**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**December 19, 2022**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

Present: Jose Diaz, Andrew McDermott, Jomar Roberts, Mujeeb Shah-Khan

Absent: Bob Armet

Guests: Mickey Bumgardner, Kay Don Kahler, Taryn Burns

Board Meeting – Open Session

1. Call to Order
	1. Meeting began at 7:06 p.m. by Jose Diaz.
2. Roll Call
	1. All are present except for Bob Armet.
3. Reading and Approval of Minutes
	1. The November meeting minutes have been approved.
4. Reports of Officers
	1. President (Jose Diaz)
		1. N/A
	2. First Vice President (Mujeeb Shah-Khan)
		1. N/A
	3. Second Vice President (Jomar Roberts)
		1. N/A
	4. Treasurer (Bob Armet)
		1. N/A
	5. Secretary (Andrew McDermott)
		1. Email address push after holiday
5. Reports of Committees
	1. Adult Social Committee (Sharon McGowan)
		1. Ran Cookie Exchange on December 11.
		2. Upcoming events:
			1. February 11, Trivia Night
			2. April 22, Cornhole Tournament
			3. June-August, Water Aerobics
			4. July 15, Pool Party
			5. September 23, Music Bingo
			6. October 21, Live Music/Chili Cookoff
			7. December 17, Cookie Exchange
	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-Khan / Katie McDermott)
		1. Ran Luminaries & Holiday Party on December 10.
		2. The clubhouse was decorated, but not all decorations were able to be accessed due to the new pool furniture in the storage room.
		3. Coordinating with Happy Feet Soccer to see if there could be a program February-April available for our 2-3 and 4-6 year olds.
		4. Upcoming events:
			1. Petting Zoo / Easter Egg Hunt, TBD
			2. Halloween Parade & Party, TBD
			3. Holiday Party, TBD
	5. Community Social Committee (Amy Gemereth)
		1. No additional events planned until Pool Opening / Memorial Day Weekend Cookout.
		2. Upcoming Events:
			1. Pool Opening / Memorial Day: May 27
			2. June Family Friendly Happy Hour: June 16
			3. July Family Friendly Happy Hour: July 21
			4. August Family Friendly Happy Hour: August 18
			5. Pool Closing / Labor Day: September 4
	6. Holiday Decorations (Jeromy Hyman)
		1. Holiday decorations put on McKee Road & Pleasant Plains Road entrances and at clubhouse.
		2. Feedback: Additional white nets may be needed. Had some issues with electrical breakers that resulted in electrician coming back out – result was new GFIs but also a need to synchronize the timers.
		3. For next year, can we look in to wrapping the trees on the middle island at the entrances?
	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. No update.
6. Old Business
	1. Pool Updates
		1. Rules
			1. Providence Hills Clubhouse Instructions has been updated. It will need to be emailed, updated on the website, printed and placed in the clubhouse binder, and provided to Bumgardner Association Management for distribution.
				1. Vote made by Mujeeb, seconded by Jose. All voted in favor.
			2. At the December 10 Holiday Party, we observed that, with current knowledge, the flood lights for the upper pool deck are not controllable from the clubhouse. After electrician review, the lights are controlled by a timer located in the utility room to the side of the clubhouse. The current lights are not all lighting; electrician recommends us replacing lightbulbs to check, and if not working, then call them to come back out.
		2. Pool Furniture
			1. No update on the new furniture and the disposal or recycling of the current furniture.
		3. Replastering
			1. This work, in the range of $40,000, will be included in the 2024 budget.
	2. Maintenance Work
		1. Andrew has drafted an email for turning the tennis court lights off. Jose will review and send.
		2. The pool house exterior building repairs are complete. The clubhouse doorframe rot is still being scheduled.
		3. Once the exterior work is complete, we will get quotes to paint in the spring.
		4. Jose will purchase the fire extinguishers for the clubhouse next week.
		5. Andrew will follow up with the landscape company for the replant quote.
		6. New nets have been ordered for the basketball hoops.
	3. Annual Maintenance Schedule
		1. The schedule will be published to the community this week.
	4. Board of Directors Elections
		1. The first notice to the neighborhood was sent via email on December 5. We are coordinating with Bumgardner Association Management for the distribution of the letter and proxy forms this week.
		2. The elections will take place at the clubhouse on January 29 at 1 pm. 25% of households, or 64 households, must be present or accounted for via proxy in order for us to facilitate the election.
		3. Three positions are to be elected: currently held by Jose Diaz, Andrew McDermott, and Jomar Roberts.
		4. At the first meeting following the Board of Directors elections, the elected members will determine roles for 2023.
		5. Sharon McGowan and Taryn Burns will order food for this.
	5. Mailbox Guidelines
		1. Kay Don presented Jose with two options.
		2. Nils Andersen has reached out to Kay Don Kahler to inquire about the process of creating the mailboxes.
		3. We will gauge a plan after we see Nils’ interest level. Andrew will follow up with Nils after the holidays.
	6. Overnight Racing
		1. Talked to the local police departments, and the main feedback is we can hire police if we need to.
		2. We will monitor this long term.
	7. Thank You Cards
		1. We will sign the cards after the holidays.
7. New Business
	1. Neighborhood Directory
		1. We would need to ask residential permission to be included in a voluntary neighborhood directory.
		2. Individual resident needs can reach out to Bumgardner Association Management as needed.
	2. Maintenance Work
		1. The Holiday Lights Committee informed the Board that there were additional electrical issues when the holiday lights were installed. Upon review, the electrician determined that the GFI outlet was end of life but determined the primary factor at play was the combination of the photocell and multiple timers in use. The GFI and photocell were replaced to ensure longevity.
