**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**June 26, 2023**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

Present: Bob Armet, Andrew McDermott, Jomar Roberts (at 7:33) Mujeeb Shah-Khan

Absent: Jose Diaz

Guests: Mickey Bumgardner, nine residents

Board Meeting – Open Session

1. Call to Order
	1. The meeting began at 7:03 p.m. by Mujeeb.
2. Roll Call
	1. All were present except for Jose and Jomar.
3. Reading and Approval of Minutes
	1. The May meeting minutes have been approved.
4. Reports of Officers
	1. President (Jose Diaz)
		* Not present.
	2. First Vice President (Mujeeb Shah-Khan)
		* No update.
	3. Second Vice President (Jomar Roberts)
		* Not present.
	4. Treasurer (Bob Armet)
		* Dues collection is going great.
	5. Secretary (Andrew McDermott)
		* Email address collection and reading is at an all-time high in recent memory. 97% of the houses on email distribution and averaging a 76% open rate.
			1. Packey, 3305 Danhill
			2. Brower, 3312 Danhill
			3. Sharpe, 1201 Over Stream
			4. Rental, 2621 Providence Hills
			5. Rollins, 2720 Providence Hills
			6. Bentsi-Enchill, 2930 Providence Hills
			7. Rental, 3306 Savannah Hills
			8. Lederer, 3402 Savannah Hills
			9. Wilson, 4129 Wallbrook
5. Reports of Committees
	1. Adult Social Committee (Sharon McGowan)
		* Water aerobics is going well.
		* The Adult Pool Party, tentatively scheduled for July 15, will be rescheduled to a future date.
		* Next events: Pickelball every Tuesday; Water Aerobics every Thursday.
	2. Architectural Review Committee (Bob Armet)
		* No update.
	3. Children’s Social Committee (Katie McDermott)
		* The pool opening Rubber Duck Rodeo and May movie night were cancelled due to weather.
		* Rubber Duck Rodeo was rescheduled to June 16, in conjunction with the pool party. They had a great showing.
		* The June movie night took place this past Saturday. 11 attendees showed up – may look to do the next one.
		* Next event: July 22, Movie Night
	4. Community Social Committee (Amy Gemereth)
		* Family-Friendly Pool Party took place on June 16
		* Next event: July 28, Family-Friendly Pool Party
	5. Holiday Decorations (Liz Thomas)
		* Conducted an inventory of all the supplies in the storage room and provided to the board.
		* Have produced a proposal of patriotic holiday decorations, fall decorations, and Christmas decorations to purchase to fill out our inventory and ensure the clubhouse and entrances can be decorated.
		* Once a decision is made on decorations, decorating dates will be published for clubhouse rental awareness.
		* Decorations still need to be collected from Jeromy Hyman.
		* Decorations for the 4th of July are going up this Thursday.
		* Have seven members on the committee.
	6. Neighborhood Message Boards (Andrew & Katie McDermott, Interim)
		* Andrew & Katie McDermott are running this on an interim basis. We are looking for a volunteer to take this over!
		* New letters will need to be purchased; we are currently working off two different letter sets and do not have enough letters to fully spell out words or abbreviations for all the neighborhood events.
	7. Social Media Committee (Katie McDermott, Interim)
		* Looking to engage with the neighborhood more and raise awareness to impactful events.
	8. Welcome Committee (Liz Thomas)
		* The Annual/Welcome letter drafted has been adopted without change – this will be provided to new residents with:
			1. Plat map of the neighborhood
			2. Schools for the two counties
			3. Town information for Matthews, Charlotte, Indian Trail, Stallings
			4. 911 information for the two counties
		* In addition, new residents will receive a basket with a new plant and the package.
		* Next event: Fall meet and greet event is planned for September 24, 1:30-3:30. Family-oriented.
6. Old Business
	1. Pool Updates
		* Age Revisions on Signs
			1. The new signs with the revised pool ages were installed on June 9.
		* Privacy Barrier Installation
			1. The new privacy barrier was installed on May 26.
	2. Maintenance Work
		* Exterior Painting
			1. The drywall repair work was completed by Matt Crowley on June 16.
			2. Painting & Moore will be painting the bathrooms Sherwin Williams Fresh Eucalyptus (walls) and Silverpointe (trim and ceiling) on the week of June 26. Alternate arrangements will be made for the restrooms while painting is occuring.
		* Automated External Defibrillator (AED)
			1. Tim Evans from the American Red Cross informed us on June 22 that the AED is still on backorder and is part of the normal process from the chip shortage situtation.
			2. We will look at an AED training class following the installation for the Board members and select residents, Carolina Pool Management trains lifeguards on AED use upon hire.
		* Fire Extinguisher in Pool House
			1. A new fire extinguisher was installed in the pool house on June 16.
		* Clubhouse HVAC Maintenance
			1. We received a quote from Horne Heating & Air to perform the maintenance on our HVAC system. A motion will be made to approve the contract.
		* Electrical Work
			1. Ewing Electric completed the burial of electrical wires that were attached to a sign that was knocked down by a vehicle in the upper parking lot on May 30. They also installed an outdoor rated outlet on the west end of the lot.
	3. McKee Road Sidewalk
		* We have not heard any update on use of the land where we have an easement. We are waiting to hear back regarding schedule, future design/impacts, and any compensation.
