

Approved:

Zack Taylor - 10/2/2020

Ed Heffelfinger -9/23/2020

Jule White - 9/23/2020

Cathy Gilbert - 9/22/2020

Brandon Hendricks

**Avera Place Home Owners Association Meeting Notes
September 17, 2020 3:00pm ET/12:00pm PT**

1. Agenda – Zack Taylor
2. Establish Quorum: Zack Taylor, Jule White, Cathy Gilbert and Ed Heffelfinger with Jeb Black and Michele Apple from Wilson Property Management.
3. Old Business:
 - a. Board Election Results
Zack Taylor – President
Ed Heffelfinger – Vice President
Jule White – Treasurer
Cathy Gilbert – Secretary
Brandon Hendricks – Member at Large
 - b. Asphalt Repair
 - i. All repair work has been completed. It has endured several rains thus far and is holding up well.
 - c. Pool
 - i. The pool contract has been extended through the end of the month with no extra cost to the HOA. Sign ups for the allotted 2 hour blocks are still required. The pool schedule remains the same during the extended season (Monday through Saturday 9:30am - 7:00pm). It will close Wednesday, September 30, 2020. The pool has been used by approximately 25-30 people per week.
 - d. Handrails on property
 - i. The insurance company determined there were not adequate handrails on property from a safety standpoint. It was stated that any unit that has more than 3 steps must have handrails. Questions came up regarding what constitutes a step as opposed to a landing from a code standpoint since there are several unit entrances that have long landings in between steps up. Depending on what the code specifications are, there may not be a need for handrails at every set of steps which will save the HOA money. Jeb Black has a call out to code enforcement to get a better explanation on what is considered a step. Cathay Gilbert asked if

there is a timeline that handrails need to be erected. Michele Apple stated that the insurance company gave us a list of tasks that needed to be completed and we've been keeping them updated on the items as they are completed and that this is the last item outstanding and that we have been in touch with them to let them know we are still seeking clarification on code requirements for a step. WPM has gathered 2 quotes for this bid, one from Onofrio Construction and one from CTI. It was suggested this issue be tabled until the code definition of a step was determined so the most accurate bid can be obtained. Cathy Gilbert made a motion to table the issue. Jule White seconded the motion.

4. New Business:

a. Retention Ponds

i. When Avera Place was built, some of the pond devices were not built up to the engineering plans. There are 10 devices in total. For the past 8-10 years Jeb Black has been trying to bring them up to code. A good deal of progress has been made in the past few weeks. Approximately a month ago, 3 inspectors from the City of Raleigh were on site and walked the devices with Jeb Black and Zack Taylor. The City has asked for a schedule by the end of September with a timeline for when work will be completed for all of the devices. Removal of trees at two of the ponds was recently completed. Jeb Black is working with an engineer to get some of the devices finished up and he is also getting quotes for other work that needs to be completed. One quote is for getting plantings at some of the ponds. 9 devices are very close to being done. The City has given us a big break on one of the devices (CWL4, located between buildings 14 and 19). When work was being done there previously, 2 rock hammers were broken and work is not able to be completed in that area unless blasting is done. However, the City recognizes blasting in this location is not an option and is allowing us to proceed without blasting. The only other device that is not really close to being done is BR1 (close to the traffic circle at the entrance of the community). The engineer who sends the certification to the City would like until mid October for the surveys to be completed on the ones we have completed work on and would like until November for design work for BR1. Jeb Black's recommendation to the Board is to ask permission till October of 2021 to bring device BR1 into compliance. Device CWL4 needs the nitrogen level checked. Surveys are needed on devices WP1 and BR3. Jeb Black got estimates for plantings to be installed at CWL5. Jeb Black asked the Board to move forward with the \$1500 quote for removal of cattails as well as approval of the plant installation at a later date so we can show the City we are moving forward with an approved contract to have the work done once the weather is right for planting new vegetation (approximately April of 2021). The concrete contractor will start work the week of September 21 based on a list of items the City had outlined as well as notes

