**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**March 27, 2023**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

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

Absent: Bob Armet,

Guests: Mickey Bumgardner, 3 residents

Board Meeting – Open Session

1. Call to Order
	1. Meeting began at 7:04 p.m. by Jose Diaz.
2. Roll Call
	1. All are present except for Bob Armet.
3. Reading and Approval of Minutes
	1. The February meeting minutes have been approved.
4. Reports of Officers
	1. President (Jose Diaz)
		1. No update
	2. First Vice President (Mujeeb Shah-Khan)
		1. N/A
	3. Second Vice President (Jomar Roberts)
		1. N/A
	4. Treasurer (Bob Armet)
		1. N/A
	5. Secretary (Andrew McDermott)
		1. Google calendar has been setup on our website for events.
		2. We are looking in to switching Google website hosting.
5. Reports of Committees
	1. Adult Social Committee (Sharon McGowan)
		1. Held Trivia Night on February 11
		2. Next event: April 22, Cornhole Tournament
	2. Architectural Review Committee (Bob Armet)
		1. No update.
	3. Children’s Social Committee (Katie McDermott)
		1. Soccer started on March 9. The tennis courts will be closed weekly from 5-7 pm on Thursdays through May 18.
		2. Next event: March 31, Easter/Spring Event
	4. Community Social Committee (Amy Gemereth)
		1. No update.
		2. Next event: May 27, Pool Opening / Memorial Day
	5. Holiday Decorations (Jeromy Hyman)
		1. No update.
	6. Social Media Committee (Akash Prasad)
		1. No update.
	7. Welcome Committee (Erin Shackman)
		1. 2+ houses sold in March. Welcome packages will be distributed soon.
		2. Next event: April 30, New Neighbor Social
6. Old Business
	1. Pool Furniture Updates
		1. All pool furniture ordered had been delivered.
		2. Bulk pickup is targeted for April.
	2. Maintenance Work
		1. Exterior Paint Quotes: Two quotes received.
			1. Painting & Moore: https://www.angi.com/companylist/us/nc/charlotte/painting-and-moore-reviews-430167.htm
				1. Clubhouse: $2,599
				2. Poolhouse: $3,268
				3. Pergola: $1,650
				4. Total: $7,517
			2. 360 Painting Charlotte: https://www.angi.com/companylist/us/nc/charlotte/360-painting-charlotte-reviews-8088495.htm
				1. Clubhouse: N/A
				2. Poolhouse: N/A
				3. Pergola: N/A
				4. Total: $11,690
			3. We will move forward with Painting & Moore. Motion made by Andrew McDermott, secondeded by Mujeeb Shah-Khan. Approved by all.
		2. Landscape redesign of the McKee Road and Pleasant Plains Road entrances was scheduled to be completed the week of March 19. Invoice will be provided when the work is completed.
		3. Clubhouse drywall repair has been completed on March 24.
		4. A single AED device has been ordered and is expected to be delivered in the next few weeks; in the summer, it will be outside – in the winter it will be in the clubhouse.
		5. Low voltage lighting system at the McKee and Pleasant Plains entrances was completed on March 1.
		6. A fire extinguisher has been installed in the pool house pump room, replacing the existing expired extinguisher.
	3. McKee Road Sidewalk
		1. The sidewalk from Providence Hills Drive to Pleasant Plains, along McKee, will be completed as part of the McKee Road extension project in FY2025. We recommend setting aside $7,000 in the 2026 budget to account for extending the sidewalk from Providence Hills Drive to the sidewalk build by The Pond at McKee Glen.
		2. For this project, DOT is going to compensate us for the eminent domain purchase of our property.
	4. AED Class Registration
		1. Will set this up after the AED is installed.
	5. Mailbox Options
		1. If we keep the rules as they are, we are not able to come up with a comparable list, as the mailboxes need to be the same type and color.
		*Declaration of Protective Covenants, Conditions & Restrictions > Article VI, Use Restrictions and Rules > Section 23, Mailboxes: All mailboxes and mailbox posts shall be of the same type and color as that originally installed as the Declarant.*
		2. We do not want to maintain an exclusive list of vendors to perform mailbox replacement as it is homeowner choice of who to use for service, but we will mention that at least two residents – Kay Don Kahler and Nils Andersen – are available to make mailboxes.
		3. If this rule is to be changed, we would need two-thirds of the owners to change. This is possible to be done “offline” through proxy.
		*Declaration of Protective Covenants, Conditions & Restrictions > Article XII, General Provisions > Section 4, Amendment: …this Declaration may be amended upon the affirmative vote or written consent, or any combination thereof, of Owners of at least two-thirds of the lots…*
	6. Traffic Measures
		1. The Board of Directors has determined that Providence Hills Community Association’s (PHCA) role is to promote and advocate for traffic calming measures to improve and maintain the neighborhood – *but*, the roads are maintained by the North Carolina Department of Transportation (Union County) and the Charlotte Department of Transportation (Mecklenburg County) and enforced by local law enforcement.
		2. Michael Fulginiti found that a resident, we believe Akash Prasad, had Providence Hills Drive approved for speed humps with the Charlotte Department of Transportation in 2020.
			1. The humps would be 600’ separation, no more than 2-3 humps, nothing in a curve, no driveways or sewers.
			2. There are 190 projects total on the list and we are probably in the middle
			3. In 2020 our traffic volume was <1500 vehicles/ 24 hr.; 50th percentile speed was > 30 mph; 85th percentile was >35 mph.
			4. Angie Ivey, South / Southeast Field Investigator of Charlotte Department of Transportation, has offered to come to a community meeting to discuss the options, where we are, and answer any questions residents have.
			Ivey, Angela Angela.Ivey@charlottenc.gov
			980-240-9572
				1. We will invite her to an April meeting.
		3. CCR Update for Landscape Setback
			1. A question was raised if there is a rule requiring landscape setback from the street, raised from the concern of northbound traffic on Providence Hills Drive around the primary curve.
			PHCA does not have a rule applicable to this, as this is not at an intersection.
			*Declaration of Protective Covenants, Conditions & Restrictions > Article V, Maintenance > Section 16, Sight Distance at Intersections: All property located at street intersections shall be so landscaped as to permit safe sight across the street corners…*
			2. Request #9144848 was submitted with the City of Charlotte for Right of Way Sight Obstructions. The city will follow up on this request. Residents can file this type of request directly with Charlotte in the future at: <https://servicerequest.charlottenc.gov/>.
7. New Business
	1. 2023 Pool Season Preparation
		1. Pool Age Revision
			1. One recommendation for sign updates:
				1. The two current pool rules signs should be the same except for the age, to 12+.
				2. Bumgardner Association Management will update signage for us prior to pool season.
			2. Documentation update
				1. Providence Hills Swimming Pool Rules > Children: “Children ages 11 and under are NOT permitted to swim without an accompanying parent, guardian or sibling (16-years-old or older). Children ages 12 and up are permitted to swim without an accompanying parent on their own.”
				2. Providence Hills Swimming Pool Rules > Guests: “A resident must be at least 12 to bring a guest to the pool.”
				3. Providence Hills Swimming Pool Rules > Pool Parties: “A party is considered any event within the pool deck with more than 6 guests.”
				4. Providence Hills Swimming Pool Rules > Pool Parties: “Parties can be scheduled by submitting the completed “Schedule a Pool Party” form to Carolina Pool Management minimum 14 days in advance. Exclusive use of the pool deck is not allowed.”
				5. Providence Hills Swimming Pool Rules > Suspension of Pool Privileges: “The Providence Hills Community Association (PHCA) and its agent, Carolina Pool Management manager and lifeguards”
				6. Providence Hills Community Pool Use Application > Please list the NUMBER OF INDIVIDUALS LIVING IN THE HOME THAT ARE AGE 12 AND OVER”
			3. Motion to apply the documentation made by Andrew McDermott. seconded by Mujeeb Shah-Khan. Approved unanimously.
		2. The Board met with Brandon Vaughn, General Manager of Carolina Pool Management, to prepare for the pool season on March 14.
			1. 2023 contract – includes management and supplies. In 2022 we budgeted $42,500 and spent $52,400. This year, we budgeted $53,500 and anticipate based on contract that it will cost $54,990.
			2. Sand is what filters the pool. It is recommended to be replaced every 5 years and we last did it when the pump room was replaced in 2016.
				1. Cost will be about $3,000 for the sand in the four filters.
			3. The baby pool cover needs to be replaced every 12-15 years and is due for replacement before we cover the pool at the end of the season.
				1. Cost will be about $1,000.
			4. Motion to approve the contract and work made by Mujeeb Shah-Khan, seconded by Andrew McDermott. Approved unanimously.
			5. Pool hours are the same as last year, available on the website at <http://www.providencehills.org/amenities/pool/>
			6. Pool events
				1. Events that want to use the clubhouse in addition to the pool / pool deck shall contact Bumgardner Association Management and follow the existing process for clubhouse rental AND Carolina Pool Management for pool event registration.
				2. Events that want to use the pool and/or pool deck while the pool is in operation shall contact Carolina Pool Management for pool event registration.

