

Approved:  
Zack Taylor – 12/13/2023  
Ed Heffelfinger – 12/13/2023  
Jule White – 12/13/2023  
Cathy Gilbert – 12/13/2023

## **Avera Place Home Owners Association Meeting Agenda**

### **November 16, 2023 3:30pm ET/12:30pm PT**

1. Agenda – Zack Taylor
2. Establish Quorum – Zack Taylor, Ed Heffelfinger, Jule White, and Cathy Gilbert with Michele Apple from Wilson Property Management
3. Old Business:
  - i. Parking Lots – Parking lots have been restriped and renumbered.
4. New Business:
  - i. 2024 Budget Review
    - a. Income: Income was raised from last year. From the 2017 Reserve study, it was suggested that income should be raised up each year for 5 years but because of Covid, it was not. The Executive Board decided to announce the dues for the next 2 years so everyone could plan ahead.
    - b. Expenses:
      - 5115 Plumbing Repairs: In 2022, there were several plumbing lines that had tree roots growing into them causing this line item to be increased for 2023. There were not as many repairs in 2023 as anticipated so this line item has been reduced for 2024. Previously it was at \$18,000 to \$14,400.
      - 5118 Building Repairs: This amount was raised from \$48,000 to \$66,000. As the buildings are getting older, repairs are getting more frequent. This line item also includes patches to the roofs.
      - 5124 General Maintenance: Remains the same
      - 5126 Extermination/Termite Bond: went up approximately \$700 to match what the expense was for 2023.
      - 5130 Misc Repairs Fire System & Ext: This was raised to \$15,000 to cover the repairs that are found during inspections to the entire fire system (i.e., extinguishers, sprinklers, alarms, panels, etc.)

- 5131 Exercise Room Expenses: This line item was added in. The cost of quarterly maintenance of the gym equipment has typically been paid from a different line item, so to help clarify, this line item was added.
- 5135 Gutters Repairs/Cleaning: The HOA has received 4 bids for gutter cleaning. The Board has not made a decision on which vendor to use, however, based on the quotes received, it is anticipated that the total will be no more than \$10,000.
- 5136 Pressure Washing: Raised to \$18,000 based on what was paid for 2023
- 5143 Sprinkler System: This number has been adjusted to reflect the cost of the multiple inspections that occur in addition to the final safety inspection carried out by the Fire Marshal.
- 5154 Fire Alarm Monitoring: That amount was lowered to \$3465
- 5201 Grounds: The HOA is continuing the contract with Brightview, and they have agreed to keep their service price the same for 2024.
- 5204 Grounds Extra: This has been raised to \$30,000 from \$25,000 as it is more in line with the amount spent for 2023 thus far.
- 5211 Retention Ponds: Amount has been increased to include the estimated \$10,000 worth of work that needs to be completed as well as the monthly pond maintenance completed by Triangle Pond.
- 5301 Pool Management Contract: This amount increased from 2023. A new company will be managing the pool for the 2024 season, however the increase in this line item is a bit less than what the 2024 rate was set to be with the old pool management company.
- \*Currently, pool supplies for the pool season for inspections, etc are being categorized as grounds extra. It was suggested that a new line item be added to the 2025 budget to reflect these costs.
- 5303 Pool Permits: Remains the same.
- 5501 Utilities – Electric: This was increased by \$2400 to better reflect the amount that will have been spent for 2023.
- 5502 Utilities – Area Lights: This was increased to better reflect the amount that will have been spent at the end of 2023

- 5503 Utilities – Water: This line item was lowered slightly to reflect the amount that will have been spent in 2023.
- 5506 Utilities – Irrigation: This line item went down due to repairs that had to be made in the irrigation system that are not anticipated for 2024.
- 5510 Trash Disposal: This line item remains the same for 2024
- 5513 Storm Water Fee:
- 5602 Accounting Fees: This line item reflects what was spent in 2023 for the audit.
- 5603 Legal Fees: These fees remained the same for 2024.
- 5606 Postage: This line item was lowered to be more in line with the amount spent for 2023.
- 5611 Meeting Expense: This line item was kept at \$600, however, it is anticipated that it will not be this amount as the HOA explores other, potentially less expensive platforms to host HOA meetings.
- 5613 HOA Management Fee: This line item remains the same from 2023.
- 5618 Insurance: This line item was kept the same. The 2023 line item ended up being more than what will have been spent so the HOA has kept the amount the same for 2024 in the event the amount is raised.
- 5627 Transfer to Reserve: This line item was added back into the budget and the HOA will begin automatically transferring \$10,000 to the reserve every month.
- 5703 Clubhouse General Cleaning: This amount remains the same.
- 5704 Clubhouse Telephone Expense: This amount remains the same.
- 5706 Business Center Expense: This amount remains the same.
- 5709 Clubhouse Cable/Internet: This amount remains the same.
- 5711 Business Center Supplies: This amount remains the same.
- 5712 Clubhouse Copier Maintenance: This line item increased slightly to reflect an increase in the contract price.
- 5713 Clubhouse Repair: This amount remains the same.

c. Income

-For anyone who has not read the reserve study completed in 2017, it can be found online at wpminc.net. The reserve study has identified maintenance projects that must be completed as the property ages. When the HOA dues have increased the past few times, it has been done on an alternating scale between a set dollar amount and a percentage amount to prevent the difference in dues amounts for a 1 bedroom and 3 bedrooms from increasing too much. HOA dues can only be increased by 10% and the reserve study stated an increase was needed every year from 2017 to 2023 but due to Covid, dues were not raised in 2020 or 2021. Dues will increase for 2024 and the HOA decided to post the increase that will occur in 2025 as well to assist with everyone's budgeting.

<b>Condominium Style</b>	<b>2022 HOA dues rate (10% increase)</b>	<b>2023 HOA dues rate (\$15.00 increase)</b>	<b>2024 HOA dues rate (10% increase)</b>	<b>2025 HOA dues rate (\$18.50 increase)</b>
Ascot (1003 sq.ft. 1/1.5)	\$156.51	\$171.51	\$188.66	\$207.16
Brighton (1231 sq.ft. 2/2)	\$182.27	\$197.27	\$216.99	\$235.49
Breckenridge (1266 sq.ft. 2/2, 1 car back)	\$186.45	\$201.45	\$221.59	\$240.09
Bradford (1286 sq.ft. 2/2, 1 car front)	\$188.49	\$203.49	\$223.83	\$242.33
Carlisle (1400 sq.ft. 3/2, 2 car front)	\$201.38	\$216.38	\$238.01	\$256.51
Canterbury (1434 sq.ft. 3/3, 2 car back)	\$205.22	\$220.22	\$242.24	\$260.74

- With the Reserve Study being completed in 2017, the Executive Board has discussed getting another study so the numbers can be more accurate than the costs estimated pre-Covid and inflation.
- Questions:
  1. Why are dues going up? The Reserve Study recommended a dues increase to cover the expenses that will cover general maintenance items, such as roof replacements. The money is not for enhancements.

5. Future Meetings:

1. Executive Board Meeting: December 13, 2023 3:00pm

2. Online HOA Meeting: January 17, 2024 3:30pm
6. Close the official HOA meeting (Zack)
7. State of the Complex –Wilson Properties (Michele)
  - a. Vacancy stats
  - b. Rental Rates
  - c. Sales Information

**Contact Information:**

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