		* We inquired about McKee Road sidewalk the other way, to connect to The Ponds at McKee Glen. We previously obtained a quote for performing this ourselves, but we have now reached out for public funding. This is not funded at this time but will remain on the Charlotte Department of Transportation thoroughfare list and will be reprioritized for the next bond, on the November 2024 ballot.
	4. Tennis Court Use
		* We will continue to monitor, but there is not an active issue.
	5. Speed Trailer
		* Charlotte Mecklenburg Police Department routed Jose to the vendor who manages the speed trailer.
		* Jose has not heard back yet but will follow up again this week.
	6. Change Quorum Threshold
		* The approved change has been provided to our attorney. Once we hear back, we will distribute a homeowner notification.
	7. Landscaper Work Follow Up
		* Gomez Landscaping placed fresh flowers, but deer have eaten some of the new plants.
		* Gomez Landscaping will continue to update.
	8. Loud Motorcycle Follow Up
		* This is a police matter – there is not much we can do.
		* Mickey will send a letter to the household about the noise (related to the time of day of the noise) if a resident is able to go on record and submit a complaint.
7. New Business
	1. Committee Chairs / Procedures
		* We have six vacancies: Book/Dinner Club, Holiday Decorations, Neighborhood Message Boards, Neighborhood Watch, Pool, and Social Media.
		* We have received interest from the following:
			1. Holiday Decorations: Liz Thomas, Brittany Osborne
			2. Pool: Jessie Alkemeyer
			3. Social Media: Katie McDermott (at least interim)
			4. Welcome Committee: Liz Thomas
		* We agreed that the approval process shall be as follows: Anyone can express interest in the chair; recommendations will be made to the board who will provide a quick yes/no vote.
		* While it should be up to the outgoing chair to perform knowledge transfer with the new chair, this is not always the case.
		* Andrew & the board will produce two documents:
			1. Offboarding checklist – including returning clubhouse keys and neighborhood decorations, filing any outstanding receipts for reimbursement, etc.
			2. Onboarding checklist – including annual events, budgetary awareness, use of HOA assets, reimbursement/payment process.
	2. Pool Committee
		* Jessie Alkemeyer has expressed interest in serving as the Pool Committee chair. She has experience in pool management.
		* The purpose of this role has been unclear to the Board. The Board has been taking care of the contractual work with Carolina Pool Management.
		* Jessie provided the following details as her proposal for this role:
			1. Liasioning on check in procedures
			2. Serving as the PHCA point person for if there are questions about party reservations.
			3. Day-to-day / operations contact with the pool management company.
			4. Swinging by every few days to make sure the facility is upkept.
			5. Coordinating neighborhood events and lifeguard needs to take place at the pool.
			6. Coordinating a neighborhood swim team if one is desired.
			7. Leading an annual review of the pool rules and regulations
			8. Bring community suggestions to the board.
		* Decision: Call Bumgardner and Carolina Pool Management to ensure not an issue – will produce a modified description. Ensure there is not a contract ability.
	3. Adoption of HVAC Contract
		* I, Mujeeb, move to adopt the Horne Heating & Air annual maintenance contract for the next 12 months to service the clubhouse units.
		Seconded by: Bob Armet
		For: Andrew, Jomar, Bob, Mujeeb
		Against: N/A
		Abstain: N/A
	4. Semi-Annual Community Meeting
		* July 23, 4 pm
		* Agenda: Summary Mid-year recap. Include copies of financials for previous month. Volunteer opportunities.
		* Food? No
8. Open Forum
	1. Akash Prasad reached out with a concern about the condition of the wood rail perimeter to the playground. The board will look and see about obtaining a quote for replacing the railroad ties.
	2. A resident would like to see more continuity of color of the flowers that our landscaper does, more deer resistant. She has a possible interest in forming a Landscaping Committee – who can liaison with our landscaping company.
	3. We can look to see if there is action we can do about the loud motorcycle within the Bylaws.
	4. Taryn Burns brought up the Architecture Review Committee’s Request for Modification Review section pertaining to neighbor outreach. The board will look at the Covenants to see if we could change this without the process of a change to the Covenants.
	5. Taryn Burns believes that teenagers who are not within our neighborhood are using our pool, and wondering if we should have a stricter system. Residents at the meeting stated that the guards are not checking the passes. The board will talk to Carolina Pool Management to see if it is their responsibility.
	6. Sharon McGowan mentioned that the pool does not have a clock and is unclear of what happened in past clocks. Bob mentioned we can cover the cost of a new one.
	7. Tom Dundorf presented a concern about his neighbor’s hatchet & knife throwing in the backyard. Charlotte Mecklenburg Police Department mentioned this is not a violation of the law, but the question is now if this is a violation of our covenants. Jose has been working to talk to both parties. The solution can potentially be resolved if the neighbor turns to the wooded area behind their property. The board will look at this; the board’s process allows for due process – a violation notice allows for time before the next phase (ex. hearing).
9. Announcements
	1. The Semi-Annual Community Meeting is scheduled for July 23 at 4 pm at the Clubhouse.
	2. The July Board of Directors meeting is scheduled for July 24 at 7 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 Bob Armet.
	Vote unanimous.
	2. The meeting ended at 8:09 p.m.