**Open Session Board Minutes**

**Providence Hills HOA Board of Directors Meeting**

**February 26, 2024**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

Present: Taryn Burns, Jose Diaz, Andrew McDermott, Mark McKain (phone), Mujeeb Shah-Khan

Absent:

Guests: Mickey Bumgardner & Jamie Williams (Bumgardner Association Management), 6 residents

Board Meeting – Open Session

1. Call to Order
   1. The meeting began at 7:03 p.m. by Jose Diaz.
2. Roll Call

All are present.

1. Reading and Approval of Minutes
   1. The January meeting minutes have been approved.
2. Reports of Officers
   1. President (Jose Diaz)
      * Continue to receive requests for passwords to the website; there is no password.
   2. First Vice President (Mujeeb Shah-Khan)
      * No update
   3. Second Vice President (Taryn Burns)
      * No update
   4. Treasurer (Mark McKain)
      * Met with Andrew to learn about ongoing initiatives.
   5. Secretary (Andrew McDermott)
      * 96.1% of households are receiving our neighborhood emails.
      * Doug Smith has replaced Cyndi Shah-Khan as the Neighborhood Message Boards chair.
3. Reports of Committees
   1. Adult Social Committee (Sharon McGowan)
      * Emailed out an interest form for community (16+) yoga on February 6. Received ten people interested. Teacher verified Thursday evening availability. Board approved.
      * Cancelled two events from prior years due to historical lack of attendance.
      * Continuing to look at new event ideas – pool Olympics?
      * Next planned event: Water Aerobics starting this summer.
   2. Architectural Review Committee (Bob Armet, transitioning to Taryn Burns)
      * 3 requests have been received in the past month.
      * This year, will look at the Architectural Review form process.
   3. Children’s Social Committee (Katie McDermott and Shannon Vo)
      * Next event: Spring event, March 30.
   4. Community Social Committee (Amy Gemereth)
      * No update.
      * Next event: Memorial Day Cookout, May 27 12-2 pm.
      * Jose will check with Amy on the food vendor that is going to be used.
   5. Holiday Decorations (Liz Thomas)
      * Beginning to add to the decorations we have already.
      * In need of additional volunteers, with two of the volunteers moving out soon.
   6. Neighborhood Message Boards (Doug Smith)
   7. Pool Committee (Jessie Alkemeyer)
      * Delivering Pool Deck Access System recommendation in new business.
   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)
      * One house went on the market
      * Will look to coordinate with Andrew McDermott on collecting new emails.
      * Next event: Meet & Greet Event after April 15
4. Old Business
   1. Automated External Defibrillator (AED)
      * We received one quote, $450 for a three-hour class, from a contact that Eric Vogl suggested.
      * We will check in with one or two other options to have a quote to compare with. We will also obtain a quote from Matthews Fire Department and Carolina Pool Management.
      * If we move forward with this, we will put up a list of names and phone numbers of the trained neighbors to volunteer.
   2. McKee Road Sidewalk
      * Mark has taken over as a board member responsibility. Working through attorney to ensure we are compensated for our utilities within the impacted portion of our easement.
   3. Code of Conduct Update
      * Jose has taken over as a board member responsibility. We will reach out to Jodi Andersen, who volunteered to revise an initial draft to be adopted in a later meeting.
   4. Storm Drain Dry Creek
      * Jose has taken over as a board member responsibility. 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. Pool Deck Access System
      * Committee reevaluated our possible options for what we can have for the pool deck access. Included fob access vs. scan the barcode vs. security cameras.
      * Recommendation is we adopt a program called Member Splash. Committee’s documentation provided will be appended to this meeting minutes.
        1. Upside: Photos are connected to ID number. You enter your unique ID/PIN and a photo pulls up for the lifeguard to validate. Also allows messaging, clubhouse rentals, fee collection and payments.
        2. Upside: Will also provide a lot of data as to who is attending, time & day volume
      * Concern about fobs is that anyone can hold the door or pass the fob. Also an additional cost for residents ongoing.
      * Current system of tags will cost about $900 this year (mailings and tags).
      * Also recommend getting a single security camera at the check in desk, pointing away from the pool, to help ensure people check in.
      * A concern about Member Splash is also privacy with photos being stored.
      * The board will take this recommendation under advisement and will decide for the start of the 2024 season at the March meeting.
   2. Budget Realignment
      * In December’s Open Forum, conversation was held to realign some of the balances between accounts within the approved budget. No change was made to the bottom line.
   3. Neighbor Erosion Concern
      * In January’s Open Forum, residents expressed concern with the amount of erosion along creek beds near their property. We promised to assist with contacts. Jose has reached out to the county.
   4. Three/Five Year Vision of Community Projects
      * In January’s Open Forum, there was an ask if we can plan out all our projects for the next three or five years and make it publicly available. Within this, express the plans for dues increases.
      * We did a lot of work in to this in 2022. We will roll out another survey.
   5. Pet Leash Laws
      * In January’s Open Forum, residents expressed concern with property owners not keeping pets on leashes on their property. Mark will look in to this – our position may be to remind folks of the process on a somewhat regular basis, but we are not the authoritative source.
6. Open Forum
   1. Kay Don Kahler reported the clubhouse is out of paper towels.
   2. Discussion on the board guidance about events. We discussed, when possible, looking to combine events between committees to get greater return on the investment. We also mentioned the idea of sending out another engagement input opportunity, such as another survey.
   3. Suggestion was suggested to up the clubhouse reservation fee while the clubhouse is decorated for the holidays.
   4. Resident inquired why the Holiday Party (Children’s Committee) did not have Chick-fli-a this year. Feedback will be passed on to the committee for planning this year.
   5. Mickey spoke with our attorney to understand what is happening in Raleigh with the state legislature. There are likely proposals in 2025 that will impact our operations and operating model – mostly dues collection, when we can place a lien, etc.
   6. Liz inquired about the Capital Contribution; our attorney said that we cannot move forward with this initiative.
7. Announcements
   1. The March Board of Directors meeting is scheduled for March 25 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 26, 2025. Inquire if interested!
8. Adjournment
   1. Motion to adjourn the Open Session and move to Executive Session made by Jose Diaz.  
      Seconded by Andrew McDermott.  
      Vote unanimous.
   2. The meeting ended at 8:10 p.m.