

**Harps Mill Woods HOA
June 6, 2017 Board Meeting Minutes**

Meeting Day, Date: Tuesday, June 6, 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 Members: Terri RaFalik, Janet Cummings

Homeowners: 1 attending

Meeting Called to Order: 7:00PM. Meeting was held at the No. Raleigh Library at 7009 Harps Mill Rd. at no charge.

Board Meeting Minutes: April 4, 2017 Board Meeting Minutes were approved unanimously.

Agenda:

- Action items from previous board meeting update
- President's Report
- Vice President's Report
- Treasurer's Report
- Architectural Committee Report

Outstanding Action Items from April Board Meeting Update:

1. Action Item: Pool 2nd Reading Volunteers: Ron, Janet R., Greg and Brenda have been trained by Mike of Crystal Pools.
2. Action Item: Pool and Deck repairs and inspections are completed.
3. Action Item: Power washing of Pool Path Stairs and Decking has not been done.
4. Action Item: Both HOA Main Entrance Sign Easement and Pool Path Easement Landscape projects are completed.
7. Action Item: See President's Report regarding landscape maintenance and mulch.
8. Action Item: Pool furniture to be ordered and delivered.

President's Report:

President is preparing a Landscape Project Completion Report and submitting to the City of Raleigh for the purpose of collecting the approved matching funds. The once per month contracted landscape will begin for: both sides of the HOA main entrance, pool mowing and bank weed whacking, spraying for weeds in pool path. Until now, the 2 pool landscape items have been maintained by a volunteering board member and appreciate is noted. Suggestion by owner has been made to include a changing table in the pool building. Board agreed that only the men's room was large enough to accommodate this request. With that in mind, the idea of labelling both bathrooms Restroom would eliminate the awkwardness of women using the men's room when needing to use the changing table. A solicitation of owners to volunteer for modifying

Harps Mill Woods HOA
June 6, 2017 Board Meeting Minutes

the bathroom signs and installing the changing table will be made, once a price for changing table is obtained and approved by the board.

Vice President Report:

The myriad pool projects, repairs and inspections have been completed. Random small burs of paint on the pool floor have been reported to the vendor and the situation will be corrected at his expense ASAP. The recent painting of the pool is forecast to last 5-7 years. At such time, a re-plaster of the pool surface is likely needed with rough cost estimate around \$20,000. The Pool Service Electric Panel box is rusted and the plan is to budget for a replacement in next year's budget. Old flood lights have been replaced with energy saving LED flood lights. We were fortunate to have requested an electrical inspection of the pool when we did and manage to be early on the vendor's list because there is a very heavy-county wide demand for this service. Pool Vendor advised the board and they have agreed with the practice of closing the pool for a shock treatment once per month as a preventive measure for E.coli bacteria. Board agreed unanimously to close the pool on one Monday per month, for the next 3 months this summer. The closing will be posted on the HOA Facebook page and emailed to the Owners Email List.

Treasurer Report:

Treasurer reviewed the Budget verses Actual Income and Expense Report, and reports that incomes and expenses are in line with projections. Treasurer needs to ask the homeowner that works with commercial insurance policies to accompany her and review the HOA policy with the HOA insurance broker for a second opinion about the HOA coverage and cost.

Architectural Committee Report:

Committee member expressed concerned about not receiving the Architectural (ARC) Requests submitted to the HOA for the committee's review and decision making. The President will report to the committee all ARC Requests received to date and the committee can compare to projects they have seen being worked on/installed. There was discussion about procedure/consequences for owners moving ahead without submitting ARC Requests and ARC Committee approval. New ARC Form has been uploaded to the website. The draft of the first of 2 HOA Newsletters was discussed and approved for printing and distribution along with a copy of the ARC Form.

More discussion occurred about the Restrictive Covenants providing guidelines for sundry topics, including how to handle non-compliance, ARC Committee authority, etc. Homeowner expressed concerns about some ongoing conditions and this broaden the discussion to Violations: what process was in place, was it effective, why is there ongoing and/or consistent non-compliance on several of the same homes. The board secretary has access to HOA management standard ARC and Violation practices in accordance with the NC State Statute 47F and will email this information to the board for review, discussion and consideration.

Next Board Meeting: Tuesday, August 1 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: 8:28 PM.

See page 3 for Active Action Items Summary

Harps Mill Woods HOA
June 6, 2017 Board Meeting Minutes

Active Action Items Summary:

1. Power washing of Pool Path Stairs and Decking: volunteer(s) to do the work or to be contracted with a vendor.
2. Pool Furniture delivery.
3. City Improvement Matching Funds Contribution to be collected and deposited to the HOA Bank Account.
4. Pool building changing table purchase and installation, Men's and Women's rooms signs changed to Restroom.
5. Treasurer and homeowner that works with commercial insurance policies to meet and review the HOA policy with the HOA insurance broker about the HOA coverage and cost.
6. HOA first Newsletter printed and distributed with ARC Form.
7. Architectural and Violation Processes to be reviewed and consider updating for more effectiveness.
8. Add items to HOA financial planning list of what to include in next year budget or capital expense planning:
 - a. Patching of pool 7-10 years out-capital expense
 - b. Replacing the Pool SER panel housing-next year budget
 - c. Pool area retaining wall 5-7 years out-capital expense
 - d. Pool path decking and stairs replaced 3-5 years out budget or capital expense