

Approved:  
Zack Taylor 5/19/2020  
Kathie Walker 5/19/2020  
Jule White 5/19/2020  
Ed Heffelfinger 5/19/2020  
Suvas Shah 5/19/2020

## **Avera Place Home Owners Association Meeting Agenda** **March 18, 2020 3:00pm ET/12:00pm PT**

1. Agenda – Zack
2. Establish Quorum: Kathie Walker, Jule White, Ed Heffelfinger, with Jeb Black and Michele Apple from Wilson Property Management in attendance
3. Old Business:
  - a. Asphalt repair bids
    - i. Areas needing attention in regard to potholes, and water run off damage. Quotes came from Asphalt Repair Company, Turner Paving and Ruston Paving. Asphalt Repair Company came in cheaper because they quoted replacement of 2/3 of Gordon Glen because 1/3 of the asphalt was still in good shape all the way between buildings 7 and 8. All are quoted 3” and refilling it with 3” of asphalt. All bids had the same number of areas in their quote, but they were labeled differently. All quotes were comparable.
    - ii. Discussed coordinating between the asphalt company and the drainage company chosen so that no repair work is left unfinished.
  - b. Drainage bids
    - i. Executive Board met at the end of February and Property Manager revisited the bids from CTI and Shamrock Water Proofing. Shamrock Water Proofing stated that they would have the water from the drainage discharge over the curb. I spoke with Shamrock Water Proofing who stated that they do not have the ability to cut the asphalt to tie the drainage in to the storm drain under the street.
    - ii. Jule made motion for CTI for the drainage and Asphalt Repair Company for the asphalt repair. Ed seconded this motion. Discussed getting timeline for these repairs to be made.
  - c. Striping Bids/Signage for No Parking Zone on Involute
    - i. Executive meeting at the end of February to discuss the striping at the corner of Involute in the back quadrant of the community on Involute. Residents park on both sides of the street causing traffic congestion and this causes issues for emergency vehicles to pass. At the Executive meeting discussed striping off areas to make it safer for visibility issues as well as emergency vehicles. Met with Turner Asphalt and the Asphalt Repair Company recommended starting at the corner of the alley that runs behind building 22 all the way to the end of the block where building 22 sits. Asphalt Repair Company quoted \$950 for 275 linear feet for “no parking” text as well as stripes. 275 linear feet of striping only is \$600.00. Turner Asphalt to stripe the two area for Turner Asphalt is \$645 for both areas and he said his minimum cost for striping is \$500 so he would recommend the area on Clubhaven and Involute. So for Turner Asphalt it would be \$500 if we only marked at Involute. At the

informal call from last week, we discussed striping on both Involute and Clubhaven and Ed brought up the point that the straight away on Clubhaven is not so much a safety issue but it is more important to address Involute curve as that is more of a safety issue. Ed stated he's been looking at the corners at Involute and believes that if we start marking off straightaways through out the community then other residents will want to have their straightaway as well. Ed recommends only the 4 corners, about 30' on each corner so it does not create a hazard for drivers coming around the corner. Discussed only addressing the issue at hand. Jule stated that she felt that striping too much could cause issues with guests parking on Involute. Michele proposed that Ed, Jule and anyone else who wanted to join revisit the area with The Asphalt Repair Company to get a more accurate quote.

d. Termite Bond bids

<b>Company</b>	<b>Scope of Services</b>	<b>Cost</b>
<b>Sage Pest Control</b>	Full property warranty for 60 bldgs. Inspections and spot treatment. Spot treatment would include 4'x4' in all directions. Provide annual inspection report.	\$7800.00 (\$130.00 per building) annually.
<b>Pest and Termite</b>	Annual inspection and spot treat as needed.	\$6600 annually, (\$110/building) Clubhouse included at no cost.
<b>EkoTek</b>	Came out on Friday 3/13/2020 Have not received estimate.	
<b>Hagan Pest Control</b>	Hagan Pest Control: Annual Inspection and treatment as needed.	\$6000 for first year. \$5800/year annual renewal for 5 years. Clubhouse included at no cost.

- i. Verified that all companies will offer a full warranty/bond with inspection.
- ii. Verified that Hagan is the current pest company and it would be best to keep the same vendor for both services. Clarification was sought regarding the scope of services through Hagan Pest Control. Jeb stated that when he comes each time, he will treat 2 buildings per week and up to 20 units per 2/weeks.
- iii. Jule has requested a report from the company that states which buildings have been treated and inspected. Jeb stated for multi-units the report will only include the bottom floor. The report should include a list of buildings inspected, date of inspection, state no activity or if activity was found, and when treatment was completed.
- iv. Kathie made a motion for Hagan Pest Control, Ed seconded the motion.

4. New Business:

a. Contracted grounds person

- i. Jule and Ed discussed hiring a non-skilled laborer as it will reduce the cost of grounds. The cost to the HOA was approximately \$45,000 for 2019 for clean up around the tennis courts, car wash, dumpsters, tennis courts, playground, etc. If we can find someone to do this cheaper, it will be better for Avera Place HOA finances. Ed and Jule will be meeting with someone who may be interested in performing these tasks.
- ii. Insurance required by HOA insurance policy for an individual to perform these duties are liability and worker's comp insurance.

- b. COVID-19 and the effects of business at Avera Place
  - i. Office is still running but closed to the public. Send an email or call if you need any assistance. The Clubhouse and the weight room and community use room are currently closed. The back of the clubhouse will receive a thorough cleaning to ensure that when it does open it will be safe.
  - c. Next Virtual Executive Board Meeting April 22, 2020 3pm ET/ 12pm PT
  - d. Next Virtual HOA Meeting: May 21, 2020 3pm ET/12pm PT
- 5. Close the official HOA meeting
- 6. 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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