

Approved:

Zack Taylor – 9/24/2022

Ed Heffelfinger – 9/23/2022

Jule White – 9/23/2022

Cathy Gilbert – 11/3/2022

Kathy Waite – 9/23/2022

Avera Place Home Owners Association Meeting Minutes

September 21, 2022 5:30pm ET/2:30pm PT

1. Agenda – Zack Taylor
2. Establish Quorum: Zack Taylor, Ed Heffelfinger, Cathy Gilbert, Kathy Waite, with Michele Apple from Wilson Property Management.
3. Old Business:
 - a. HOA Executive Board July 2022 – July 2023:
 - Zack Taylor – President
 - Ed Heffelfinger – Vice President
 - Jule White – Treasurer
 - Cathy Gilbert – Secretary
 - Kathy Waite – Member at Large
 - b. Property Signage Update – New address signage has been installed at all 60 buildings. The directional signage for the traffic circle and the directional signage to be placed closest to the multistory buildings was delayed due to the location of underground utilities. The necessary digging could not be done without the possibility of damaging cable utility wires. The vendor came up with a solution so that there would be no damage when the signs are installed and they are scheduled for installation on Wednesday, September 28, 2022.
 - c. Additional Dumpster – The dumpster pad and coral at the corner of Centway Park Drive and Huntscroft Lane closest to 2501 Huntscroft Lane was extended so an additional dumpster could be placed to accommodate the constant overflow of trash that occurred weekly at that location. Since the dumpster was added, trash piling up outside of the dumpster is no longer an issue. The extension of the coral caused a traffic visibility issue, so a stop sign was placed on Centway Park Drive before the intersection to prevent accidents.

d. Roof Repairs – The Reserve Study from 2017 indicated that the roofs would need to be replaced starting next year or the year following. Since it will be such a large expense, they will be replaced over the course of 3-4 years. The Executive Board hired NKS Contracting to assess the conditions of the roofs to help determine which roofs would need replacement first. While they were on the roof, they compiled a list of repairs that will allow a couple more years of use from the roofs while they are in the queue to be replaced. These repairs included ripped shingles, damaged boots, rain collars, exposed nail heads/pop nails, missing ridge cap shingles and various other issues that totaled approximately \$75,500. Due to the cost, Zack Taylor opened the topic up for discussion. He stated that while these repairs would ultimately be ripped out when the new roofs are installed, he felt it was important to complete the repairs to avoid damage to member's property that would be a result of necessary repairs. Ed Heffelfinger stated that he feels it is better to be proactive rather than reactive and had issue with approving the work to be completed. He noticed that on the estimate of work provided, there are 3 buildings that require approximately \$5,000 worth of repairs. He stated he would like to know the cost to replace those roofs as opposed to making the temporary repairs. Based on the dollar amount of repairs needed at those three sites, it seemed like those roofs would require replacement in the first round and he felt the money was better spent toward roof replacement if all the repairs would just be ripped up in a year's time anyway. He also pointed out that the estimate included the replacement of 5 dryer vents at building 25, however, there are only 3 units at that building. He stated he could go along with the rest of the repairs but wanted to get estimates for roof replacement at buildings 14, 23 and 25. Zack Taylor asked that the minutes reflect that the estimate from NKS Contracting shows 5 dryer vent replacements for building 25 and stated that WPM will need to seek clarification on that and report back with any correction to work and price. He also stated that Ed Heffelfinger brings up a valid point regarding the cost to repair the 3 identified roofs as opposed to replacing them. Cathy Gilbert stated that she agrees with Ed Heffelfinger and that if the roofs are in such bad shape, they need to start being replaced. Zack Taylor stated he does not want

to wait to start repairs until after the replacement estimates are obtained. He made a motion that repairs be approved for 57 buildings and that estimates for roof replacement for buildings 14, 23 and 25 be gathered immediately. Cathy Gilbert seconded the motion. Nobody opposed. Once those estimates are presented to the Executive Board a decision can be made on how to proceed with roofs of the 3 identified buildings. Member questions regarding roofs:

- i. *Can we afford to replace those 3 roofs right now?* Zack Taylor stated he is unsure if that can occur as the Executive Board would need to consult with the treasurer, who was unfortunately not on the call. She would be able to speak to the financial aspect of this matter. Obviously, if there is not enough money, the matter will need to be brought back to the members for consideration.
- ii. *Is the \$75,000 estimate for roof repairs accurate?* Zack Taylor stated that if all 60 roofs were repaired then the estimate of \$75,500 is accurate, however, if the roofs at building 25, 23 and 14 were replaced the estimate would be adjusted and be less than \$75,500. Of course, the cost of replacing those 3 roofs would be exponentially more than just having the repairs completed.
- iii. *Will there be any special assessments? Which roofing companies will be considered?* It is unknown at this time if there will be a special assessment, but it may be something that will need to be considered. A roofing company was selected to complete the repairs, but a company has not been selected at a contract price to complete roof replacements. The focus of ordering the roof assessment was to determine which roofs were in most need of replacement and to determine if the timeline as presented in the Reserve Study for replacement was accurate.

