

# HOA Board Meeting Minutes

December 14, 2023

## Call to order/Roll Call @ 7:10 pm

- Board Members present: Melissa Boyle, Andrew Hinton, Phyllis Moy, Eve Simpson, Judy Williams
- Residents in attendance: None
- Motion by Eve to accept November 16, 2023, minutes. Seconded by Andrew

## Officer Reports

### 1. President: Phyllis Moy

- a. Clubhouse roof replacement 100 % covered by insurance; no out of pocket for HOA
- b. Erosion quotes
  - Quote received from Crabapple for \$3,336.63
  - Ernesto, who fixed the fence, has not submitted his quote
  - Andrew will get 2 more and Phyllis will see if she can get another
- c. Grass dam
  - Needs to stay on
  - Wesig Tree charges \$2,300/day; estimate is 2 days
    - Payment will be from reserve fund
    - Motion made by Melissa; seconded by Eve
- d. Fence
  - Andrew has several neighbors to help wash and will give access to property and water
  - Phyllis talked with Terrapro
    - Their concern about powerwashing ourselves is it won't be done correctly
    - Terrapro will powerwash for \$5,300 and stain for \$15,540
    - Insurance will cover \$15,000 to stain but not powerwash
    - Phyllis will check with Terrapro to see if they will wait for insurance payment
    - If Terrapro will wait for insurance payment, motion made by Melissa; seconded by Eve to go ahead and get on their schedule.

### 2. Vice President: Judy Williams

- a. No updates

### 3. Treasurer: Eve Simpson

- a. Additional line items to budget were made
  - Under Landscape Maintenance:
    - Account 60100-00 Pinestraw Commons changed to Ground Cover
    - Amount in April will be changed from \$500 to \$800
  - Motion made by Eve to accept 2024 Budget; seconded by Melissa
- b. AT&T past due amount was we had not received a bill. There was a \$10 late fee (we paid) and we're current.

### 4. Secretary: Melissa Boyle

- a. Melissa confirmed a newsletter can go out in January; Phyllis requested the annual meeting and proxy information be included
- b. Updated ARC Guidelines document has been posted on website and PMI site

- Motion made to approve by Phyllis, seconded by Eve. Melissa will send to David and Kandice to post.
- c. Parking tags
  - Melissa showed 3 different hanging tags all that could have expiration dates put on them
  - Agreement was made to get pack of 100 from Amazon in green.
  - Eve asked who would have the tags and the violation stickers. Melissa will bring both to the next meeting so they can be divided up

## Committee Reports

1. **Architectural Review Committee (ARC) – Eve Simpson**
  - a. Recently approved requests:
    - None
  - b. Pending requests:
    - Haven't received request (but already approved) for 4930 Orchard Park Lane: adding 2<sup>nd</sup> floor bathroom and changing garage elevation (replacing brick with siding)
2. **Safety & Security Committee (SSC) – no committee chair**
  - a. No update
3. **Pool/Clubhouse Committee (PCC) – Michelle McHugh and Julie Kijowski**
  - a. Replacement caps and slides will be \$164.64. Motion made by Melissa to pay from reserve fund, seconded by Phyllis
4. **Beautification/Landscaping Committee (BLC) – no committee chair**
  - a. Yard of the Month sign – Melissa will check into and have options for next meeting
  - b. Phyllis and Andrew put wreaths up on OL signs
5. **Social Committee –Andrew Hinton**
  - a. Events:
    - Holiday Party will be December 15 @ 6:30 pm
      1. Andrew has “the suit”, will decorate trailer for holidays, and will have s'mores
      2. Posted on FB and invites emailed from PMI

## New Business

1. Additional Erosion quotes to be presented at next meeting.
2. Resident at 4880 OPL requested to be able to clean up felled trees from the storm since neighbor on the other side has cleared all of the trees between his property and the OL “common area” behind her. In addition, she and the neighbors along that property line would like to install trees as a buffer between the properties. Since it's technically her property, request was approved.

## Announcements/Remarks

- Next board meeting scheduled for Thursday, January 18, 2024.
- Motion to adjourn made by Melissa, second by Andrew
- Adjourned at 8:21 pm

## Action Items

- **Phyllis**
  - Send Melissa dues letter

- Contact tree company about trimming canopy during off season
- Get another erosion fix quote
- Check with Kandice about staining fence in the spring
- Give Eve Pat Stanley's contact information
- **Melissa**
  - Send November mins to Dave & Kandice
  - Have husband check clubhouse wifi
  - Research signs for YOM, dock, and around lake
  - Order parking authorization hanging tags
  - Update calendar with Annual Meeting information and give to Kandice
- **Eve**
  - Follow-up with Kandice on insurance and out-of-pocket charges
- **Andrew**
  - Get Ernesto's quote and additional quotes for erosion issue