**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**October 24, 2022**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

Present: Jose Diaz, Andrew McDermott, Mujeeb Shah-Khan

Absent: Bob Armet

Guests: Mickey Bumgardner, Taryn Burns, Jodi Andersen, Nils Andersen, Maribeth Campbell, Kay Don

Board Meeting – Open Session

1. Call to Order
	1. Meeting began at 7:06 p.m. by Jose Diaz.
2. Roll Call
	1. All are present except for Bob and Jomar.
3. Reading and Approval of Minutes
	1. The September meeting minutes have been approved.
4. Reports of Officers
	1. President (Jose Diaz)
		1. None
	2. First Vice President (Mujeeb Shah-Khan)
		1. None
	3. Second Vice President (Jomar Roberts)
		1. None
	4. Treasurer (Bob Armet)
		1. None
	5. Secretary (Andrew McDermott)
		1. Website has been updated to include election information.
		2. Email issues is down to 9.7%.
5. Reports of Committees
	1. Adult Social Committee (Sharon McGowan)
		1. Chili Cook-Off took place on October 15.
		2. One event planned for the remainder of the year: Cookie Exchange on December 11
	2. Architectural Review Committee (Bob Armet)
		1. No update.
	3. Book / Dinner Committee (TBD)
		1. We are seeking volunteers to chair this committee. Inquire with the board if you are interested in finding out more!
	4. Children’s Social Committee (Cyndi Shah-Khan / Jodi Andersen, Katie McDermott, Shannon Vo)
		1. Two events planned for the remainder of the year:
			1. Halloween Parade on October 29. Will be usual events with Fire Station #9.
				1. Ask for HOA table to be present with Capital Improvement and involvement information.
			2. Luminaries & Holiday Party on December 10.
		2. Cyndi is working on transitioning to new committee chairs.
	5. Community Social Committee (Amy Gemereth)
		1. No additional events planned until Pool Opening / Memorial Day Weekend Cookout.
	6. Holiday Decorations (Jeromy Hyman)
		1. No update.
	7. Neighborhood Watch Committee (TBD)
		1. We are seeking volunteers to chair this committee. Inquire with the board if you are interested in finding out more!
	8. Pool Committee (Shannon Curtis)
		1. No update.
	9. Social Media Committee (Akash Prasad)
		1. No update.
	10. Welcome Committee (Erin Shackman)
		1. New neighbor meet & greet event is being planned for a weekend day possibly in November.
		2. One new homeowner notification has been received; a welcome basket will be provided in the coming weeks.
6. Old Business
	1. Removal of Tennis Court Benches
		1. One of the two old benches is still good, so that is now an extra bench.
		2. The other old bench has been removed.
	2. Policy / Solution for Pool Deck Events
		1. We will purchase some temporary fencing so that the space can be sectioned off.
		2. The space is the upper section of the pool deck, immediately out the back clubhouse doors.
	3. Pool Furniture Delivery / Disposal
		1. Pool furniture has arrived.
		2. One thing that was not ordered was new tables. There are 16 tables, 5 of which were new in 2021. 11 new tables are being ordered now for next season.
		3. Disposal: Jose will post on Facebook marketplace and Andrew will email. We will have one morning that we give away. Anything else will be disposed.
	4. August – September Pool House Repair Work
		1. Backside work is complete.
		2. There is a section of the frontside that needs to be replaced.
		3. Pressure washing of the pool house and pergola is scheduled for November 5.
7. New Business
	1. Next Steps – Capital Improvement Plan
		1. Electrical work has been approved and is currently taking place around entrances and amenities.
		2. Soft washing and pressure washing are scheduled to occur on November 5.
		3. Four way stop sign is declined at Providence Hills & Savannah Hills by NC DOT. Following engineer assessment, the visibility and elevational change do not warrant sign. Options could include requests for street signs or ask to police for increased presence.
			1. Jose would like to send a notice to the neighborhood to be aware of the stop signs.
		4. Quotes have come in for clubhouse modernization, playground equipment replacement.
		5. How do we want to review / plan out the remaining projects?
			1. The pool deck was replaced in 2021, but the pool itself will need to be replastered in the next year or two. This will be a big expense that we need to budget for.
			2. At November meeting, decide on projects to put out. Have a vote at the January 29 annual meeting.
		6. There is a need for a fresh coat of paint on the clubhouse. The next thing in line will be clubhouse window replacement. We will get input on which of the approved colors we use to paint.
	2. Creation of Annual Maintenance Schedule
		1. We will do gutter cleaning, pressure washing (prior to pool opening), HVAC annually.
	3. 2023 Budgeting Preparation
		1. Committee chairs notified that budget will be prepared around December 15. Unless additional plans are submitted for 2023, 2022 budgeted spend will be recommended.
		2. Covenants Article IV, Section 3: Budget to be caused and assessment will be provided at least 30 days prior to the end of the fiscal year.
		3. We will continue with a January 1 and March 1 payment option.
	4. Political Signs
		1. No signs will be allowed on HOA common properties.
		2. There is no restriction on private property. Our bylaws do not allow for any signs (other than real estate), but we have not
8. Open Forum
	1. Suggestion: Can we add a speed radar sign on Providence Hills, with hopes to at least make people aware of their speed.
	2. Check in with Michelle Aiello for the status of the luminaries for December 10.
	3. Kay Don has an issue that the tennis court lights are turned on and left on. Would like to recommend there is a timer on them. We will look in to the time of the timer that it turn it on for a limited time.
	4. Kay Don would like to have a celebration of life event at the clubhouse for his wife on November 5 at 2pm, who passed on October 11. Marilyn Kahler.
9. Announcements
	1. The November Board of Directors meeting is scheduled for November 28 at 7pm at the Clubhouse.
	2. There are opportunities to get involved within the neighborhood. Inquire if interested!
10. Adjournment
	1. Motion to Adjourn made by Jose Diaz.
	Seconded by Andrew McDermott.
	Vote unanimous.
	2. Meeting ended at 7:56 p.m.