**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**November 27, 2023**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

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

Absent: Taryn Burns, Jose Diaz

Guests: Mickey Bumgardner (Bumgardner Association Management), 7 residents

Board Meeting – Open Session

1. Call to Order
	1. The meeting began at 7:04 p.m. by Mujeeb Shah-Khan.
2. Roll Call
	1. Mujeeb, Andrew, and Bob are present.
3. Reading and Approval of Minutes
	1. The October meeting minutes have been approved.
4. Reports of Officers
	1. President (Jose Diaz)
		* Not present.
	2. First Vice President (Mujeeb Shah-Khan)
		* The board is full now, with Taryn having joined us.
		* Elections are at the end of January for two two-year terms. Any one who chooses to run is welcome to.
	3. Second Vice President (Taryn Burns)
		* Not present.
	4. Treasurer (Bob Armet)
		* The pool resurfacing is complete, and we will now be paying the bill as previously approved by the Board.
	5. Secretary (Andrew McDermott)
		* Working with Bumgardner Association Management on December mailing – annual dues notice, bylaw change, 2024 events.
5. Reports of Committees
	1. Adult Social Committee (Sharon McGowan)
		* Next events: December 9 Luminaries, December 17 Holiday Cookie Exchange at 1 pm
	2. Architectural Review Committee (Bob Armet)
		* A few fences have been updated.
		* There are a few solar panel installations.
	3. Children’s Social Committee (Katie McDermott)
		* Held Halloween Parade & Festival on October 28.
		* Next event: Holiday Party on December 9 from 6-8 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 have been decorated and will be up until about January 6.
		* THANK YOU to the eight residents who helped set up.
		* There is a letters to Santa box. Santa’s elves will write response letters and send out in the days after; parents should put the addresses on the letters.
	6. Neighborhood Message Boards (Cyndi Shah-Khan)
		* Will be set for the December events on Nov. 28.
	7. Pool Committee (Jessie Alkemeyer)
		* No update.
	8. Social Media Committee (Katie McDermott)
		* Reach out if you have neighborhood news that needs to be communicated through our social media!
	9. Welcome Committee (Liz Thomas)
		* Next event: Winter/spring Meet & Greet Event
6. Old Business
	1. Automated External Defibrillator (AED)
		* Jose is not present tonight. We will follow up with the installation and training updates.
	2. McKee Road Sidewalk
		* Still no update from Colliers Engineering. Project is still scheduled for Fiscal Year 2025.
	3. Speed Trailer
		* It is on Providence Hills Drive now, for two weeks.
	4. Code of Conduct Update
		* No update.
	5. Storm Drain Dry Creek
		* Charlotte Mecklenburg Stormwater Services has a variety of options. We just need to decide what we want to do:
			1. Come to a HOA meeting.
			2. Mailings/digital media campaign.
			3. Adopt-a-Drain program: Commit to keep eyes on storm drains a few times a month to make sure clear for rain.
			4. Adopt-a-Stream program: Be provided with supplies and have volunteers walk the creeks to ensure the waterways are clear of trash and rubbish.
		* Resident concern is about leaves blown in to the street/drains or directly in to the dry creek. We will see if Charlotte Mecklenburg Stormwater Services can come to a HOA meeting to speak.
	6. Pool Resurfacing
		* Motion made by Andrew McDermott to ratify the action taken by the Board in Executive Session at the October meeting to accept the Krystalkrete Blue Quartz option for the pool.
		Seconded by Bob Armet
		All voted in favor.
7. New Business
	1. 2024 Budget / Dues Assessment
		* Background/Purpose
			1. Our budget must be approved and residents notified (will be via mailing) of the annual assessment 30 days before the end of our fiscal year, December 31. To meet this, we must vote on our budget today.
			2. The Board of Directors has the power to vote on a dues increase of up to 5%; a larger increase would require 50%+1 homes to vote affirmatively.
			3. All committees were asked to have budget requests in by November 10 to be accounted for in the budget proposal.
		* A draft budget was shared with meeting attendees.
		* A few notes on the draft budget:
			1. Income is expecting 100% collections with proposed 5% increase – 257 houses at $588/yr and 1 house at $173/yr (limited membership)
			2. 2023 landscaping contract is off by so much because Gomez is not current with invoicing. They have been invoicing in bulk – like they are finally getting caught up every so often.
			3. 2023 grounds miscellaneous includes the $15k entrances landscaping project for this year.
			4. Clubhouse A/C Unit Maintenance is the 2x/year maintenance we voted on this year for one year. Our next maintenance outside of the current contract would be in ~June before the summer maintenance.
			5. Exterior repairs included the one-time project of chimney repair in 2023, and may have also included the one-time project of painting.
			6. Pool management was the number from the 2024 contract that we approved in September.
			7. Holiday Decorations Committee is requesting $1,200 for 2024 to be able to replenish and add new decorations to be able to have the clubhouse and entrances decorated for 7 holidays throughout the year
			8. Adult Social currently includes Adult Social (Sharon), Luminaries (Michelle), and Community (Amy).
			9. Welcome Committee is requesting $1,000 - $350/event for 2 events and $40 for new house for 5 houses – and $100 of wiggle room.
			10. Projects – we discussed that we may be done with the planned work for now. We can use the research we have and do more if we need to for budgeting more projects for future years, but no other planned work in 2024.
				1. Overall, we are looking at a $5,300 operating loss for the year, less the pool resurfacing, with the proposed 5% dues increase being approved.
				2. There may be some wiggle room – like we have $1500 for pool furniture, but with us buying furniture this year, we may not need to use much.
				3. This does not include a change for the pool deck access system, if we are to move forward with it.

Depending on the solution, we may look at a device, internet, online system, key fobs, wiring work, etc. – which are additional expenses to factor in

Current process, factored in the current budget, will cost about $950

* + - Motion made by Andrew McDermott to accept the draft budget reviewed today for the 2024 fiscal year.
		Seconded by Bob Armet.
		All in favor.
1. Open Forum
	1. Question to Bumgardner Association Management on 2024 dues payment methods. Mickey will confirm before the end of the meeting.
	2. A resident was a P.E. teacher for many years and can help with programming / equipment.
	3. Speed trailer feedback is to have it facing the other way next time – and see if we can move it around the neighborhood.
	4. Seeking input on the nearby DOT projects.
	5. Resident asked why the sprinklers are still running. We will talk to the landscape company to turn these off.
2. Announcements
	1. The December Board of Directors meeting is scheduled for December 18, the third Monday of December - due to Christmas, at 7 pm at the Clubhouse.
	2. There are opportunities to get involved within the neighborhood. Inquire if interested!
	3. Two positions on the Board of Directors will be up for election on January 28, 2024. Inquire if interested!
3. Adjournment
	1. Motion to adjourn the Open Session and move to Executive Session made by Andrew McDermott.
	Seconded by Bob Armet.
	Vote unanimous.
	2. The meeting ended at 7:53 p.m.