**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.