**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**January 23, 2023**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

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

Absent: Bob Armet

Guests: Taryn Burns, Mickey Bumgardner, Kay Don Kahler, Maria Petrea

Board Meeting – Open Session

1. Call to Order
	1. Meeting began at 7:08 p.m. by Jose Diaz.
2. Roll Call
	1. All are present except for Bob Armet.
3. Reading and Approval of Minutes
	1. The December meeting minutes have been approved.
4. Reports of Officers
	1. President (Jose Diaz)
		1. None
	2. First Vice President (Mujeeb Shah-Khan)
		1. None
	3. Second Vice President (Jomar Roberts)
		1. None
	4. Treasurer (Bob Armet)
		1. None
	5. Secretary (Andrew McDermott)
		1. Will update email addresses for next month.
5. Reports of Committees
	1. Adult Social Committee (Sharon McGowan)
		1. 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. Coordinating with Happy Feet Soccer to see if there could be a program March-May available for our 2-3 and 4-6 year olds.
		2. Upcoming events:
			1. March-May, Happy Feet Soccer
			2. April 1, Petting Zoo / Easter Egg Hunt
			3. October 28, Halloween Parade & Party
			4. December 16, Holiday Party
	5. Community Social Committee (Amy Gemereth)
		1. Upcoming events:
			1. May 27, Pool Opening / Memorial Day
			2. June 16, June Family Friendly Happy Hour
			3. July 21, July Family Friendly Happy Hour
			4. August 18, August Family Friendly Happy Hour
			5. September 4, Pool Closing / Labor Day
	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. Upcoming events:
			1. April 8, New Neighbor Social
			2. September 16, New Neighbor Social
		2. The theme will be adult social, with all residents welcome. If the new neighbors have children, the assumption is one adult will come.
6. Old Business
	1. Pool Updates
		1. Rules
			1. Providence Hills Clubhouse Instructions has been updated to accommodate use of the Upper Pool Deck for events, targeted for committees.

Actions:

* + - * 1. Emailed to Committee Chairs on January 14
				2. Updated on website on January 2
				3. Updated in Clubhouse binder on January 17
				4. Provided to Bumgardner Association Management on January 14
		1. Pool Furniture
			1. Anticipating March update for umbrella base arrival
			2. Goodwill will accept the old pool furniture, but delivery is needed. We are looking at having a public promoted free-for-all, and having Union County do a bulk pick-up. Jose will reach out to Union County and get the details.
	1. Maintenance Work
		1. Clubhouse doorframe wood rot was replaced by Matt Crowley in January.
		2. No update – will work on exterior paint quotes closer to spring.
		3. Clubhouse fire extinguishers replaced on January 23.
		4. We received an updated quote from Gomez Landscaping for the landscape redesign. The cost is the same, at $29,750. Work will take about two weeks.
			1. Andrew to obtain a requote for the main entrances, as there is a concern about the cost with all other costs.
		5. Basketball hoop nets will arrive tomorrow. We received a six-pack to have extra on hand.
		6. Primary door lock to pool house pump room installed in January.
		7. Chimney repair scheduled for January 23-24.
		8. Clubhouse drywall repair will be scheduled following the completion of the chimney repair.
		9. The full roof replacement paperwork was signed on December 20; currently awaiting a repair schedule as contractor and insurance finalize material list and costs.
		10. We looked in to an AED for the community. There are two options, which both come out to about $1,800/unit. American Red Cross highly recommends we have a training (cost associated). Battery life is for 4-5 years, but 8-year warranty.
			1. We decided to purchase two, one for the clubhouse now and then one closer to the pool season for the pool house.
			2. We will inquire with Nationwide to see if we receive a discount on insurance for having this onsite.
	2. Annual Maintenance Schedule
		1. The maintenance schedule was emailed to residents on January 5 and added to the neighborhood website.
	3. Board of Directors Elections
		1. Three positions to be elected this year are currently held by Jose Diaz, Andrew McDermott, and Jomar Roberts.
		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. Communication Schedule:
			1. Email sent Dec. 5
			2. Mailing distributed in early Jan.
			3. Email sent Jan. 4
			4. Short bio email sent Jan. 22
				1. Nominations are allowed up until the vote on Jan. 29
			5. Email planned Jan. 24
			6. Social media engaged
		4. At the first meeting following the Board of Directors elections, the elected members will determine roles for 2023.
		5. Taryn Burns will order food for this.
	4. Mailbox Guidelines
		1. Mujeeb will look at the documentation to see if we can change to a multiple option for the mailboxes, but it is in the Covenants which requires a heavy lift of 2/3 of the neighborhood.
		2. Andrew will follow up with Nils Andersen to see if he would like to take over.
		3. Carolina Mailbox is an option, but they are very expensive.
	5. Providence Hills Dr Traffic Calming Measures
		1. Jose sent follow up to Matthews, Charlotte, and Indian Trail to determine next steps. We have not heard back yet.
		2. We sent an email out to the neighborhood about safe driving. We received opinionated feedback on both sides.
		3. We will continue to monitor this going forward and act if needed.
1. New Business
	1. Unplanned Repair Work
		1. In the Dec. 24 deep freeze and rolling blackouts, our Clubhouse tankless water heater broke and spilled water for ~80 hours. We spent $7,500 to replace the tankless water heater, with one that includes battery backup to ensure the pipes and water heater do not freeze over again.
			1. We are intending to reach out to Charlotte Water to see if there is any retroactive actions possible on our next water bill.
		2. In the Jan. 12 cold front with severe thunderstorm and tornado warnings, one of our common land trees fell on a resident’s property and damaged the fence. Gomez Landscaping took care of the tree removal and will be repairing the fence.
	2. Revision of Pool Age
		1. In the December meeting, upon resident input, we agreed to check with insurance and the pool company regarding minimum age for unaccompanied children pool use. Neither insurance nor the pool management company have an issue with 12 year olds. To make the change, we will need to vote to update documentation and signage.
		2. Motion made by Mujeeb Shah-Khan, seconded by Jose Diaz. All approved.
	3. McKee Road Sidewalk
		1. In December meeting, we agreed to reach out to Ed Driggs to explore public funding of sidewalk in front of our neighborhood. After further analysis, the road is a project in Matthews, so Ed is not the right representative.
		2. On January 23, letters were sent to: Senator Rachel Hunt, Secretary Eric Boyette, Engineer Brett Canipe, Director C.J. O’Neill, Representative Laura Budd, Representative Jeff Jackson, Senator Thom Tillis, and Senator Tedd Budd. We are currently awaiting a response.
2. Open Forum
	1. Maria Petrea would like to suggest that we hire a professional company to do the holiday lights.
	2. Maria Petrea believes that the main entrance seems tired – whether it be landscaping, paint, lighting, etc.
	3. Kay Don Kahler reminded the community he is still doing mailbox repair work.
	4. Kay Don Kahler noticed that the lighting to the neighborhood entrances appears to not be working.
	5. Kay Don Kahler commented that there are not signs on both sides of the county lines within the neighborhood that show entering the \_\_\_ county.
3. Announcements
	1. The semi-annual Community Meeting is scheduled for January 29 at 1 pm at the Clubhouse.
	2. The February Board of Directors meeting is scheduled for February 27 at 7 pm at the Clubhouse.
	3. There are opportunities to get involved within the neighborhood. Inquire if interested!
4. Adjournment
	1. Motion to Adjourn made by Jose Diaz.
	Seconded by Mujeeb Shah-Khan.
	Vote unanimous.
	2. Meeting ended at 8:06 p.m.