		2. Upon inspection, the primary door lock to the pump room in the clubhouse is no longer present. Bumgardner Association Management will be reaching out to Eastway Lock and Key to have this work with the expected locks.
		3. The chimneys were inspected on December 8. It was determined that there is additional water damage to the clubhouse due to the current chimney status. Chase pans, water repellant, and mortar repair are recommended for repair. This comes with a 10-year water repellent warranty.
			1. We have provided the initial deposit check. The caps are being ordered, and dates will be determined in January for the work once the caps arrive.
			2. Following this, we will need to schedule drywall repair.
		4. Our insurance policy was provided to the roofing contractor to begin to initiate the hail damage repair noted on the roof. The insurance adjuster and the roofing company inspected the roof on December 12 and 16.
			1. We have been approved for $22,608 from Nationwide insurance.
			2. Signature Exteriors is reviewing the insurance estimate in detail and will submit a package for any variance related to the materials and quantities. Once addressed with Nationwide, Signature Exteriors will schedule the work.
			3. Our cost is our insurance deductible, which is $1,000.
		5. Neither insurance nor code require that we maintain an AED onsite. If we wish to have one, we may purchase – but we are not required to.
			1. An adequate one may cost about $1,200. May come with a five-year certification process.
			2. If we want to proceed, we should look one pediatric and adult pads.
			3. North Carolina law: We are not liable if it is used as long as it is certified.
			4. Jose will follow up with the American Red Cross to order one.
			5. We will store it in a location where it is accessible from the pool and the clubhouse but will need to look a where it is stored.
		6. Upon feedback from the Children’s Committee, we had an electrician look at the fluorescent strip lights in the pool house storage room. The prognosis was that the lights in the storage room and the “lifeguard room” had gone bad and the lights in the pump room may go bad soon. All three lights were replaced with new LED strip lights.
	3. Pool Running
		1. On December 10 at the holiday party, it was noted that the pool was running more than it should be. Bumgardner Association Management and Carolina Pool Management were notified; Carolina Pool Management identified that this is part of the offseason maintenance and indicates the water level as drained to the desired level. CPM came out and turned the pump off.
	4. 2023 Pool Season
		1. The tentative schedule has been created for pool hours. However, we will need to revisit this with Carolina Pool Management in the coming weeks due to the recent change in the Union County Public School schedules.
			1. Pool opening: Memorial Day Weekend, May 27
			2. Limited hours weeks of May 28 and June 4 (Mecklenburg & Union County public schools in session until June 9)
			3. Full hours starting week of June 11
			4. Limited hours weeks of August 27 (Mecklenburg & Union County public schools in session starting August 28)
			5. Open Labor Day but closed T-F week of September 3
			6. Open September 9-10
			7. Pool closing: September 10
		2. We have coordinated with Bumgardner Association Management to ensure the 2023 pool rules are distributed with the 2023 pool use application in April or May of 2023.
		3. We will need to coordinate with Carolina Pool Management for the lifeguards, due to Union County public school schedule.
	5. 2023 Budget
		1. Review of the line items
			1. Income is budgeted for 100% collection, which is a frequent practice. (258 homes at $560 for the year)
			2. Clubhouse rentals may increase due to the enhancement work, but we have not accounted for a change at this point.
			3. One recommendation for next year is shifting the website away from Godwin Communications to self-hosting on Google Cloud; will save up to 75% and reduce security vulnerabilities.
			4. The Annual Maintenance Calendar has been adopted in the Clubhouse Exterior Repairs. (2023: Gutter cleaning and HVAC inspection)
			5. Each committee now has a small budget for “pizza meetings”, or recruitment events.
			6. Luminaries are included in (Sharon McGowan’s) the Adult Social Committee.
			7. $50,000 has been allocated for 2023 enhancements, which will be voted in the Jan. 29 semi-annual meeting.
			8. Primarily due to the enhancements, we are budgeting for a $67,000 loss or tap in to reserves in 2023.
		2. Motion to adopt the budget made by Mujeeb Shah-Khan, seconded by Jose Diaz. Approved via vote.
	6. McKee Road Extension Project
		1. We have reached out to the NC DOT and have the name of Project Manager of the McKee Road Extension Project; he has offered to provide a project overview/status and Q&A meeting. Is PHCA interested in having this at the Clubhouse?
			1. NC DOT will not include the sidewalks in their work.
			2. Andrew will inquire with Ed Driggs, who is the local councilmember.
8. Open Forum
	1. Taryn Burns would like to have the pool use age limit revised to 12. We will check with insurance and Bumgardner Association Management.
	2. Is there a general contractor that could assist with mailbox creation? Mickey will provide Carolina Mailbox’s contact information to Jose.
9. Announcements
	1. The January Board of Directors meeting is scheduled for January 23 at 7 pm at the Clubhouse.
	2. The semi-annual Community Meeting is scheduled for January 29 at 1 pm at the Clubhouse.
	3. There are opportunities to get involved within the neighborhood. Inquire if interested!
10. Adjournment
	1. Motion to Adjourn made by Mujeeb Shah-Khan.
	Seconded by Jomar Roberts.
	Vote unanimous.
	2. Meeting ended at 8:11 p.m.