor. The one closer to road was tabled until we receive ARC.
 - e. **Update on Work Orders** –
 - f. **Concrete Review** – We have received quotes from Sure Shot Sealing and Striping, Piedmont Homes and TR Tucker Construction. All contractors have come up with different scopes of work based on looking for trip hazards. A walk-through the neighborhood was suggested by Stacy to determine the final scope of work. The walk-through will be planned by Stacy. Note: Sure Shot provided the best price per

square foot, but we would need to readdress their scope to include items pointed out by the other two.

- g. **Doors – Who is responsible?** – Stacy has spoken to the insurance agent about the responsibility and they suggested the Board get a formal opinion from their attorney. Agent informed Stacy that water seepage into a unit from rotted doors would not be covered in any insurance policy. Jim presented to the Board a letter from our attorney dated in 2013 that stated it is HOA responsibility. Regardless of what Homeowner’s Handbook or other documents currently available reflect, we must honor attorney advice. Board vote not necessary in this case so must move forward with repairs at HOA expense.
- h. **Pool Update** – Pool is set to open Friday, May 22nd. Four quotes for pool repair \$2,100 for US Aquatics or CPM to complete removal and re-caulk, \$3,000 from Hal Brown’s sub-contractor to complete removal and re-caulk, or \$500 from Hal Brown’s sub-contractor to complete aesthetic repair (not recommended by Stacy), and a new quote from Carolina Pool Service who is tentatively scheduled on June 1st – 2nd. Barbara motioned to hire Carolina Pool Service at \$750 to re-do caulk and to close pool for the 2 days for work. LaDonna seconded. All in favor.

VI. **New Business:**

- a. **Landscape Update (Barbara)** – Annual flowers Red/Lavender Vinca and White Gardenia will go in later this week. Hawthorne removal in process and pine straw in next few weeks. Board discussed one homeowner’s issues and repeated complaints. Decision to have CAMS respond by requesting that the homeowner not harass the new landscaping company as they have been hired and entrusted to use their discretion and expertise with turf conditions.
- b. **Approval of Pressure Washing Quote** – Welch Power Washing quote in the amount of \$45/unit (\$4,770 if use CAMS scope of 106 units). Welch uses their own water, CAMS Maintenance quote in the amount of \$10,200 for 106 units, Piedmont Homes quote in the amount of \$3,400 or \$200-\$175/unit for 14 units. Stacy recommended we not choose Piedmont because the price is too high, and recommends Welch. CAMS is getting many complaints and questions. LaDonna motioned to approve Welch, Barbara seconded. All in favor. Barbara asks that Welch be told to pressure wash down to prevent water from getting underneath as the buildings were not wrapped when they were constructed. Also, need to ask Welch if they would pressure wash individual homes’ sidewalks and/or driveways at the homeowner’s expense.
- c. **Approval of Gutter Cleaning Quote** Welch Power Washing quote in the amount of \$15/unit or \$165 total based on 11 units (last year’s number of units) or Bill Barker’s quote of \$75/unit (possibly can be negotiated). Three quotes are not necessary for this small of a job. CAMS is getting many complaints and questions. The Board discussed responsibility for gutter cleaning and determined it is homeowner’s responsibility and not covered by HOA. We can tell homeowners that we have obtained a quote from Welch, who will be hired for pressure washing siding, to clean selected gutters at \$15/unit. The homeowner should let CAMS know if they want this

additional service done and be billed by Welch. If homeowner decides, they need to let CAMS know so that Welch will not need to make a separate visit.

d. Approval of Pond Pump or Fountain Quote – Tim Barbee quote in the amount of \$6,303 plus tax for the replacement of the pump on the large pond OR his quote in the amount of \$2,850 plus tax to add a fountain/power to the pond instead. The water movement should keep the mosquitos at bay instead of pumping out the water. It will also resolve issues with algae and be prettier than a mud pit. Frank LaRosa with Carolina Well Drilling was also asked to quote these two items but the quotes have not been approved. Stacy recommends we stay with Tim, to show some loyalty to a vendor with our contract and also since this is needed ASAP to rectify the mosquito issues. Barbara motioned to approve Tim Barbee’s quote of \$2,850 plus tax to add the fountain to the large pond. LaDonna seconded. All in favor.

e. Insurance Claim for Garage Door - An owner has filed a claim with his homeowner’s insurance for a garage door. The door mechanisms broke and thus caused the door to fall and become damaged. The homeowner’s insurance denied the claim and sent t to the HOA insurer, as the HOA covers the portion of the door itself (\$762.06), but not the springs which are a maintenance item. That would be under the Association’s \$2,000 deductible. Madison made a motion to deny the homeowner’s claim against the HOA for broken garage door due to lack of routine maintenance by owner of the mechanisms as stated by the insurance company. Susan seconded. All in favor.

f. Board Terms – CAMS Needs Clarification – It is not clear in the Annual Meeting Minutes from October 2014 of who was elected to what terms. Discussed how when votes are counted, the most votes received 2 year terms – Susan and Madalene (since resigned) and the others were tied and received 1 year terms – Barbara and Madison.

VI. **Other**–

- a. Parking** – Barbara motioned that we enforce the rule in the CCRs to not allow parking of commercial vehicles in the community. If they live in the community, it must be parked in the garage. Susan seconded. All in favor.
- b. Note from Stacy:** She was asked if a new owner who isn’t given a pool card from the previous owner would have to pay \$25. Board answer - No.
- c. Note from Stacy:** Stacy has been asked if yard sales are permitted. Board answer – Yes, but must get a license from the county and take down signs immediately after sale is done.
- d. Next HOA Board Meeting will be Thursday, June 18th (3rd Thursday of the month) at 6:00 PM. Place - TBA**

VII. **Adjournment** – 9:00 PM

Respectfully submitted by Susan Azukas, Board Secretary