

Montibello HOA Board of Directors
Meeting Minutes
May 14, 2018

Members Present:

George Gibson (GG) - President
Maggie Gault (MG) - Vice-President
Margaret 'Maggie' Scott (MS) – Secretary
Jim Lester (JL) – Treasurer
Marilyn Hanson (MH) – Member at Large
Martha Whittemore (MW)-Member at Large
Robin Pegram (RP) – Property Manager, Lambeth Management Associates

Residents In Attendance:

- Mike and Jan DeBartolo
- Chuck and Laura Roseberry
- Margie Lester
- Marilynn Reynolds for Landscape Committee, and Lenny Reynolds

I. Call to Order and Welcome

The meeting was called to order by GG at 5:00p at Morehead United Methodist Church.

II. Homeowner Input and Comments:

- Chuck Roseberry requested feedback on concrete driveway issue, which will be addressed under manager's report.
- Laura Roseberry asked about who was responsible for control of yellow jackets or bees in a resident's yard. GG stated that yellow jackets are the homeowner's responsibility, but burrowing bees have been treated by the HOA in the past because they damage the lawns.
- Mike DeBartolo congratulated the Landscape Committee on their thorough job of identifying and documenting items needing corrective action in the community as a result of their recent walk-through.
- Margie Lester spoke about sprinkler issues in lower Merlot. Robin requested issues be reported to Lambeth for forwarding to the contractor. LIS is still working on the system and she does not yet have the operation schedule.

III. Old Business

Minutes of the previous April 9th meeting were approved via email with one abstention by Maggie Gault who was absent for that meeting.

Dragonfly's plan for pond repairs was approved by members via email after the April meeting.

IV. President's Report

Issues will be addressed throughout the meeting.

V. Treasurer's Report

JL reported on April Financials. Payment of \$2875 was made to Coretech for repairs to the irrigation meter, and \$7450 to LIS for additional irrigation system repairs. Our taxes were also paid last month, about \$300. JL is working with Lambeth to clarify the monthly payment schedule. Domestic water and sewer is still running about 6% over budget and members suggested advising residents to check for leaky toilets in the next newsletter.

Finance Committee met May 5. Topics included review of the capital reserve account. Members reviewed current yield on the approximately \$500K we currently have invested in CD's which mature in July of this year and a money market account. The members are looking at ways to increase our yield on this investment and are considering T-bills as one investment option, which will be explored further. The committee is also working to refine capital expense projections. The biggest variable expense is roof work. Every year we can delay the roof work will increase the cushion in capital reserves. Applying a second layer of shingles, rather than tearing off and starting from scratch could reduce costs by as much as 30%. JL also completed a walk through the community with an engineer with extensive experience in concrete repair and maintenance, and a report has been circulated to the Board. We are in the process of obtaining 3 quotes for concrete work.

VI. Committee Reports

Landscape: Marilynn Reynolds reporting. The Committee's full minutes were sent to the Board via email prior to the meeting and included a detailed report of their recent walk around the neighborhood conducted jointly with members of the Architecture Control Committee. They identified many items needing improvement or correction and established priorities. A copy was also sent to the property manager. Regarding the budget, the committee plans to use it primarily for new plantings which will be in the fall. Plant selection is being reviewed. The Committee asked to have communications clarified between the committee, landscape contractor, and property manager. GG reinforced that the landscape contractor should be receiving instruction only from the property manager, who is responsible for passing along recommendations from the Landscape Committee and the Board.

The Landscape Committee was commended for its excellent work and thoroughness of reporting.

Architecture: Members have recently participated with Landscape in the neighborhood walk-around identifying priorities for repair. No new architectural issues

Finance Committee report noted earlier.

No other committee reports.

VII. Property Manager's Report

- Morehead Memorial Methodist: MOTION by GG, SECOND by MG to authorize Lambeth to pay a \$50 stipend for each use of this church's facilities, currently being used for HOA meetings. Unanimous approval.
- Fence at the end of Bald Eagle. This was inspected by Landscape Committee in their walk around and they agree this is a priority. Robin will get Able Fence to make recommendations. Currently there is a shrub barrier in front of a split rail fence which is

no longer functional. Erecting the same fence behind the shrubs would be grandfathered in under the building code. If we choose to erect a new type of barrier it will need to meet the current building code. A warning sign, such as NO TRESPASSING or DANGER - KEEP OUT, was also discussed.

