**Providence Hills Community Association**

**Board of Directors’ Meeting Minutes**

**November 18, 2024**

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

**Participants:**

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

Absent: Taryn Burns

Guests: Jaime Williams (Bumgardner Association Management), 5 residents

**Board Meeting – Open Session**

1. **Call to Order**

The meeting was called to order at 7:01 p.m. by Jose Diaz.

1. **Roll Call**
	1. All members were present except for Taryn.
2. **Reading and Approval of Minutes**
	1. Approval of the October meeting minutes was postponed to the December meeting.
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 update.
	3. **Second Vice President (Taryn Burns)**
		* Not present.
	4. **Treasurer (Mark McKain)**
		* No update.
	5. **Secretary (Andrew McDermott)**
		* Reported that 96% of homes are receiving email communications.
4. **Reports of Committees**
	1. **Adult Social Committee (Sharon McGowan)**
		* **The 2024 Cookie Exchange is postponed.**
		* Exploring adult yoga classes from January to March, planned for Thursdays at 7 p.m.
	2. **Architectural Review Committee (Taryn Burns)**
		* Received one request this month.
	3. **Children’s Social Committee (Katie McDermott and Shannon Vo)**
		* Halloween Parade & Festival was a success.
		* Next event: Holiday Party – December 14th
	4. **Community Social Committee (Amy Gemereth)**
		* Next event: Pool opening party (TBD).
	5. **Holiday Decorations (Liz Thomas)**
		* Neighborhood decorating is scheduled for November 23 at 10 a.m., with pizza provided for volunteers.
		* Luminary event planned for December 14, coordinated with Michelle Aiello. Volunteers are needed.
	6. **Landscape Committee (Liz Thomas)**
		* Remaining diseased trees have been removed; stump removal is pending. Stump killer will be applied in the interim.
		* Working with Gomez Landscaping on the 2025 budget.
		* Water issue at Pleasant Plains will require further investigation; current estimate: $2,500–$4,000.
		* Sprinkler systems will be turned off on November 30, pending weather conditions.
	7. **Neighborhood Message Boards (Doug Smith)**
		* Researching replacement options; current cost estimate is $1,115 per board.
		* Exploring custom-built options with Nils Andersen.
	8. **Pool Committee (Jessie Alkemeyer)**
		* Pool house has been winterized; investigating internet outage.
		* Pool reopening scheduled for Memorial Day Weekend.
	9. **Social Media Committee (Katie McDermott)**
		* Encouraged residents to share neighborhood news for social media updates.
	10. **Welcome Committee (Liz Thomas)**
		* Real Estate/Welcome: Two houses added to the email list; updates provided on recent home sales.
		* Welcome gift updated to a custom blanket costing $60 each.
		* Planning a “Meet the Neighbors” event for March.
5. **Unfinished Business**
	1. **Security & Access Management Proposal**
		* Selected vendor: RFP Technologies.
		* Key points:
			1. Two key fobs per household, with a $25 replacement fee.
			2. Enhanced security features for the clubhouse, tennis/pickleball courts, and pool.
			3. Installation of 10 security cameras with a monitoring service for the first year.
		* Motion to adopt the proposal and enter into a $22,744.52 contract was approved unanimously.
6. **New Business**
	1. 2025 Budget and Dues:
		* Proposed 5% dues increase to $617/house to break even in 2025.
		* Motion to adopt the budget and payment schedule was approved unanimously.
		* Payment options: 100% by January 31 or 50% by January 31 and March 31, with a $20 late fee per missed deadline.
	2. Nonresident Pool Memberships:
		* Exploring the possibility of offering memberships for additional income; more details to be presented in December.
	3. Tennis/Pickleball Court Enhancements:
		* Community members are gathering quotes for potential upgrades.
7. **Open Forum**
	1. Resident inquired about offseason access to amenity bathrooms. Discussion ensued, but no decisions were made.
	2. Residents requested a reminder of special assessments, which will be included in the annual dues notice.
8. **Announcements**
	1. Next Board of Directors meeting: December 16 at 7 p.m.
	2. Volunteer opportunities available.
	3. Three Board of Directors positions up for election on January 26, 2025.
9. **Adjournment**
	1. Motion to adjourn at 8:02 p.m.: Approved unanimously.