made by the engineer on the City's list. Once all of that work is completed, and as long as the surveys come back good, all devices with the exception of BR1 should be ready for certification. For the underground devices, Jeb Black stated money will need to be spent cleaning the sediment off of them and money will also need to be spent on device BR1. The initial estimate 10 years ago to get these devices certified was approximately \$270,000 and to date approximately \$100,000 has been spent on this project. Money has been saved with the engineers assistance in redesigning some of the ponds. Jeb Black suggests the Board approve authorizing Triangle Pond Management's bid to remove the cat tails as well as the plantings next year in pond #5. CAthy Gilbert made the motion to approve. Jule White seconded the motion. Ed Heffelfinger and Jule White have volunteered to walk and monitor the ponds going forward.

b. Gym

i. Governor Cooper approved gyms re-opening in phase 2.5. The directives for the gym allows for residents who use the gym to clean the equipment after use. Cleaning product and paper towels have been left in the gym so that residents may clean up after themselves. The rules are posted in the gym with instructions reminding users to maintain the 6' social distancing requirements. Signs have been made that can be placed around the gym so that if someone is using a piece of equipment closer than 6' from the next piece of equipment they may place a sign on the neighboring equipment stating it is not for use to remain in compliance with 6' social distancing guidelines. Currently, only 3 people are allowed in the gym at a time. Residents are very happy that the gym is open again.

c. Fountain at Entrance

i. The fountain at the entrance is filled with algae. A quote from Triangle Pond Management (TPM) has been obtained to drain and clean the fountain. They will be coming out on September 28th to perform this service.

ii. A Maintenance contract for the fountain was also proposed. Currently, the only form of maintenance performed on the fountain has been adding chlorine tabs in the fountain as needed. There has not been anyone who professionally looks after the fountain. Because of this lack of routine maintenance, the pump is at risk of breaking down among other issues. If the fountain can be kept clean of algae by maintaining it like a pool, the pumps will last longer. During the cleaning, TPM will assess the condition of the pump, clean and make any other recommendations while the fountain is drained. TPM has proposed a fountain maintenance contract so that it is being monitored on a monthly basis. With this type of maintenance, it would only require a cleaning every three years. The benefits would be that a professional would be monitoring the fountain monthly which would prevent the fountain from being in its current state. The proposed

contract would be \$1200/year (\$100/month). Zack Taylor stated he would like to set up preventative maintenance by entering into this contract. Jule White stated that she feels this contract is also a good idea as approximately \$4000 was spent in 2019 on fountain maintenance and the cost of the contract is only \$1200. Ed Heffelfinger stated he would like to verify 2 items in the contract: treatment of the water as well as maintaining the level of water in the fountain. Zack Taylor stated that the treatment was included and would improve the quality of the water in the fountain. Jule White stated that the fill-valve for the water level is currently non-functioning. Ed Heffelfinger stated that the water level is not maintained in the contract. Zack Taylor recommended that while the fountain is being checked, the fill valve should also be checked. Ed Heffelfinger stated that he would like to see the contract include treatment products for the fountain and that they will top off the water as he feels the contract does not offer as much as he thought when he initially met with the representative from TPM. The contract was tabled for the time being. Ed Heffelfinger and Jule White requested to be there when TPM comes to clean it. Cathy Gilbert asked if it was necessary to have a service contract for monthly maintenance or would a quarterly contract be more appropriate. Michele Apple will follow up with TPM regarding the benefits of monthly services vs. quarterly service. Michele Apple stated that the pump was last replaced before 2017. Ed Heffelfinger made a motion to have the lights checked out during the fountain cleaning service. Cathay Gilbert seconded that motion. Ed Heffelfinger made a motion to table the maintenance contract. Cathy Gilbert seconded that motion.

5. Next Virtual Board Meetings:

1. Budget Meeting: November 19, 2020 3:00pm ET/12:00pm PT
2. Executive Board Meeting: October 22, 2020 3:00pm ET/12:00pmPT

6. Close the official HOA meeting (Zack)

7. State of the Complex –Wilson Properties (Michele)

- a. Vacancy stats
- b. Rental Rates
- c. Sales Information

Contact Information:

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