

## **WHOA Board of Directors – Meeting Minutes for April 14, 2020 Meeting**

**Present: John Cambier (President), Betty Turnbull (Vice President), Amanda Sosebee (Treasurer), Elizabeth Martin (Secretary), Jim Fleming, Donna Wolf, Katrina Portwood, Jacob Hildebrand (CAS).**

**Absent: Adam Friedman.**

### **1) Call to Order/ Approval of prior minutes**

- a) Meeting was called to order by the President at 7:02 pm. The meeting was held virtually via Zoom due to pandemic and social distancing orders.
- b) Minutes of the February 2020, March 2020, March 17, 2020 and April 8, 2020 were edited and approved unanimously.

### **2) Due Process Hearings – None.**

### **3) Old Business – none**

- a) Cameras at the Pool/Parking Area: previously tabled until April 2020 was tabled until May 2020. It is unclear if/when the pool will open in this pandemic.
- b) Insurance Update:
  - i) Umbrella Policy proposal has been offered. Discussion postponed until May 2020.
  - ii) Regarding subcontractors and the management of work for the HOA, the Board instructed Jacob in March 2020 to get quotes from companies regarding managing a variety of HOA needs involving grounds maintenance that does not currently fall under Brightview and clubhouse maintenance/ organization needs. David White submitted a formal proposal in time for this meeting, but John asked for a summary of what that usual work would be over the course of a year and total estimated cost structure. Jacob did not obtain those bids during this pandemic time, but Jacob will obtain estimates of David's hours and the work typically done by himself, Mark Germana and others and CAS will offer a bid regarding their fee to oversee all the work that David usually oversees and bring that to us to consider at our next meeting.
- c) Handbook Revisions –Betsy submitted to the Board revisions, but additional work is required. A small group of volunteers intended to gather over the month of March to continue the revision process, but given the pandemic and volunteers' other responsibilities, the volunteers were not able to meet. The handbook revisions will be completed over the summer months.

### **4) New Business**

- a) Homeowner requested assistance with a neighboring homeowner whose home may have a water leak. CAS has been instructed by the BOD to communicate to the homeowner that the Durham City Management Department has identified a water leak on the homeowners property that should be resolved.
- b) Annual meeting – has been postponed due to the pandemic social distancing requirements.

**5) Committee Updates**

- a) **Building and Grounds – David White attended a portion of the meeting to provide an update from this committee.**
  - i) The group is not meeting during this pandemic.
  - ii) **Brightview: David will be meeting with the branch and current account manager to discuss the concern that the quality of the work has been significantly worse over recent changes in the Brightview team.**
  - iii) **Tree Removal Work – Homeowner noted that a number of the Leyland Cyprus trees on her property are on city property not her property. The Board agreed that whether city or personal property, the HOA should not pay Bartlett the \$1200 to remove these trees. Jacob will take the homeowner’s plat from David and go to the City to determine who is responsible for taking down the Leyland Cypress trees along this portion of the property given the diseased state of these trees.**
  - iv) **Swimming Pool Painting – David has corrected some painting errors. Stillwaters will have a plastering or painting the pool quote ready for the May meeting and the pool passed inspection, so we can open the pool when it is allowed by the City/County.**
  - v) **Annual Geese removal: We have fewer geese than we have had in previous years, and David will continue to manage this situation.**
- b) **ARC Requests:**
  - i) **Chairman requested some assistance with Smartwebs because the CAS management system does not communicate well with Smartwebs, and Smartwebs emails aren’t going out well and are stuck in homeowners’ junk mail. The system costs our HOA \$170/quarter and organizes all our ARC requests. Board asked the ARC Chairman and Jacob to consider how to make the current system work well or to submit clear alternatives for the continued processing of ARC applications.**
- c) **Neighborhood Watch: No update.**

- d) **Communications** –Annual meeting has been postponed due to pandemic. Betty sent the newsletter and it was very well received by our community.
- e) **Recreation Committee:** Annual spring egg hunt and all other gatherings have been cancelled.
- 6) **Financial Report**
  - a) **March 2020 Financials** –All were reviewed and look good.
  - b) **Aged Owner Balances** – in non-public notes.
- 7) **Violations, Delinquent Payments, and Foreclosed Property** - Non-public notes
- 8) **Open Forum:** No attendees.
- 9) **Meeting adjourned 8:44pm.** John moved to adjourn the meeting, Betsy seconded the motion and the motion unanimously passed.
  - a) Next regular meeting scheduled for May 12, 2020 at 7pm.
  - b) **Due to the new and dynamic issues raised during this pandemic, the BOD set Thursday 4/30/2020 at 7pm as the reserved date in the event we need an additional meeting before our next regular May meeting.**