- Recent Sprinkler Malfunction. A sprinkler head ran continuously for more than 8 hours over a weekend and, being unable to reach anyone, the water was shut off by a resident. Robin came over, but the water was shut off by the time she got here. Upon further investigation, LIS does not have an emergency call system, reporting that all they would do anyway is shut off the water. Robin says Lambeth maintenance or she will come out and shut it off if a similar problem is reported. LIS is still working on the system and Robin expects them to be done next week. She requested any malfunctions be reported to her for forwarding to LIS.
- Paint Map Schedule: Robin presented a map dividing the community into three zones loosely based on the age of the units, to facilitate planning for maintenance and other projects. MOTION by MS to accept the Paint Map Schedule as presented. SECOND by MW. Unanimous acceptance. (Paint Map Schedule Attachment 1 of minutes, will be added to website.)
- Cleaning of All Units. Robin has received two quotes for cleaning all 31 buildings, and the Board asked her to obtain at least one more quote. Robin has used one of the contractors recently on another project and her clients felt they did an excellent job. Additional quotes were received for cleaning of sidewalks and driveways. Members discussed that we have not previously cleaned concrete surfaces, only buildings. MOTION by MS to clean all 31 buildings and front entrance, and to defer consideration of cleaning concrete surfaces. SECOND by JL. Unanimous approval.
- Painting. It was noted that painting is typically done within 30 days of power washing, so that these projects need to be carefully coordinated if we want to avoid having some units cleaned twice in the same year. Lintels have been primed but not painted, and as a result are beginning to rust on almost every unit. Painting of the lintels is recommended. GG noted that homeowner additions, extensions, and areas in enclosures are the responsibility of the homeowner and not the responsibility of the HOA for ongoing maintenance, and will be excluded from the contract for cleaning and painting. Alternatively, the HOA might notify the owners of the work and advise them of the cost that they will need to pay if they want to have the work done on their additions. Members discussed painting the community in phases with one phase being painted this year after power washing. MOTION by GG to look into painting Schedule 3 of the Paint Map Schedule this year. SECOND by JL. Unanimous acceptance. Robin reported she will move forward with quotes now that she has a zone approved for work.
- Drainage Maintenance. Robin presented the quote from Harrells for maintenance of gutters and catch basins to prevent back ups and overflows. We obtained this because of periodic issues with water getting into units. Historically the HOA has dealt with this issue as problems arise. Harrells is proposing a once-yearly inspection including flushing and making minor repairs as needed. Members felt this was an expensive option vs. handling problems as they arise. MOTION by GG to table this project. SECOND by MH. Unanimous agreement.

- Concrete surfaces. Robin has obtained two quotes for replacement of a driveway and some sidewalk. The driveways must be replaced and cannot be resurfaced. JL completed a walk around the neighborhood with an engineer with extensive experience in concrete repair and maintenance. JL sent a full report to board members. The engineer recommended that homeowners not use granular ice melt, but rather liquid salt and use it sparingly to prevent icing. The engineer noted that it might be more cost effective to replace two driveways at a time, because we would be charged for a full truckload of concrete even if we didn't use it, and a driveway would probably use only about a half truck of material. Clodfelter Concrete in Kernersville was recommended. Robin will follow up with obtaining a quote from Clodfelter. We will caution homeowners against power washing in the next newsletter.
- Pond repairs. Robin will obtain a signed contract from GG for the pond repairs from Dragonfly approved by Board via email after the April meeting.
- Rules and Regulations. Robin will re-circulate this to the members for review and approval.
- Drainage work. Robin will pursue a third quote for additional drainage work at one unit.
- Robin will not be here for the June meeting.

VIII. Board Member Concerns

JL: Questioned progress of Dragonfly's plan for pond repairs. Robin will obtain a signed contract from GG for the pond repairs from Dragonfly approved by Board via email after the April meeting.

The fountain/aerator in the pond was not running over the weekend and not sure about how this is supposed to function. Robin will get Dragonfly to look at it.

Reminded the group about our ongoing project to revise the by-laws. GG will circulate his marked up draft.

Requested feedback on previous concern regarding Merlot roof issues and Robin reported no response from homeowner.

Expressed concern for landscape contractor's recent gutter cleaning. Members agreed climbing on roofs is not the best way to clean gutters. Robin will convey our concerns to the contractor, and might need to look for a contractor to perform the work who does gutter cleaning regularly.

MG: Expressed concern regarding recent shrub pruning, and Robin will convey these concerns to the contractor.

MW: no concerns

MS: Questioned the meeting schedule. Members typically do not meet in December and sometimes skip a month in summer. Members agreed we need to meet all summer due to number of current projects.

Suggested Architectural Control become involved in roof selection/planning issues now, early in the roof planning process.

MH: no concerns

GG: no concerns

IX. Adjournment

There being no further business, the meeting was adjourned by GG at 7:05pm. Next meeting is scheduled for June 11, 2018 at 5:30pm at Morehead United Methodist Church.

Margaret A. Scott, Secretary
Montibello HOA Board of Directors