**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**October 23, 2023**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

Present: Bob Armet, Jose Diaz, Andrew McDermott, Mujeeb Shah-Khan

Absent:

Guests: Mickey Bumgardner (Bumgardner Association Management), 10 residents

Board Meeting – Open Session

1. Call to Order
	1. The meeting began at 7:03 p.m. by Jose Diaz.
2. Roll Call
	1. All are present.
3. Reading and Approval of Minutes
	1. The September meeting minutes have been approved.
4. Board of Directors Vacancy
	1. At the September Board meeting, we heard from the four neighbors who volunteered to fill the vacancy. We tabled the vote until the October meeting.
	2. Motion made by Mujeeb Shah-Khan to vote Taryn Burns to the vacant Board position, through January 2025. Seconded by Jose Diaz. All voted in favor, no abstain.

At this point, Taryn joined the Board in the front of the meeting.

1. Reports of Officers
	1. President (Jose Diaz)
		* Updates below.
	2. First Vice President (Mujeeb Shah-Khan)
		* Thank you to everyone who filled the vacancy.
	3. Second Vice President (Taryn Burns)
		* No update.
	4. Treasurer (Bob Armet)
		* 2024 budget/annual assessment will be voted on by the Board of Directors in the November meeting; notice will be distributed to all owners in December.
	5. Secretary (Andrew McDermott)
		* Nuts & Bolts mailed out to committee chairs.
		* Request from BAM: Owners shall email rather than call for clubhouse reservations. Looking in to on an online form to generate an email.
2. Reports of Committees
	1. Adult Social Committee (Sharon McGowan)
		* Music Bingo was held on September 30 and Chili Cookoff was held on October 21!
		* Attendance was lower than expected at the Chili Cookoff – maybe 30 or 40 people. It might have been the weekend.
		* Music Bingo had lower than expected residents – however, a few new residents have shown up which could be positive.
		* All stars: Michelle Aiello, Taryn Burns, Doug Smith
		* Next event: December 17 Holiday Cookie Exchange
	2. Architectural Review Committee (Bob Armet)
		* One fence is getting replaced from wood to black aluminum.
	3. Children’s Social Committee (Katie McDermott)
		* Next event: Halloween Parade & Festival: October 28, 1 pm.
	4. Community Social Committee (Amy Gemereth)
		* Next event: Memorial Day Cookout, May 27 12-2 pm.
	5. Holiday Decorations (Liz Thomas)
		* Clubhouse and entrances will be decorated on November 17-18 and through January 6.
		* Mickey will let all owners renting the clubhouse in this time period know.
	6. Neighborhood Message Boards (Cyndi Shah-Khan)
		* McKee Road and Savannah Hills Drive entrance boards were updated for October events.
	7. Pool Committee (Jessie Alkemeyer)
		* Pool Deck Access System interest form emailed October 11; 3 neighbors responded.
	8. Social Media Committee (Katie McDermott)
		* Our Facebook page is up to 173 likes and 214 followers.
		* Our Instagram account is up to 240 followers.
	9. Welcome Committee (Liz Thomas)
		* No houses on the market; last sale was on August 4.
		* All houses that moved in the past 12 months were given the welcome packed.
		* Next event: Winter/spring Meet & Greet Event
3. Old Business
	1. Maintenance Work
		* Automated External Defibrillator (AED)
			1. AED is in Jose’s house – but we need to coordinate where it will go. We will coordinate with Matt Crowley for the installation.
	2. McKee Road Sidewalk
		* No update from Colliers Engineering. Reached out again on October 23.
	3. Speed Trailer
		* New officer that we are now in touch with.
	4. Change Quorum Threshold
		* As of September 29, our paperwork has been filed in Mecklenburg and Union counties and our change is complete.
		* Jose will do an email notice in the coming days; we will do the official mailing in December with the dues/annual notice.
	5. Code of Conduct Update
		* Following the election, we will send an email out the neighborhood to collect names of those interested in working through the document review. A recommendation will be made to the Board at a future meeting.
	6. Pool Contracts
		* We revisited the deferred items and will get Brandon from Carolina Pool Management on the phone to confirm the details.
		* Deferred items:
			1. Resurface: either $48,846 (main)/$3,827 (wading) or $54,317 (main)/$4,256 (wading)
			2. Accept drains/sumps for VBG compliance: $1,500 (discounted price with resurface)
			3. Purchase of vacuum: $1,650
	7. Storm Drain Dry Creek
		* We have been in touch with Charlotte Mecklenburg Stormwater Services who will provide materials we can choose to distribute.
4. New Business
	1. None.
5. Open Forum
	1. What is the process for dues increase, if determined? The Board, in an open session, can approve an increase for up to 5%; anything more than that for a single year dues increase in a single year would inquire a majority of households (129) to vote affirmatively.
	2. A discussion ensured on if the dues are to increase, if we should be collecting more for reserves, how to collect additional revenues.
	3. Andrew will have Jamie share out the receipts of the previous events so the committee chairs can have a baseline for the budget requests by November 10.
	4. Suggestion to ask Charlotte Fire Department for the AED training – may offer a low-cost option.
	5. Eric Vogl has a contact for the AED training for $30/person, when typically, $75-80/person.
	6. A resident mentioned all the new pools he installs is quartz due to the longevity of it over the other materials.
	7. A resident asked if we send the email about dry creeks, we ask residents to not blow their leaves in to the middle of the street because it will end up going into the sewers and creeks.
	8. Sharon McGowan inquired about dumping the trash in the trash bins. The landscape company typically maintains this for us.
	9. A resident, Ernie Perez, fell off the ladder and suffered significant injuries. Keep him in your thoughts and prayers.
	10. If you see a water leak, be sure to call 311.
	11. Liz Thomas inquired about sending of the condolence cards – as long as it’s within the neighborhood. Death is OK but get well is not.
6. Announcements
	1. The November Board of Directors meeting is scheduled for November 27 at 7 pm at the Clubhouse.
	2. Note: December Board of Directors meeting is scheduled for December 18, the third Monday, due to Christmas.
	3. There are opportunities to get involved within the neighborhood. Inquire if interested!
	4. Two positions on the Board of Directors will be up for election on January 28, 2024. Inquire if interested!
7. Adjournment
	1. Motion to move to Executive Session made by Jose Diaz.
	Seconded by Mujeeb Shah-Khan.
	Vote unanimous.
	2. The Open Session meeting ended at 7:56 p.m.