4. New Business:

- a. Carwash – The car wash is an amenity that has been discussed at length by the Executive Board. It is common knowledge that it is used by nonresidents, and it has been speculated that much of the damage requiring maintenance is caused by the negligence of those nonresidents. But there is no way to restrict access which

leaves this amenity available to anyone who comes on property. In the past, the timer for the vacuum has been broken into so that it can be reset allowing the vacuum to be used at previously restricted timeframes so as not to cause disturbances to residents closest to the carwash. The water hoses need to be replaced frequently because they are not hung back up after use and then get run over causing the hose opening to be crushed rendering it unusable. The wall closest to the dumpsters is continuously hit by vehicles and is currently in need of an extensive repair as the brick is falling away from the building. One of the most frequent expenses is due to the drainage grates in the bays getting clogged with trash and/or other debris. This is such a frequent occurrence that the Executive Board has decided to shut down the carwash on October 1 to find a solution to prevent the drains from getting clogged. The cost for the masonry repair is \$2000, or \$1800 for the wall/masonry repair and an additional \$200 for a bollard to be installed. Zack Taylor made a motion to move forward with the masonry repairs as well as bollard installation. Kathy Waite seconded the motion. Nobody opposed. Member questions/comments regarding the car wash:

- i. *How long is the car wash typically closed for drainage cleaning?* This depends on what will need to be completed so that the drainage does not continuously clog creating maintenance expenses.
- ii. A member made the comment that it seems like a lot of wasted money to invest in the car wash.
- iii. *Is there a way to add scanner/electronic key card access to the carwash, similar to the pool gate?* This option was discussed many years ago but due to the speculated cost of running wires for the control panel in the Clubhouse to the carwash, it was not pursued. It was noted that due to developments in technology it may not require wires to be run, lessening the cost and may be worth revisiting. While the vacuum could be activated by a scanner/electronic key card, it is questionable if that would work for the water. A member stated that a keypad with a code allowing access might be a cheaper option than

getting the keycard access run to the carwash. A newer resident stated that they enjoy the carwash and like the coded keypad access idea.

- iv. *Could the stalls be enclosed to add more dumpsters?* When the Executive Board was trying to determine a solution to the trash issue, that location was considered for additional dumpsters.

b. Items being considered for the 2023 budget are as follows:

- A new pool management company
- A new landscape management company that will better suit the property's needs as there have been many recent issues with the quality of work. Due to these issues, the Executive Board is working toward finding a company that will be able to bring the entire property up to par.
- Completion of the edging for the rock beds in front of the units so that the rocks contained
- Restriping and renumbering the parking lots at the multi-story buildings, overflow lots, and the Clubhouse. Additionally, striping to indicate a no parking zone at the corner of Involute as there have been issues with residents parking on both sides of the road which recently caused an accessibility issue for emergency vehicles.
- Cutting back of the trees property wide as they are currently hitting windows in the 3 story buildings and resting on roofs of villas which will result in roof deterioration. The current landscapers do not cut anything above 12' per the contract agreement.

**If you have feedback on the priority of these proposed budget considerations, please email Michele Apple so it can be relayed to the Executive Board at the next Executive Board meeting.

5. Miscellaneous comments and requests:

- a. One of the tennis court nets needs to be replaced and one of the nets is missing the height adjustment strap.
- b. Parking stickers/hangers for assigned parking at the multi-story buildings. This is a nominal cost and does not need to be worked into the budget. Kathy Waite

stated she would like to see a tag/sticker for all residents so actual residents could be identified. She saw a cab drop a person off at a car at one of the overflow parking lots and that individual drove off property making it seem like he was using the property for free parking while traveling. It was stated this would be a difficult to enforce due to residents who have visitors, but the option could be further explored.

- c. Ed Heffelfinger requested that another no parking sign with an arrow pointing to the left to be installed where the other no parking signs are because there have been some residents stating the current sign placement is unclear.
6. Next Virtual Board Meetings:
 1. HOA Budget Meeting: November 16, 2022, at 5:30pm ET/2:30pm PT
 2. Executive Board Meeting: October 19, 2022, 5:30pm
 3. Executive Board Meeting: December 7, 2022, 5:30pm
 7. Close the official HOA meeting (Zack)
 8. State of the Complex –Wilson Properties (Michele)
 - a. Vacancy stats
 - b. Rental Rates
 - c. Sales Information

Contact Information:

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