

Approved:

Zack Taylor – 1/24/2023

Ed Heffelfinger – 1/25/2023

Kathryn Waite – 1/26/2023

Jule White – Not in attendance

Cathy Gilbert – Not in attendance

Avera Place Home Owners Association Meeting Minutes

January 18, 2023 3:30pm ET/12:30pm PT

1. Agenda – Zack Taylor
2. Establish Quorum: Zack Taylor, Ed Heffelfinger, and Kathy Waite in attendance, with Michele Apple from Wilson Property Management.
3. Old Business:
 - a. HOA Dues Increase
 - i. A member inquired as to why the HOA increase was a flat fee stating that \$15.00 was a disproportionate increase for the smaller units in relation to larger units. What the HOA Executive Board has done over the past few increases is to alternate the increases between a flat dollar amount and a percentage base in an attempt to keep increases fair across the different sized units.
 - ii. Dues have been coming in for the correct amount, however, there are still some members who have not updated their autopay amount with their bank. Small balance letters have been sent out to those members to remind them of the increase.
 - b. Brightview Landscapers
 - i. Brightview was on property January 2 when the property manager arrived on site. The Property Manager reports that Brightview is doing a great job and has made a noticeable difference in the time they have been on property. Their current schedule is Friday and Monday. They mowed and edged on their first visit stating it was necessary. In addition, they have been collecting leaves on property. They have been collecting leaves from under bushes and in mulch beds where the prior landscape company did not. Feedback has been positive with the landscape management change.
 - c. Roof Replacements
 - i. The decision for the 3 roof replacements for 2530 Friedland Place (building 14), 11300 Felucca Place (building 23) and 11330 Involute Place (building 25) was discussed at the December Executive Board Meeting. The Executive Board determined they would like to have input from Jeb Black on which of the 3 proposals he thought looked best. His opinion was to use CTI as their bid was less expensive, they have an equal warranty

except their warranty for the pipe boots which is a 20 year vs. 10 years, they are installing 8" flashing (larger than from the other vendors), and that any plywood replacement would be \$75/sheet vs. \$96/sheet. In addition, he stated that Roofwerks will replace all wall flashing but it will often tear up the siding which would be an additional cost for the HOA and CTI replaces as necessary. Ed Heffelfinger and Jule White both agreed with Jeb Black's opinion, and Jule White pointed out that the CTI bid includes a complimentary 3 year follow up visit to check on the roofs.

- ii. Ed Heffelfinger made a motion to have CTI replace the 3 roofs. Zack Taylor seconded the motion. There were no objections.

d. Tree Pruning

- i. At the Executive Board meeting in December, 2 bids for tree pruning had been ruled out and the Executive Board was waiting for a 4th bid from the new landscape company, Brightview. The bid from Little Squirrels was 10 pages and listed each building and the trees that would be cut back with an additional page for the trees around the Clubhouse and pool. The bid from Brightview was 3 pages and also listed each building and the trees they would be cutting back. When Michele Apple compared the two estimates, the Little Squirrels bid included more trees and more extensive work. While both bids are comprehensive, Michele Apple did not go back to Brightview to ask them to give a bid with the exact same work due to the prices being so close but the scope of work with Little Squirrels being so much more in depth. To match that scope of work, the bid from Brightview would ultimately surpass the bid from Little Squirrels in cost. In addition, the tree removals from Little Squirrels will assist to bring down the cost for future plumbing costs as several of the trees currently impact the plumbing and have caused main drain backups throughout out property.

Brightview Bid: \$44,155.63 to remove 1 tree and prune 334 trees around the buildings

Little Squirrels Bid: \$51,325.00 to cut back 345 trees as well as removal of 40 trees (to include grinding of the stumps) and removal of volunteer saplings. These are saplings that come up from seed all by themselves that can be a real nuisance because they tend to sprout in areas where more vegetation is not needed.

- ii. The total for pruning around all 60 buildings from Little Squirrels was \$51,325.00. Michele Apple brought up an additional area that Little Squirrels bid on that was not included with the residential work. The bid for the Clubhouse and the pool areas is an additional \$ 1,975.00 and includes the pruning of another 15 trees. This would bring their total cost to \$53,300. The Executive Board designated \$60,000 in the 2023 Budget to cover the pruning of overgrown vegetation.

- iii. Zack Taylor made a motion to use Little Squirrels for the property's tree pruning to include the bid for the 60 residential buildings and the bid for the trees at the Clubhouse and pool area. Kathy Waite seconded the motion. There were no objections.
- iv. Michele Apple spoke with Little Squirrels in December who stated that February would be the best time of the year to perform these services. Because their scheduling gets full early in the year, Michele Apple requested for the project to be penciled in for February to not miss the window should the Executive Board choose their bid. Michele Apple stated she would send out notifications to all residents once the dates of service were confirmed.

4. New Business:

- a. Multi-story building fire alarm panels/telephone lines
 - i. Every 2 and 3 story building has Fire Alarm Control Panel (FACP). Several of the panels are monitored by a company that will dispatch the Raleigh Fire Department should an emergency arise. The FACP communicates with the monitoring company through the phone lines. Previously, Windstream provided service for these phone lines but due to the high monthly expense and multiple issues with the service, the HOA changed service providers. Now the FACP communicates with the monitoring company via modem telephone lines. For the latter part of 2022, the modem phone lines have been experiencing outages and issues communicating with the monitoring company. This has caused the property manager to attempt time consuming trouble shooting efforts with the cable company, and if those efforts were unsuccessful, costly service calls and/or repairs from Unifour, as well as a few instances of fire watch. If a building's FACP phone lines cannot communicate with the monitoring company, fire code requires a person to physically watch the building. This person must note every 15 minutes that there is no trouble, and these logs must be submitted to the Fire Marshall until any issue is cleared up. In speaking with a technician who works on the FACPs and was previously employed with the cable company installing modem phone lines, Michele Apple was informed that the modem phone lines do not always work well with the FACPs. During the last service call in late December, a technician installed a temporary radio at 2410 Huntscroft to demonstrate the reliability of service with the radio vs the modem. Unifour has suggested that all monitored FACPs have the cable modems replaced with radios so that the service issues (and costly service calls, fire watches, etc.) are no longer necessary. Zack Taylor asked how much the phones cost currently. Michele Apple stated the monthly bill is approximately \$780.00. Zack Taylor asked about the monthly cost for radios. Michele Apple stated that as she understood, there is no monthly cost for

radios, and she was unsure if having radios installed would cause a change in cost to the annual monitoring fee. Michele Apple stated that she has requested this information from Unifour and will distribute it as soon as possible. Zack Taylor stated this is something the HOA Executive Board will review as the FACPs need to remain consistent in their operation for safety purposes.

5. Future Meetings:

1. Executive Board Meeting: February 22, 2023, 3:30pm
2. HOA Meeting: March 22, 2023, 3:30pm

6. Close of the official HOA meeting

7. State of the Complex –Wilson Properties

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

Contact Information:

Michele Apple, Property Manager

Avera Place Office 919.957.0116

averaplace@wpminc.net

Jeb Black - jebblack@wpminc.net