**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**November 28, 2022**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

Present: Jose Diaz, Andrew McDermott

Absent: Bob Armet, Mujeeb Khan-Shah, Jomar Roberts

Guests: Mickey Bumgardner, Kay Don Kahler, Michelle Aiello, Sharon McGowan, Dean Ewsein, Taryn Burns

Board Meeting – Open Session

1. Call to Order
   1. Meeting began at 7:05 p.m. by Jose Diaz.
2. Roll Call
   1. All are present except for Jomar, Mujeeb, and Bob.
3. Reading and Approval of Minutes
   1. The October meeting minutes have been approved.
4. Reports of Officers
   1. President (Jose Diaz)
      1. No report.
   2. First Vice President (Mujeeb Shah-Khan)
      1. Not present.
   3. Second Vice President (Jomar Roberts)
      1. Not present.
   4. Treasurer (Bob Armet)
      1. Not present.
   5. Secretary (Andrew McDermott)
      1. 7.1% missing emails
      2. Website is up-to-date with events.
5. Reports of Committees
   1. Adult Social Committee (Sharon McGowan)
      1. One event planned for the remainder of the year: Cookie Exchange on December 11.
      2. 2023 tentative dates have been submitted and will be updated on the website.
   2. Architectural Review Committee (Bob Armet)
   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-Khan / Jodi Andersen, Katie McDermott, Shannon Vo)
      1. One event planned for the remainder of the year:
         1. Luminaries & Holiday Party on December 10.
      2. The clubhouse interior will be decorated on December 5.
      3. Feedback for 2023: Planned date for decorating clubhouse.
      4. Cyndi is working on transitioning to new committee chairs.
   5. Community Social Committee (Amy Gemereth)
      1. No additional events planned until Pool Opening / Memorial Day Weekend Cookout.
   6. Holiday Decorations (Jeromy Hyman)
      1. Decorations going up soon.
   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. We are still looking to see if we can do a New Neighbor Meet and Greet.
6. Old Business
7. New Business
   1. Pool Updates
      1. Fencing for Upper Pool Deck
         1. Solution
            1. The temporary fencing we already have is sufficient.
         2. Rules
            1. PROVIDNECE HILLS CLUBHOUSE RULES Section 6, Article 6 to be written as follows:  
               Indoor designed clubhouse furniture is to remain inside the building at all times; outdoor designed clubhouse furniture is to be stored inside following the event.
            2. PROVIDENCE HILLS CLUBHOUSE RULES Section 6, Article 9 to be written as follows:  
               Use of the Upper Pool Deck, defined as the approximate 50’ wide by 13’ long landing adjoining the rear clubhouse doors, is permitted for events, with prior approval, when the pool is not in use. Temporary fencing will be provided and shall be in place at the concrete drop off for the duration of the event.
            3. PROVIDENCE HILLS CLUBHOUSE OPERATING DETAILS Section 1, Article 2 to be written as follows:  
               The doors to the pool must be kept closed at all times unless ~~the pool has Life Guards and has been rented~~. Designated upon time of reservation: events requesting use of the pool will need to be declared upon time of reservation and obtain agreement from the lifeguard management company / events requesting use of the upper pool deck will need to be declared upon time of reservation
         3. These will be updated in the document on the website and a communication will be sent to the neighborhood notifying of the document change.
      2. Pool Furniture
         1. Nov. 12 “rehome” event had minimal turnout, but the residents who did attend were able to take the furniture of their choosing.
         2. Indian Trail bulk pickup is going to coordinate with Jose for the removal of the remaining furniture. No cost.
         3. 11 new bases ordered on Nov. 17.
         4. The pool opening crew will be assembling the furniture for us when setting up the pool for the season. They will also be putting up the permanent privacy netting that we received in 2022.
      3. Replastering
         1. The pool will need to be replastered, estimated for $50,000.
         2. We will budget and hold as a marker in the 2023 budget, but will likely not be spent until 2024.
   2. Maintenance Work
      1. Pressure/soft washing took place on Nov. 12 and 17. The work was completed on budget with the estimates provided. We will plan to evaluate the need again prior to pool opening in 2024. One impediment that arose was we completed this when the pool house had already been winterized, limiting the access to water.
      2. Electrical work took place over several days, concluding on Nov. 17. The work was completed on budget with the estimates provided. The one late request that will need additional research and design is the timer within the timer for the tennis courts.
         1. We will send out a notice to the neighbors to remind them about the light usage.
      3. A chimney inspection is planned for Dec. 8. Maintenance work will be estimated and presented to the Board following that visit.
      4. Now that pressure/soft washing is complete, we will plan to have the exterior siding of the poolhouse and clubhouse examined and repaired as needed. (Squirrel holes, bottom of siding, back side of doors)
      5. We will have the roofing from the hail damage replaced.
      6. In the winter/spring, we will have the clubhouse exterior painted. We will have a neighborhood vote/suggestion to collect feedback on the colors.
      7. Kaite and Andrew McDermott have worked on the condition of the materials and supplies at the Clubhouse. In addition to a hodgepodge of items, it was found that the fire extinguishers expired in 2012, the first aid kit expired in 2000, and there is no AED onsite. Supplies have been replenished, organized, and labeled.
         1. Jose Diaz will purchase new fire extinguishers.
   3. Annual Maintenance Schedule
      1. The following schedule was proposed:
         1. January: Gutter cleaning (with exception of 2023, as done in November 2022)
         2. March: Irrigation system activation
         3. April/May: Pool preparation
         4. April/May: Pressure/soft washing (with exception of 2023, as done in November 2022)
         5. September: HVAC system inspection
         6. September: Pool closure
         7. November: Irrigation system winterization
      2. This schedule, if ratified, will be added with our documentation on our website.
   4. Capital Improvement Plan
      1. The following items will be made available for residential vote at the Jan. 29 semi-annual community meeting:

