

Approved:

Zack Taylor 2/24/2020

Kathie Walker 2/24/2020

Jule White 2/24/2020

Ed Heffelfinger 2/24/2020

Suvas Shah 2/24/2020

Avera Place Home Owners Association Meeting Minutes

January 22, 2020 3:00pm ET/12:00pm PT

1. Agenda – Zack
2. Establish Quorum: Zack Taylor, Kathie Walker, Jule White, Ed Heffelfinger, Suvas Shah with Jeb Black and Michele Apple from Wilson Property in attendance
3. Old Business:
 - a. Tennis Court Update
 - i. The 2 hour switch the HOA agreed on previously is out of production. Zack Taylor is researching other switch options.
 - ii. The resurfacing is still on track for April, weather dependent.
 - iii. Jule White stated there are areas with excessive weeds and suggested it be treated before the court is resurfaced. Michele Apple said she would request that Ruppert Landscaping treat with weed killer before the resurfacing project begins.
4. New Business:
 - a. HOA Meeting schedule
 - i. Currently, there are meetings approximately every 60 days. With 6 scheduled meetings every year, one being dedicated to Board Member elections and the other dedicated to the budget, it leaves only 4 meetings to accomplish set goals. It was suggested that 2 more meetings be added to the year. Zack suggested keeping the bi-monthly HOA meetings and called a motion for Executive Board meetings for the months when an HOA meeting is not scheduled so that project updates can be accomplished during those meetings.
 - ii. A motion was made to schedule HOA meetings every other month with Executive Board meetings scheduled on the non HOA meeting months. Kathie Walker seconded that motion.
 - b. Termite Contract
 - i. The termite contract that was in place during the 2017/2018 is no longer in place. Jeb Black stated that in 2017 the entire property was treated for termites. He recommended that Avera

- Place goes under a Bond Contract again. Michele Apple will investigate a termite bond for annual inspection and treatment, not a repair bond as those are substantially more expensive.
- ii. Jule White suggested the following companies she has researched: Sage Pest Control, Eko-Tek Termite and Pest Control, and Pest and Termite.
 - iii. Motion was made to get prices for a termite bond. This motion was seconded by Ed Heffelfinger.
- c. Parking Congestion in community
- i. Traffic congestion in the back right quadrant of the community on Involute Place has been an ongoing problem. Over the summer, maintenance and the property manager canvassed 8 buildings in that area with flyers requesting residents only park on one side of the road with no relief. The current congestion poses a safety risk for those who are turning out of the alley behind 11371 and 11361 Involute Place. In addition, emergency vehicles have been unable to navigate that corner in the recent past due to cars parked on both sides of the street.
 - ii. A motion was made for the property manager to obtain quotes for striping on the asphalt to indicate no parking/tow zones to alleviate this issue. This motion was seconded by Ed Heffelfinger.
- d. 2017, 2018 Audits
- i. Drafts of the 2017 and 2018 audit have been presented to the executive Board. These will not be official until the HOA President has signed them and they have been returned to the auditor.
 - ii. The audit process begins at the beginning of the year following the audit year. All HOA records are boxed up and sent to the corporate office to be picked up by the auditor. These files are not delivered to the corporate office of Wilson Property Management until early/mid-February due to the delay in getting pertinent information included with the files (outstanding bills from the audit year that do not get paid until the following year due to billing cycles, in addition to bank reconciliations). The auditor picks them up at the conclusion of tax season and the draft reports are typically delivered back to Avera Place in mid-July.
 - iii. Ed Heffelfinger stated that the Bylaws state that the audits are to be completed and returned by mid-May. Jeb Black stated that he will ask if it can be completed sooner than mid-July, but it is most important that the audit is completed annually by a CPA.
- e. Asphalt Repair in community (Michele)
- i. There are several areas through out the community that are need of asphalt repair. Specifically, the potholes on Centway Park Drive off the first exit. In addition, there are potholes/deteriorating conditions at both exits of the traffic circle as well as some other areas toward the back of the community at an alley behind Involute and on Felucca.

- ii. Michele Apple presented two bids for repair work by Ruston Paving and Turner Asphalt. Due to the large disparities in price, Jeb Black stated that the areas that need attention be outlined with white spray paint and the contractors come out again to re-bid the jobs.
 - iii. These repairs require temperatures to be consistently 50 degrees or above.
 - iv. Jeb Black will give Michele Apple the contact information to Mr. Pothole to obtain a 3rd quote and the quotes will be presented at the February meeting.
- f. Next Virtual HOA Meeting:
 - i. March 18, 2020 3:00pm ET/12:00pm PT
 - g. Executive Board Meeting February 26, 2020 at 3:00pm ET/12:00pm PT
- 5. Close the official HOA meeting (Zack)
 - 6. State of the Complex –Wilson Properties (Michele)
 - a. Vacancy stats
 - b. Rental Rates
 - c. Sales Information

Contact Numbers:

Michele Apple, Property Manager

Avera Place Office 919.957.0116

averaplace@wpminc.net

Jeb Black - jebblack@wpminc.net