

**Minutes approved:**

Zack Taylor: 6/22/2022

Ed Heffelfinger: 6/22/2022

Jule White: 6/22/2022

Cathy Gilbert: 6/22/2022

Kathryn Waite: Not in attendance

**Avera Place Home Owners Association Minutes**

**May 25, 2022 3:30pm ET/12:30pm PT**

1. Agenda – Zack Taylor
2. Establish Quorum: Zack Taylor, Ed Heffelfinger and Jule White, with Jeb Black and Michele Apple from Wilson Property Management.
3. Old Business:
  - a. Roof Update – Jeb Black: Still in process of inspecting and have sent a sample report of those roofs that are completed. The company indicated the inspections would be complete this week. What was sent has been forwarded to Michele Apple and Zack Taylor and the rest of the reports should be forwarded by the end of this week. Currently, there are 51 buildings have been completed, with 9 buildings remaining. The company will give 9 complete reports with pictures, etc. There will be 2 of each type of building plus and an additional for a 3 story plus the estimate of work in prioritized order.
  - b. Property Signage Update – Michele Apple: Contract has been signed, 50% down payment needs to be dropped off and after the proofs have been submitted and reviewed the work can begin. There will be new signs for each building that will contrast more with the buildings and be placed in more visible areas (signs are not to be placed in areas where there are obstructions). Also, signs will be placed at the traffic circle to indicate certain roads and which side of the property they are located and identification signage for the multi-story buildings. Work will hopefully be completed by the next time we are online for the July meeting.
  - c. Pool Update – Michele Apple: The pool opened Sunday, May 1, 2022. Residents are coming in getting their key cards reactivated and there have not been any issues thus far. Pool furniture is on deck this year because the mandate for cleaning is no longer in place. However, management is waiting for spray bottles

that have been ordered to arrive so that if residents would like to spray the furniture to clean it before use, they are able to do so. The grill is not out currently due to the gas timer being broken and causing a safety issue. We have a vendor who is waiting for a part to come in so the repair can be made.

#### 4. New Business

- a. Power Washing and Gutter Clean-Out: Michele Apple – Gutters and Power washing will occur June 20 through June 24, 2022. June 20 – June 21/22 gutters will be cleaned out at the villa units and then the remainder of the week the buildings will be power washed. Management will be hanging notices at every door reminding residents to remove items staff from Taylor's Pressure Washing has access to areas to complete their task and so that no resident items are damaged by chemicals used for power washing. The villas will be washed as they have in past years and this year the breezeways as well as the exterior of the multi-story buildings will be washed.
  - b. Annual Meeting in July – Zack Taylor: There are 2 openings for the 2022 election year. If interested in running for an Executive Board seat, please submit a 300 word or less write up about yourself and why you are interested to Michele Apple by June 9, 2022. Any write ups received will be included in the meeting notice that is sent out. Members who wish to run may also self-nominate the day of the meeting and all members who would like to be considered for a position on the Executive Board will be able to introduce themselves before voting. Each member elected will fill a 2-year term and each election cycle the elected members meet to determine the board seat assignments.
5. The 2023 budget meeting will be in November. Submit any items for 2023 Budget consideration to Michele Apple by July 15, 2022. There have been ideas in the past that were submitted that have come into fruition. These types of ideas need to be considered in advance for any estimates to be obtained, decisions to be made so that items can be worked into the budget. For example, due to the rising cost of chlorine and the limited methods of adding it to the pool, the Executive Board will be obtaining quotes to change over to a salt-water pool. If any proposed improvements are presented during the budget planning time frame, these items can be carefully

considered so that desired improvements can be made without excessive spending. Ed Heffelfinger has requested that a consideration be made to open the pool a week later and/or extend the pool season by a few weeks. Zack Taylor stated this will be added to the list of items to consider.

6. Next Virtual Board Meetings:

1. Annual Meeting: Wednesday, July 20, 2022, at 3:30pmET/12:30PM PT.

Please be on the lookout for your annual meeting notice to be in your mailbox in late June. If you cannot attend, please be sure to complete a proxy for each property you own so that the mandatory quorum for the annual meeting is met.

2. Executive Board Meeting: June 22, 2022 at 3:30pmET at the Clubhouse

- d. Close the official HOA meeting (Zack)
- e. State of the Complex –Wilson Properties (Michele)
  - a. Vacancy stats
  - b. Rental Rates
  - c. Sales Information

**Contact Information:**

**Michele Apple, Property Manager**

Avera Place Office 919.957.0116

[averaplace@wpminc.net](mailto:averaplace@wpminc.net)

Jeb Black - [jebbblack@wpminc.net](mailto:jebbblack@wpminc.net)