The 2023 process is attached to the Pool Rules and will be both distributed to residents and added to the website.

* + - * 1. There will be no exclusive rental of the PHCA pool.
				2. Offseason events that want to use the pool deck shall contact Bumgardner Association Management and ensure that the PHCA insurance policy covers the event.
	1. Board of Director Officer Positions
		1. Now that the 2023 Director elections have been completed, the Directors must form the officers for this term.
			1. President: Jose Diaz
			2. First Vice President: Mujeeb Shah-Khan
			3. Second Vice President: Jomar Roberts
			4. Treasurer: Bob Armet
			5. Secretary: Andrew McDermott
		2. Motion to accept these recommendations made by Mujeeb Shah-Khan, seconded by Andrew McDermott. Approved unanimously.
		3. A letter will be mailed to all households notifying of the officer positions, neighborhood amenities, events, and communication channels.
	2. Tennis Court Use
		1. There has recently been increased non-resident use of the tennis courts. This has not been approved by the Board of Directors and is a liability for the community.
		2. We are purchasing a new chain lock with resident combination. Residents will have to text Jose Diaz to obtain the combination.
		3. Multiple tennis instructors have asked and looked to be the exclusive instructor on these courts, providing free clinics and/or discounted rates to the neighborhood.
		4. There could be an opportunity to rent out the facility, but we don’t have the structure to support a tennis club.
	3. Capital Improvement Plan Updates
		1. The tentative 2023-2025 plan has been created and will be shared with the community.
		2. Will email out next week.
1. Open Forum
	1. Interest in doing water aerobics at the pool again this summer.
2. Announcements
	1. Pool use applications for the year will be mailed out to houses in good financial standing in the coming weeks.
	2. The April Board of Directors meeting is scheduled for April 24 at 7 pm at the Clubhouse.
	3. There are opportunities to get involved within the neighborhood. Inquire if interested!
3. Adjournment
	1. Motion to Adjourn made by Mujeeb Shah-Khan.
	Seconded by Andrew McDermott.
	Vote unanimous.
	2. Meeting ended at 8:00 p.m.