

Approved:
Zack Taylor – 12/15/2021
Ed Heffelfinger – 12/15/2021
Jule White – 12/15/2021
Cathy Gilbert – 12/15/2021
Kathryn Waite – 12/15/2021

Avera Place Homeowners' Association Meeting Minutes

November 17, 2021 3:00pm ET/12:00pm PT

1. Agenda – Zack Taylor
2. Establish Quorum: Zack Taylor, Ed Heffelfinger, Jule White, Cathy Gilbert, Kathryn Waite with Jeb Black and Michele Apple in attendance.
3. Old Business: No old business
4. New Business:
 - a. Avera Place Entrance Sign – The sign at the entrance to the community was hit by a vehicle recently. Wilson Property Management contacted RPD to determine if a police report had been filed due to an accident that caused the damage to the entrance sign but there was no report filed. WPM contacted RPD to file a report. The officer who responded stated that likely the damage was a result of an Avera Place resident coming home and crashing into the sign. WPM is currently obtaining estimates so that repairs to the sign can be made. The damage does not require a sign replacement, only light masonry work.
 - b. 2022 Property Improvements – Feedback has been gathered from HOA members regarding areas that they are interested in seeing money allocated for the 2022 budgeting. These items include:
 - i. Pond Completion – currently, Triangle Pond Management is on site once/month to ensure the ponds are in compliance with City standards. The HOA has been working on bringing the ponds in to compliance for approximately 15 years. This project is nearing completion and after the budgeted repairs and work for 2022 the HOA anticipates only general maintenance expenses will need to be allotted toward pond expenses.
 - ii. Property Address and Directional Signage – Due to ongoing difficulties that emergency personnel and other services are having locating correct addresses, members have expressed that signage in the community needs updating.
 - iii. Handrails – This is an ongoing issue that will be completed in 2022. Per an audit of the HOA's Master Insurance, handrails at designated areas throughout the community are required to be installed. A vendor had been chosen earlier in 2021 but this vendor withdrew their bid as they determined they were unable to complete the project.

- iv. Roof Replacement – The 2017 Reserve Study indicated that roofs would need to be replaced starting in 2022. This project has been projected to take 4 years to complete.
 - v. Bylaw and Declaration Legal Review – The Bylaws and Declarations were created when the builder was still in charge of the HOA. These have not been reviewed since the HOA was turned over from the developer so it has been determined that they should be officially reviewed by an attorney.
 - vi. Clubhouse Rejuvenation – The Clubhouse is one of the original buildings on site. Due to existing damages and stenciled patterns on the wall, a touch up paint is not feasible at this time and the interior of the building will be repainted.
- c. Proposed 2022 Budget – The proposed budget has been prepared by Jeb Black of Wilson Property Management and the Executive Board has reviewed it. To better understand the adjustments to the proposed 2022 budget, we will review the Budget Comparison document that displays what was budgeted for 2021 and what has been spent thus far which assisted in identifying where budgetary adjustments were needed.
- i. 5100 Building Maintenance: Plumbing repairs: budgeted repairs for 2021 was \$10,000 but \$21,000 has been spent as of mid-November. This includes sewer line repairs. There were 4 major sewer line repairs, 2 projects that needed tree extraction, as well as one repair that required a 6' dig so the budgeted amount was increased to \$14,400 for 2022.
 - ii. Building repairs: \$42,000 was budgeted for 2021 but \$73,000 has been spent. Typically, there would not be so much of an overage, but there was an unanticipated major expense to repair the foundation at 11311 Involute Place (building 29)
 - iii. There was a slight increase in fire alarm monitoring as the promotional rate for the phone lines expire.
 - iv. Pressure washing was more expensive this year due to additional areas covered and a new company used (Vortex merged with Southern Outdoor Restoration).
 - v. 5200 Grounds: Grounds extra will increase by about 6k for fountain and additional grounds clean up
 - vi. 5300 Pools/recreations stayed about the same overspent by about 2400. This was due to shortage supplies in chlorine.
 - vii. 5500 Utilities: Contract price for trash is going up as well as water. Storm water cost is based on the amount of impervious surface and depending on how much impervious surface you have is how much you pay.
 - viii. 5600 – General Expenses: Increase in legal fees is for dues not being paid but will also include the review of declaration and bylaws. Insurance is going from \$92,000 to \$110,000. It is important to remind everyone that the amount is going up due to water tanks bursting so it's a good time to

remind everyone if your water heater is older, it would be prudent to be proactive with replacing.

- ix. 5700 Clubhouse expenses: These have not been adjusted as they are staying on track
- x. 7001 Capital expenses: Roof repair: \$10,000 was budgeted, \$30,000 was spent this year so far. Front railings has been budgeted at \$20,000. Drainage is budgeted at \$25,000 for 2021. This budgeted expense should complete the necessary work. The cost for annual inspections after 2022 will be approximately \$2,000/year.
- xi. Signage has been budgeted at \$20,000. We are looking at signs that will better ID buildings as well as directional signage at the multi-story buildings and near the traffic circle.
- xii. Monthly HOA Assessment: With the upcoming expenses, we will need to raise the dues by 10%. This will not be a flat fee increase, but 10% raise in current dues amount. In reviewing previous year increases, a flat fee dollar amount raise in dues has only been performed twice, all other times it was a percentage-based increase. Cathy Gilbert pointed out that the dues at Avera Place are on par with other complexes of the same age throughout Raleigh. Of the properties reviewed, the dues amounts have ranged from \$301 to \$180.
- xiii. Ed Heffelfinger made a motion to approve the budget with the 10% dues increase. Jule White approved this motion.

5. Next Virtual Board Meetings:

- 1. HOA Meeting: January 19, 2022, 3:00pm ET/12:00pm PT
- 2. Executive Board Meeting: December 15, 2021, 3:00pm ET/12:00pmPT

6. Close the official HOA meeting (Zack)

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

Contact Information:

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