**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**December 18, 2023**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

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

Absent: N/A

Guests: Mickey Bumgardner (Bumgardner Association Management), 4 residents

Board Meeting – Open Session

1. Call to Order
	1. The meeting began at 7:09 p.m. by Jose Diaz.
2. Roll Call

All are present.

1. Reading and Approval of Minutes
	1. The November meeting minutes have been approved.
2. Reports of Officers
	1. President (Jose Diaz)
		* Exploring the idea of a capital contribution. This is commonly seen in home sales today, and if implemented, would help us to rebuild our reserve fund.
		* The speed trailer was on Providence Hills Drive for two weeks and helped with speed recognition.
		* Speed humps on Providence Hills Drive will likely be installed in the first half of 2025.
	2. First Vice President (Mujeeb Shah-Khan)
		* No update.
	3. Second Vice President (Taryn Burns)
		* No update.
	4. Treasurer (Bob Armet)
		* No update.
	5. Secretary (Andrew McDermott)
		* 2024 events and Bylaw change notice was distributed in the December mailing.
		* Preparing a sending of the Welcome letter with the 2024 elections notice.
3. Reports of Committees
	1. Adult Social Committee (Sharon McGowan)
		* Held Luminaries on December 9 and Holiday Cookie Exchange on December 17
		* Luminaries looked great, and 95% of the houses participated.
		* Next event: TBD
	2. Architectural Review Committee (Bob Armet)
		* There was one request received for a playhouse.
	3. Children’s Social Committee (Katie McDermott)
		* Held Holiday Party on December 9.
		* Next event: Spring event, March 30.
	4. Community Social Committee (Amy Gemereth)
		* No update.
		* Next event: Memorial Day Cookout, May 27 12-2 pm.
	5. Holiday Decorations (Liz Thomas)
		* Santa’s elves are helping with response letters.
		* Decorations are up through December. Will be seeking volunteers to help take them down in early January.
		* Every time it rains, the lights at the entrances are tripping the GFCI circuit. We will look to cap the extension cords – but may want to get an electrician to look at and provide advice.
	6. Neighborhood Message Boards (Cyndi Shah-Khan)
		* No update.
	7. Pool Committee (Jessie Alkemeyer)
		* Will be sending out another email to see if there are any additional neighbors who want to be involved with the pool deck entrance system.
	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)
		* No new neighbors.
		* Next event: Winter/Spring Meet & Greet Event
4. Old Business
	1. Automated External Defibrillator (AED)
		* In the men’s bathroom in the clubhouse. A contractor will set it up next week.
		* We will reach out to Eric Vogl to get his contact for facilitating the training before the pool season opens.
	2. McKee Road Sidewalk
		* Still no update from Colliers Engineering – another follow up has been sent to Tina Davis and Taylor Dowdle. Project is still scheduled for Fiscal Year 2025.
	3. Code of Conduct Update
		* On hold – will be revisited after the coming elections.
	4. Storm Drain Dry Creek
		* We are in contact with Charlotte Mecklenburg Stormwater Services to see which upcoming meeting they can come speak at in early 2024.
5. New Business
	1. 2024 Annual Elections
		* The 2024 annual elections will be held on January 28 at 1 pm at the Clubhouse. This year, we will be electing two positions to two-year terms.
		* 52 homes, or 20%, will need to be present, in person or by proxy, for us to hold the meeting. Proxys will be mailed and emailed out in the coming weeks.
		* We encourage all residents to consider running! Please reach out to a Board member or email us at ProvidenceHills@gmail.com if you have questions.
		* Worst case scenario: If the 52+ homes are not represented at the meeting, the meeting will be rescheduled.
	2. 2024 Board Meetings
		* The following dates are when 2024 meetings will be held. These will be posted on the website and notices will be emailed out prior to each meeting.

*Meetings are at the Clubhouse and are at 7 pm unless otherwise noted*

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| January | 28 (Sunday), 1 pm – combined with Semiannual meeting |
| February | 26 |
| March | 25 |
| April | 22 |
| May | 20 – one week early, due to Memorial Day |
| June | 24 |
| July | 22 – subject to combine with Semiannual meeting |
| August | 26 |
| September | 23 |
| October | 28 |
| November | 25 – unchanged, Monday after Thanksgiving |
| December | 16 – one week early, due to Christmas |

1. Open Forum
	1. Sharon, Liz, and Taryn discussed the purpose and organization of our committees. We are seeing a drop in volunteers. Can the goal be fewer events but better attended events?
	2. Jose will take feedback from Sharon, Liz, and Taryn and work with Bumgardner to realign the budget; no total changes but reorganize the numbers.
	3. Kay Don suggested having a contest for the best holiday lights and use of social media to promote it.
	4. For the elections, do we need to get Street Reps to collect proxies? If we can, it will be immensely helpful.
	5. We will have food at the annual meeting to pull people in.
	6. Kay Don mentioned there are not clear instructions on how to temporarily unlock the clubhouse thermostat. Andrew will talk to our HVAC contractor and obtain instructions.
2. Announcements
	1. The January Board of Directors meeting is scheduled for January 28 at 1 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 Jose Diaz.
	Seconded by Mujeeb Shah-Khan.
	Vote unanimous.
	2. The meeting ended at 7:50 p.m.