**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**September 26, 2022**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

Present: Bob Armet, Jose Diaz, Andrew McDermott, Jomar Roberts

Absent: Mujeeb Shah-Khan

Guests: Michelle Aiello, Taryn Burns, Steve Cash, Sharon McGown, one resident whose name we did not capture

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 Jomar and Mujeeb.
3. Reading and Approval of Minutes
	1. The August meeting minutes have been approved.
4. Reports of Officers
	1. President (Jose Diaz)
		1. No updates.
	2. First Vice President (Mujeeb Shah-Khan)
		1. N/A
	3. Second Vice President (Jomar Roberts)
		1. N/A
	4. Treasurer (Bob Armet)
		1. No update
	5. Secretary (Andrew McDermott)
		1. ~11% missing emails.
5. Reports of Committees
	1. Adult Social Committee (Sharon McGowan)
		1. Two events planned for the remainder of the year:
			1. Chili Cookoff with Music on October 15
			2. 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-Kahn)
		1. Two events planned for the remainder of the year:
			1. Halloween Parade on October 29. Will be usual events with Fire Station #9.
			2. Luminaries & Holiday Party on December 10. Santa is lined up, working on activites. There is no carriage ride being offered.
		2. Cyndi is working on transitioning to new committee chairs.
	5. Community Social Committee (Amy Geremeth)
		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 in October or November.
		2. One new homeowner notification has been received; a welcome basket will be provided in the coming weeks.
6. Old Business
	1. Tennis Court Benches
		1. Benches have been received and installed in the tennis courts. Old benches will be removed this week.
	2. Pool Deck Events
		1. There is no extra liability for using the pool deck during a social activity, unless the HOA is supplied alcohol during the activity.
		2. The board should consider a policy for damages to the pool cover, which may exceed $5,000.
		3. We are OK to have events go to the upper concrete section; the board will come up with a solution to temporary fence/barrier to remain away from the pool prior to the first event to use this space.
7. New Business
	1. End of Season Pool Review
		1. Pool has been closed for the season.
		2. Carolina Pool Management will be delivering the new pool furniture this week.
			1. In the past, there was a charge for assembling furniture.
			2. If we plan out a date, we can get volunteers to help assemble. We will look for the spring.
			3. Old furniture – we will put for free on Facebook market place and email. Organize a time for the event to occur.
			4. We will look to determine when the future Union County bulk pick ups are.
		3. Repairs to pool building should be completed in the offseason. Delayed due to the contractor injury.
		4. Final privacy fencing has been received and will be installed prior to the 2023 pool season.
	2. 2023 Meeting Dates
		1. Dates for 2022-2023

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|   | **2022** | **2023** |
| January |   | 23 |
| Semi-Annual / Elections |   | Sunday, January 29, 1pmNote: NFL Conference Championships are at 3pm and 6:30pm |
| February |   | 27 |
| March |   | 27 |
| April |   | 24 |
| May |   | 22 |
| June |   | 26 |
| Semi-Annual |   | 24 |
| July |   | Sunday, July 16, 4pm |
| August |   | 28 |
| September | 26 | 25 |
| October | 24 | 23 |
| November | 28Note: Monday after Thanksgiving | 27Note: Monday after Thanksgiving |
| December | 19Note: Pushed up a week due to holidays | 18Note: Pushed up a week due to holidays |
| Target Date for Next Year Budget | December 15 | December 15 |

* 1. Neighborhood Survey Results
		1. Presented the findings; presentation will be placed on website for resident access and review
		2. The survey will remain open for additional resident input
		3. We will plan to make this an annual effort
		4. One piece of feedback received is that the Adult Social Committee events were not included this year. We will add them to next year’s survey.
	2. Capital Improvement Plan Presentation
		1. Presented the findings; presentation will be placed on website for resident access and review
		2. We will be planning to produce the updated multi-year Capital Plan based off of this. This will be a multi-month effort.
		3. The top priorities from this presentation are to act on anything that is for safety or preventing future damage. The Board will be looking to move forward with the necessary gutter repairs and gutter cleaning on the clubhouse and pool house.
		4. There are some quotes still outstanding; we will be continuing to pursue those.
1. Open Forum
	1. Based off of the Capital Improvement Plan presentation, how will the decisions be made?
		1. The Board will make decisions via votes in the open session of a Board of Directors meeting.
		2. Community input is valued; the Board will look for representative input from the neighborhood prior to voting. This includes feedback received from the Neighborhood Survey.
	2. Annual Maintenance Schedule
		1. Some of the work discussed in the Capital Improvement Plan presentation discussion appears to be work that should be on a routine maintenance schedule. For example, having someone clean the gutters twice per year.
		2. The Board will take this under advisement and look to prepare a routine maintenance schedule.
2. Announcements
	1. The October Board of Directors meeting is scheduled for October 24 at 7pm at the Clubhouse.
	2. There are opportunities to get involved within the neighborhood. Inquire if interested!
3. Adjournment
	1. Motion to Adjourn made by Jose Diaz.
	Seconded by Bob Armet.
	Vote unanimous.
	2. Meeting ended at 8:46 p.m.