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| **Item** |
| License Plate Readers At Entrances |
| New Message Boards |
| Permanent Trim Lighting At Entrances And Common Grounds |
| Street Lights On Providence Hills |
| Pet Waste Elimination Systems |
| Fenced Playground |
| Fire Pit – Pit, Furniture, Fence, Hardscaping |
| Sidewalk Along McKee Road |
| Gates To Parking Lots |
| New Playground Equipment |
| Tennis Court Resurfacing |
| Enhanced Security System |
| Audio/Video System At Pool And Clubhouse |
| Internet/WiFi |
| New Clubhouse Layout And/Or Furniture |
| Key Fob System |
| Lighted Flagpole |
| Permanent Lighting At Common Grounds |

* + 1. Traffic Calming Measure
       1. Spoke to Indian Trail, Matthews, and Charlotte. The majority of the road is Charlotte, but Union County uses for access. Jose will work through the process to see if we can have someone come out to an assessment in January.
  1. 2023 Budgeting Preparation
     1. 2023 dues notices will go out in mid-December.
     2. The board will look at the maintenance items needed and will make sure those are included within the budget.
     3. Dues will remain at $560/house for the year.
  2. Board of Directors Elections
     1. Three positions will be elected at the semi-annual community meeting on Jan. 29 at 1pm.
     2. Process Dates
        1. Jan. 29: Elections  
           Nominations are accepted from the floor  
           25% of homes (64) must be present or have submitted proxy
        2. Emails will go out in December and January
        3. Bumgardner will send a formal letter in the mail with the proxy letter in early January
        4. The information and proxy form will be added to the website
        5. Jan. 19: Candidates declaring interest shall send short bio to Bumgardner
        6. Jan. 22: Short bios will be emailed out to neighborhood
  3. Mailbox Guidelines
     1. Feedback has been received that it is becoming more difficult to find a replacement mailbox that complies with Providence Hills standards. A Mailbox Guidelines document is being created, and once finalized, will be ratified to have a new standard for mailboxes.

1. Open Forum
   1. Kay Don Kahler suggested that Habitat for Humanity Restore will accept the extra furniture. Jose will reach out to them to see if they would like to take some.
   2. Dean Ewsein asked about a sidewalk connected to the neighboring community on McKee Road. This is currently under analysis with private contractors and the NCDOT.
   3. Dean Ewsein is concerned about late night/early morning excessive speeding that is occuring on Providence Hills Drive. Jose will reach out to the Stallings police department to see if we can have an increased presence or if we can obtain a recommendation for next steps.
   4. Kay Don Kahler had a celebration of life for his wife’s family at the Clubhouse on November 5. 38 people attended. Kay Don was thankful for the availability of the clubhouse for the event.
   5. Kay Don Kahler would like a review of the Covenants Article VI, Section 3 – there were election signs up when the Covenants do not allow this. Mickey Bumgardner mentioned there is a North Carolina law that supersedes our laws within a period around the election sign.
   6. Kay Don Kahler would like to see a community lighted flagpole; this is on the Capital Improvement Plan suggestion list.
   7. Sharon McGowan has suggested that we replace the basketball hoop nets on the parking lots. Jose will purchase new nets.
   8. Kay Don Kahler inquired about a neighborhood directory. There has not been one published since 2017. We will put out a feeler to gauge interest.
2. Announcements
   1. The December Board of Directors meeting is scheduled for December 19 at 7pm at the Clubhouse.  
      *Note: It is moved to the third Monday due to Christmas.*
   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 Andrew McDermott.   
      Vote unanimous.
   2. Meeting ended at 8:24 p.m.