

Approved:

Zack Taylor – November 20, 2020

Ed Heffelfinger – November 20, 2020

Jule White – November 20, 2020

Cathy Gilbert – November 20, 2020

Kathy Waite – January 12, 2021

## **Avera Place Home Owners Association Meeting Minutes November 19, 2020 3:00pm ET/12:00pm PT**

1. Agenda – Zack Taylor
2. Establish Quorum: Zack Taylor, Ed Heffelfinger, Jule White, Cathy Gilbert and Kathy Waite present with Jeb Black and Michele Apple from Wilson Property Management.

At the July elections Brandon Hendricks was elected to the board, however, due to his busy schedule he stepped down and Kathryn Waite has joined the Board in his position. Welcome to Kathy Waite and thank you for joining us!

3. Old Business:
  - a. Retention Ponds Update – Jeb Black
    - i. Reviewed 9 of 10 devices with the City and agreed to certain work and were able to complete the work, they were inspected, and all 9 devices passed. There were a few items that could not be completed, planting of aquatic plants which can't be done during the winter. Everything passed by the Engineer and now it is with the City for review. Surveys are not complete and there is 1 pond that does not have designs, but it is not scheduled to be completed till October 2021. Anyone who is interested in the report please contact Michele Apple for the report.
    - ii. Regarding Pond #4 nitrogen levels: the report from the engineer indicates that we are within spec and the City is reviewing the information and Jeb Black is awaiting their response. This is the pond that could not be expanded due to the rock and issues it would cause to the surrounding buildings if blasting were to be done.
    - iii. Plantings will be done in the Spring. It has been contracted with Triangle Pond Management for the Spring.
  - b. Fountain – Zack Taylor
    - i. The Fountain was drained, and the lights have been removed, some stonework needs to be completed. At the last Executive Board Meeting there was a budget of \$500 set to have the interior patched and those patches painted before it can be refilled. The estimate for the concrete work was \$400, the estimate for painting came in above \$100. Michele Apple stated that the cost to complete would be approximately \$600. Ed Heffelfinger made a motion to approve the cost of \$600, Jule White seconded it.

- c. Handrails on property – Zack Taylor and Ed Heffelfinger
  - i. This complex was built in the early 2000s. Since then, new code requirements have been put in to place for areas with stairs that have more than 4 steps. The HOA Master Insurance Policy did an audit of our property and determined there were areas that need handrails erected. Ed Heffelfinger researched the current state building code and based on his findings, determined that there are 22 areas that will need handrails installed.
  - ii. Updated quotes have only been obtained from CTI. Onofrio said he will work on a revised quote. CTI's newest quote came in at \$13,650.
  - iii. Cathy Gilbert asked when the timeframe to complete the project was and Michele Apple stated that we have been working with the insurance company and they understand we have been seeking clarification regarding code and we have not been ignoring their requests.
  - iv. It was requested that two more bids need to be obtained by December 17, 2020 for the Executive Board can review and decide which company to go with. Also, it was requested to ask how long it will take and when they would be able to start the project.
  - v. There are 4 properties that are close with the 36" landing measurement so Ed Heffelfinger stated that he added them in to the included list of properties that need handrails because he figured it would be better to have them done instead of having to call the vendors back out. There are 19 locations that absolutely need the handrails but 4 of them were added as possible locations. 3 of the stairs need to be remeasured to make the determination, but Michele Apple will ask the vendors for quotes with 19 handrails installed or 22 handrails to present at the Executive Board meeting in December.

#### 4. New Business

- a. 2021 Budget – Jeb Black
  - i. HOA dues will not be raised for the 2021 fiscal year.
  - ii. **5100 - Building Maintenance:** line items 5115 (Plumbing), 5518 (Building Repairs), 5124 (General Maintenance Repair) remain the same. Fire Alarm Monitoring (5154) has been reduced due to the new phone line installation.
  - iii. **5200 - Grounds:** line item Grounds Extra (5204) has been reduced due to hiring Poof Be Gone to complete grounds clean up. The Grounds Contract has gone up a bit to accommodate the contract increase. 3 bids were obtained from other landscaping companies whose bids all came in exponentially higher than the renewal rate presented by Ruppert Landscaping. Retention Ponds (5211) has now been added into the Grounds category. The Retention Pond monthly charge is for Triangle Pond Management to look after the ponds, mow, keep trash out of them, ensure they drain properly so they do not slip back into disrepair. February's large charge will be for the licensed engineer to complete his inspection of the pond devices. The contract with Triangle Pond

