

Kathleen Walker Reviewed & approved: 11/20/18

Jule White Reviewed & approved 11/20/18

Ed Heffelfinger Reviewed & approved: 11/20/18

Zack Taylor Reviewed & approved: 12/6/18

Kim Silverman Reviewed & approved: 11/20/18

Avera Place Executive Board Meeting

Agenda & Minutes

November 19, 2018 4:00pm ET/1:00pm PT

1. Quorum established: Kim Silverman, Jule White, Zack Taylor, Kathleen Walker, Ed Heffelfinger, Jeb Black & Michele Apple
2. Meeting began at 4 pm Eastern, 1 pm Pacific Time.
3. Agenda –
 - 3.1. YTD Budget from 2018
 - Discussed income actual vs. budget difference is due to delinquencies.
 - Discussed overages on building repair, general maintenance, grounds contract additions with tree trimming & steel edging. Expecting repairs to continue to increase with aging of the property.
 - Retention pond expenses include fees and engineering fees required by the city. No work was done. We are still on hold/negotiating the work that the city is going to require.
 - Siding expenses are general repair only.
 - Termite damage was expensive this year.
 - 3.2. Clubhouse Detail
 - Discussed options for eliminating cable fees in fitness center.

- Jeb/Michele are working on switching fire phone lines to time warner when current contracts expire in October 2019. Waiting to reduce budget until it actually happens.
- Ed recommended antennae instead of expensive cable for tv's in fitness center.
- Feedback was given that wifi at pool is not strong
- Office supplies category includes dog bags for pet stations, tp for bathrooms, hand sanitizer, soap etc... Office supplies for Rental Management come from Wilson Properties.

3.3. Proposed 2019 Budget

- Proposed budget includes a \$10/unit/month increase in dues
- Budget includes \$105k to reserves and \$60k in capital expense/improvements
- Maintenance of retention ponds is budgeted for August under grounds contract
- Includes additional steel edging to complete the project estimated date of May at \$10k.
- Dues Increase: Discussed the need to continue to fund the reserves for future maintenance and repairs. Dues increase recommended to keep up with increase in expenses.
- Jule would like to see mention of potential dues increase at annual meeting.
- Board approves the budget, not the owners.
- Kathleen Walker made a motion to approve the budget, Jule seconded, no one opposed. Budget is ratified for 2019 with the increase proposed. Owners will be notified by December 10th of the increase. Dues increase is effective January 1, 2019.

Meeting adjourned at 5:15 pm

Contact Numbers:

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