

The regular bimonthly meeting of the unit owners of the Avera Place Home Owners Association was held on September 16, 2024 at 5:30pm via a Zoom call, meeting ID 859 2112 2824, with President Suzanne Martin serving as chair and Secretary Jule White present.

1. The meeting was called to order by Suzanne Martin. The agenda was reviewed. Jule White made a motion to approve the agenda as written. Zach Taylor seconded the motion.
2. Quorum was established with all board members present: Suzanne Martin, President, Ed Heffelfinger, Vice President, Teresa Murray, Treasurer. Jule White , Secretary and Zach Taylor, Member at Large
3. Suzanne welcomed those present and introduced the recently elected board for 2024-2025.
4. Crystal Lynn reviewed the recent staffing changes for Wilson Property Management (WPM). Crystal is Assistant HOA manager for WPM. The Property Manager position is currently vacant and applicants are being interviewed. Bruce Young will no longer be on-site for maintenance. At least 6 WPM employees will replace him. Crystal requested that all owners leave a unit key at the office for emergency maintenance.
5. Reports were given by Suzanne Martin, President, and Jule White, former Treasurer.
6. Crystal Lynn reviewed the changes and processes for submitting individual unit work orders and community wide work orders including concerns and requests from vendors. All work orders will originate off-site and WPM staff will be sent to Avera Place. Individual owners have a responsibility for completing needed repairs in their units. Written documentation of individual owner's responsibilities and the Association's responsibilities for maintenance and repair were shared. Residents were reminded of the need to properly dispose of trash, cardboard, and recycling and the importance of parking in designated areas. Fines will be enforced for non-compliance.
7. Suzanne Martin gave updates on sprinkler testing/inspections, electric hand dryers for the clubhouse bathrooms, and the budget adoption process. Owners were asked to submit items for consideration to Crystal Lynn by 5pm September 23, 2025.
8. Suzanne Martin stated that the 2023 Financial Audit and 2023 Reserve Study have been completed and will be available for review in the near future. Five roofs have been replaced. Based on recent roof assessment all roofs will be

replaced over the next 5 years. Recent Stormwater Retention Pond Inspection identified deficiencies needed to meet compliance. Crystal Lynn is working with Triangle Pond Management to complete necessary repairs by October 31, 2024 to avoid fines. Hagan Pest Control is completing annual termite inspections. Current contracts with various vendors are being reviewed by Board and WPM. The current Board will be sharing more HOA information as well as organizing opportunities for more resident input into enriching community life at Avera Place.

9. The dates of future HOA meeting were shared by Suzanne Martin. Zach Taylor made a motion to adjourn the meeting. Ed Hefflefinger seconded the motion. The meeting was adjourned at 6:30pm.

Jule White, Secretary

The following document was e-mailed to owners and board members prior to meeting:

1. Agenda
2. Balance Sheet
3. Budget comparison from January to August
4. Appendix B: Declarations, Sections XIX-XX