Management will cover mowing and maintenance of the ponds which has previously been taken care of by the landscapers semi-annually. Triangle Pond Management will have a 1 year warranty on the aquatic plants installed. TPM will also be handling the removal of cat tails as part of the contract

- iv. **5300 – Pool:** No change has been made for the Pool Management Contract (5301). We hope that the pool will be able to run as normal for the 2021 season, but that will need to be determined closer to the pool season.
  - v. **5500 – Utilities:** All of these line items remain the same
  - vi. **5600 - General Expenses:** Accounting Fees (5602) remain the same. This is for the annual HOA audit and Legal Fees (5603) cover any expense that may come about because of resident accounts that are placed in collections or for any Executive Board legal questions. Insurance (5618) has crept up every year, it is currently up to \$92,000 but Jeb Black stated there are smaller communities with higher rates than this one so he does not feel uncomfortable with the premium amount. Transfer to Reserve (5627) a little over \$64,000 will be transferred into the reserve account.
  - vii. **7001 – Capital Expenses:** Roof Repair (7004) minor repairs and a roof assessment is included in this cost which will remain the same. Roofs will likely need replacements in the coming years. Drainage (7026) this amount of money is an estimate and will cover the work needed in the existing retention ponds that still needs work and is expected to be completed by October 2021. There are a couple of ponds that need minor work as suggested from the inspection completed this year. The underground storage under the putting green still has the same amount of sediment from when it was inspected 13 years ago so there is no work to be done there. There is some concern with pond #4 as it was dug down to the rock so in order to have the required plantings, some dirt may need to be added back in so the required plantings can be added to the pond.
  - viii. Budget questions and comments:
    - a. How much is in the reserve?  $\$283,350 + \text{CDs} = \$129,000$
    - b. Interest in the 50K CD rolled over in October so that amount should be updated.
    - c. Question about the  $-\$10,000$  under liability. Michele Apple explained that it is money received from the insurance for a claim where a bill has not yet been paid.
  - ix. Jule made a motion to approve the budget. Ed Heffelfinger seconded that motion.
5. Kathy Waite mentioned that there is broken glass and dog waste on the court. Also, the lights are not functioning property. Zack Taylor stated that he and Michele Apple have discussed the lights and that an electrician will be replacing the bulbs. It was further discussed that if anyone sees a resident on the courts using them to do anything other than play tennis or pickleball to call the Avera Place office so that staff may address the individual(s) improperly using the courts. Kathy Waite asked if

- folks who are in violation of the rules can be fined. It was stated if it can be determined who is violating the issues, a fine can be issued.
6. Question came in about the USPS delivery of packages. The USPS has determined that they will no longer deliver to the multi-story buildings due to package theft issues from being left in a high traffic area. Zack Taylor stated that the USPS made the decision and that the HOA did not make the decision to stop delivery at the multi-story building. Zack Taylor encouraged residents to call the Westgate USPS and speak with the Postmaster. Homeowner, Christine Sharples stated that she called the Westgate Post office and spoke with the supervisor who told her there is a policy that all communities with a large clubhouse or management on site are to receive packages. Avera Place did receive packages up until 2017, when the manager determined they would no longer accept packages at the office. The mail carrier took it upon herself to deliver the packages to the door at multi-story units until recently, when a substitute carrier filled in, she complained to a new supervisor about the delivery of packages to the multi-story buildings and it was then discovered that the regular mail carrier was delivering to the door. Ms. Sharples stated she does not understand why WPM has stopped receiving packages. Ms. Sharples stated that currently, she is unable to go to the post office due to health concerns regarding the pandemic. Currently, she has all packages re-routed to a friend 20 miles away and must have them loaded into her trunk to avoid any risk of catching the virus. Ms. Sharples would like to see a resolution to this issue.
  7. Next Virtual Board Meetings:
    1. HOA Meeting: January 20, 2021 3:00pm ET/12:00pm PT
    2. Executive Board Meeting: December 17, 2020 3:00pm ET/12:00pmPT
  8. Close the official HOA meeting (Zack Taylor)
  9. State of the Complex –Wilson Properties (Michele Apple)
    - a. Vacancy stats
    - b. Rental Rates
    - c. Sales Information

**Contact Information:**

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