

**Harps Mill Woods HOA  
April 4, 2017 Board Meeting Minutes**

**Meeting Day, Date:** Tuesday, April 4, 2017

**Attending**

Board Members:

Gail Wawrzyniak, President  
Ron Alford, Vice President  
Brenda Campbell, Treasurer  
Lois Foster, Member At Large  
Donna Saldo, Secretary (Special Appointment)

ARC Committee Member:

Sharon Pike

Pool 2<sup>nd</sup> Reading Volunteer:

Janet Riddle

**Meeting Called to Order:** 7:05PM. Meeting was held at the No. Raleigh Library at 7009 Harps Mill Rd. at no charge.

**Opening Remarks:** Longtime resident Pete Cummings has died. He and his wife Janet have both served the HOA in various capacities over the years. The Board expresses their condolences to his wife Janet and her family.

**Agenda:**

- Action items from previous board meeting Update Report
- City Improvement Funds Committee Report
- Vice President's Report
- Treasurer's Report
- President's Report
- Architectural Committee Report
- New Business

**Action Items Report:**

1. Action Item: Pool 2<sup>nd</sup> Reading Volunteers training for testing pool chemicals scheduled for late April.
2. Action Item: Crystal Clear Swimming Pools contract signed and deposit paid.
3. Action Item: Contractors involved with pool draining, repairs, cleaning, painting and opening have been scheduled and the sequence of work has begun.
4. Action Item: Budget adjusted for RamJack and power washing estimates.
5. Action Item: Power wash is scheduled to occur before pool opens.
6. Action Item: Scuba Clean start date was coordinated with RamJack (work completed) & Crystal Clear Swimming Pools.

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7. Action Item: See President's Report concerning landscape and mulch.
8. Action Item: Pool steps repair is completed.
9. Action Item: Due to lack of storage, pool furniture delivery due pre-pool opening.
10. Action Item: Volunteer(s) with pressure wash machine still needed or hire a vendor.
11. Action Item: See ARC Committee Report for ARC committee's recommendation.
12. Action Item: See City Improvement Funds Committee Report.
13. Action Item: Lois to reserve Library Room if available for the next Board Meeting.

**City Improvement Funds Committee Report:**

Committee members solicited and reviewed quotes for 5 HOA common area projects. To help determine what projects should be applied to the City for matching funds, the committee evaluated each using the following criteria:

1. How many owners would the project impact
2. Safety verses appearance
3. The HOA's ability to match City Funds of \$1000 to qualify for applying.

The committee agreed and board approved on an application submitted to the city for improving the entrances at the Harps Mill Woods Run-Harps Mill Rd. entrance for maximum visibility of pedestrians and vehicles and to improve a portion of the Pool Easement Walkway from Harps Mill Woods Run, where the storm destroyed the shrubs. The city will reply sometime in April or early May.

**Vice President Report:**

Social Committee's Easter Egg Hunt-Spring Fling was well attended and a success.

RamJack's recent assessment of the pool deck settling includes an erosion issue and recommend a retaining wall be constructed in the future, sooner than later. The board will solicit quotes for a wall this year for the purpose of budgeting and setting aside money for this expense over the next few years.

Due to wood rot, the pool stairs and landings also will need replacement in the next few years. Board will solicit quotes this year for this project for the purpose of budgeting and setting aside money over the next couple of years.

**Treasurer Report:**

Income and Expense Report verses Budget was presented and discussed. Expenses are on target. Board unanimously approved the mulch for pool area quote of \$60/yard installed or \$1800. Insurance premium went down this year. The board discussed and unanimously approved the hiring of a licensed electrician or an appropriate vendor for an inspection of the pool electrical system, grounds and wires.

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**Architectural Committee Report:**

Committee chair presented and discussed the benefit of an updated HOA Request for Architectural Change FORM. The board unanimously approved with stipulation that the FORM include verbiage that the homeowner is responsible for learning if their request requires a municipal permit and complying.

**President's Report:**

A 2017 HOA Common Area Landscape proposal and budget was presented, discussed and approved. There is a concern we have fewer volunteers maintaining HOA common area and this will impact the HOA annual dues for next year, unless more owners volunteer for these tasks.

**Next Board Meeting:** Tuesday, June 6 at 7 PM. Lois will reserve the Library room the required 30 days out and inform the board at that time, if it is available.

**Meeting adjourned:** 8:18 PM.

**Active Action Items Summary**

1. Pool 2<sup>nd</sup> Reading Volunteers training for testing pool chemicals is scheduled for late April
2. The city will reply to the Application sometime in April or early May.
3. Obtain quotes this year for pool retaining wall for the purpose of saving money over the next several years for this anticipated future expense.
4. Obtain quotes this year for replacement of decaying pool path stairs/landing for the purpose of saving money over the next several years for this anticipated future expense.
5. Hire before pool opening this year, a licensed electrician (or the appropriate vendor) for an inspection of the pool electrical system, grounds and wires.
6. Volunteers are needed now for HOA common area routine landscape and power washing maintenance or vendors will need to be hired to perform this necessary work.
7. Reserve the Library Room for the Tuesday, June 6 Board Meeting-Lois.