**Providence Hills Community Association**

**Board of Directors’ Meeting Minutes**

**September 23, 2024**

**Meeting Location:** Clubhouse (2663 Providence Hills Drive)

**Participants:**

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

Absent: Mark McKain

Guests: Jaime Williams and Mickey Bumgardner (Bumgardner Association Management), 8 residents

**Board Meeting – Open Session**

1. **Call to Order**

The meeting was called to order at 7:07 p.m. by Jose Diaz.

1. **Roll Call**
	1. All members were present except for Mark McKain.
2. **Reading and Approval of Minutes**
	1. The August meeting minutes were approved and posted to the website for community access.
3. **Reports of Officers**
	1. **President (Jose Diaz)**
		* Emphasized the need for meeting decorum:
			1. Sidebar conversations should be held outside the meeting room.
			2. Questions are to be addressed during the Open Forum or when a motion is open for a vote.
	2. **First Vice President (Mujeeb Shah-Khan)**
		* No report.
	3. **Second Vice President (Taryn Burns)**
		* Working on bids for key fobs.
	4. **Treasurer (Mark McKain)**
		* Absent.
	5. **Secretary (Andrew McDermott)**
		* 96.5% of houses are receiving HOA emails.

The Special Assessment notice was distributed via mail to all homeowners in early September.

1. **Reports of Committees**
	1. **Adult Social Committee (Sharon McGowan)**
		* **The 4th Annual Fall Social will be held on October 19, 6-10 PM, featuring live music and a chili cookoff.**
		* **A Cookie Exchange is planned for December (date TBD).**
	2. **Architectural Review Committee (Taryn Burns)**
		* Received 3 requests this month.
	3. **Children’s Social Committee (Katie McDermott and Shannon Vo)**
		* Halloween Parade & Festival scheduled for October 26, starting at 4 PM.
	4. **Community Social Committee (Amy Gemereth)**
		* Next event: Pool opening party (TBD).
	5. **Holiday Decorations (Liz Thomas)**
		* Fall wreaths were found damaged. Halloween decorations will be installed on October 1.
			1. Volunteers are needed for November holiday decorating.
	6. **Landscape Committee (Liz Thomas)**
		* The utility pole relocation at for the McKee Rd. extension project will be completed by September 30.
		* A sprinkler system assessment revealed issues; repairs are deferred to the 2025 budget.
		* Quote of $1,500 received for brick wall repairs along McKee Road.
		* Duke Energy has removed an exposed metal cable from the trees along Savannah Hills Dr.
		* Gomez Lawn and Landscape is providing quotes for perennials for the installation of fall flowers around October 15.
		* 2 bags of river rock could be installed at 3452 Savannah Hills Drive to slow the water flow and stop the mulch from draining in to their years.
		* Charlotte Mecklenburg Stormwater Services is still working on clearing the concrete culvert at the border with Callonwood.
		* Tree Assessment:
			1. **Current**: Recommend deferring sprinkler repairs and allocating $2,790 from the budget to remove the 13 most concerning trees and stumps.
			2. **2025**: Recommend trimming crepe myrtles and replacing trees at the Pleasant Plains entrance with birch trees – which will be able to handle the run off; looking in to costs for installation.
	7. **Neighborhood Message Boards (Doug Smith)**
		* Researching replacement options for message boards.
	8. **Pool Committee (Jessie Alkemeyer)**
		* The 2025 pool service renewal letter has been received and will be discussed under New Business.
		* An unknown source of water was identified along the sidewalk by the tennis courts. Carolina Pool Management assessed it and confirmed the issue is with the black corrugated drain pipe, not the pump room. The landscaping committee should investigate further.
		* Damage to the lowest siding outside the pump room was noted. We should determine if repairs require a handyman, an exterminator, or both.
		* The pool was covered on September 10. Pool furniture will be stored soon, and the bathrooms and pump room will be winterized in late October or early November.
		* **2025 Pool Budget**: The following items will be included in the 2025 budget, with more comprehensive pricing to follow:
			1. Two new "No Lifeguard on Duty" signs.
			2. One new 16-foot safety pole.
			3. One new rescue tube and rescue tube sleeve.
	9. **Social Media Committee (Katie McDermott)**
		* Encouraged residents to share neighborhood news for social media updates.
	10. **Welcome Committee (Liz Thomas)**
		* Working on email collection and partnering with Adult Social Committee on Fall Social event.
		* Real Estate/Welcome:
			1. Properties at 3034 Savannah Hills Dr. and 2932 Savannah Hills Dr. are currently on the market. Information will be collected post-closing.
2. **Unfinished Business**
	1. **Security & Access Management Proposal**
		* Discussion on the key fob system was postponed until the October meeting due to the absence of Mark McKain.
		* Motion to postpone: Approved unanimously.
3. **New Business**
	1. **2025 Pool Contract**
		* Motion to enter a contract with Carolina Pool Management for 2025 pool services with a 1.59% increase: Approved unanimously.
4. **Open Forum**
	1. Homeowners raised issues including a playground slide crack, tennis/pickleball court resurfacing, and potential non-resident pool memberships for additional revenue.
5. **Announcements**
	1. Next Board of Directors meeting: October 28 at 7 p.m.
	2. Volunteer opportunities available.
	3. Three Board of Directors positions up for election on January 26, 2025.
6. **Adjournment**
	1. Motion to adjourn and move to Executive Session at 8:04 p.m.: Approved unanimously.