

**Approved:**

Zack Taylor - 9/12/2019

Kathie Walker - 9/16/2019

Jule White 9/16/2019 after listening to online meeting

Ed Heffelfinger -9/13/2019

Suvas Shah - 9/23/2019

**Avera Place HomeOwners Association Meeting Minutes**

**September 10, 2019 3:00pm ET/12:00pm PT**

**1. Agenda – Zack**

**2. Establish Quorum:** Board members present: Zack Taylor, Kathie Walker, Ed Heffelfinger, Suvas Shah.

**3. Old Business:**

a. HOA Election Results Recap:

President – Zack Taylor  
Vice President – Kathie Walker  
Treasurer – Jule White  
Secretary – Ed Heffelfinger  
Assistant Secretary – Suvas Shah

b. Pool:

i. The pool is now closed, and the season was successful. We did not see as much unauthorized activity as in years past which can be attributed to the added security provided by the Ring Camera. In instances where there were trespassers, Michele was able to notify them they were trespassing and had to leave. In addition, violation letters were distributed as needed when a trespasser was identified using the Ring camera and corresponding time stamp from the electronic key card records from the Door King system.

ii. There was a question about the grill as it is currently out of order. A new grill is not needed at this time, we need the vendor who installed the gas timer to come out and repair it as it is currently broken, and the gas does not automatically shut off. The vendor was unable to make it at the end of the pool season, but this issue will be taken care of before the pool re-opens in the Spring.

c. Architectural Standards for Fences

- i. Review of the architectural standards for fast-track approval of a fence (see document at the end of these notes).
- ii. A motion was made by Kathie for verbiage to be added stating that all fences will be installed in a professional workmanlike manner. This motion was seconded by Ed.
- iii. Discussed adding that the fence contractor must call to locate any utility lines before digging but decided not to as that is the law and to be understood.
- iv. It was also noted that adding verbiage to the architectural request approval letter will state that any damage caused will be the responsibility of the owner.
- v. These standards have only been put in place to make an architectural request an easier, more streamlined process but if an owner wishes to construct a fence outside of these parameters, the request will be forwarded to the Architectural Request Committee for consideration.
- vi. The question was brought up as to if the landscapers will continue to mow inside fenced yards. Members of the Board who assisted in coming up with the standards met with Jeff Sosa, the regional manager for Ruppert Landscaping to discuss how more fences would affect yards that are fenced in. He stated it would not be an issue unless there was a great increase in the number of fences that were constructed and at that time it might affect the Landscaping contract price. The Board decided to add this issue to new business for the next HOA meeting.

#### **4. New Business:**

- a. Tennis Court Lights:
  - i. Zack was able to look at the lights for the tennis court and determined that it can be handled in house instead of paying an outside contractor to make the repairs. Zack stated that the lights are not currently working because one of the contactors is faulty and the only things that need to be replaced are the contactor and the timer. He stated that the switch would be replaced with a 2 hour timer because currently if the electricity goes out and the timer is set, when the power is restored the timer will be out of sync due to the time continuing on but the power to the timer not working. It was determined that a 1-hour timer would be preferable over a 2 hour timer. This issue will be complete by next HOA meeting.
- b. Pool Furniture for next season
  - i. This season the HOA purchased 6 chaise lounge chairs for the pool deck to replace ones that had been broken. Currently, there are 19 chaise lounges and approximately 13 metal chairs at the areas with tables for seating. A motion was made by Kathie to

spend up to up to \$400 to purchase used pool furniture and/or to purchase parts to make repairs to existing chairs that have been damaged. Ed seconded that motion.

c. HOA Master Insurance Policy:

i. The Master Insurance Policy for the HOA is up for renewal at the end of September. Jeb has been researching prices for renewal. Due to the number of events the insurance has had to pay out (7 events over the past 3 years) the price to continue with Traveler's would raise to approximately \$100,000/year if the HOA wanted to keep a \$2500 deductible. Jeb advised the HOA to consider going with a policy that would raise the deductible to \$5000 so the cost of the policy would not be raised as significantly as it would if the HOA decided to keep the policy through Traveler's. He stated that of all the HOAs with multi-story buildings he manages, Avera Place has the lowest deductible; that there are some communities with a deductible up to \$10,000. Jeb stated that in looking long term, it is better to keep the insurance with a reputable carrier. He stated that there were 2 carriers who would not insure the HOA due to the number of claims and also due to the number of owner occupants vs. rental units. Jeb presented the option to stay with Travelers Insurance with a \$2500 deductible at an annual policy rate of approximately \$100,000 or to get insurance through Nationwide at an annual policy rate of approximately \$85,000 and a \$5000 deductible. Kathie made a motion to approve the insurance plan through Nationwide with a deductible of \$5000. Suvas seconded that motion.

ii. A letter will be sent to all owners to ensure that they have adequate coverage through their insurance. This will not necessarily affect owner occupants but may affect owner's whose units are investment properties.

d. Next Virtual HOA Meeting: Budget Meeting: November 7, 2019 3PM ET/12PM PT:

i. The next meeting will be the 2020 Budget meeting. The Board will hold an executive meeting on October 24, 2019 to review the budget to present at the November meeting. Jeb will have a copy of the current budget to all Board members before October 24, 2019.

ii. Ed asked about the HOA audits for 2018 and 2017. Jeb stated the 2018 audit is being performed now and that the 2017 will also be performed in the next 2-3 weeks. When the reports are returned to him, they will be available for Board review.

e. **Close the official HOA meeting (Zack)**

1. State of the Complex –Wilson Properties (Michele)
  - a. Vacancy stats
  - b. Rental Rates

c. Sales Information

**Contact Numbers:**

**Michele Apple, Property Manager**

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