

Board of Directors Meeting – November 28th, 2022

Homeowner Forum - 6:35 pm

- No topics brought forward.

Call to Order - 6:37 pm

- Meeting was called to order, by Adaire Salt, at 6:37 pm.
- **Board members present:** Adaire Salt (President), Debbie Asion (Vice President), Stephanie Zimmer (Treasurer), Jonathan Schaefer (Secretary), Trina Campbell (Director), Anne Schneider (Director).
- **Others present:** Katie Dominello (Elite Management Senior Community Manager), Alyssa McCall (Community Assistant Manager).

General

- **Approval of board meeting minutes:** Debbie Asion motioned to approve the October 24th, 2022 minutes. Trina Campbell seconded the motion. Motion passed and unanimously approved.
- **Approval of election meeting minutes:** Stephanie Zimmer motioned to approve the minutes from the election results meeting on November 15th, 2022. Debbie Asion seconded the motion. Motion passed and unanimously approved.

Treasurer's Report

- Stephanie Zimmer explained that, as of October 31st we have about \$282,000 in operating expenses, about \$672,000 in reserves.
- Stephanie Zimmer mentioned that in October we also had some irregular expenses (albeit ones we saw coming); we paid for the new roof (deductible), as well as the audit. The rest of the expenses were small and/or normal business expenses.
- Trina Campbell mentioned that we also paid the roof plywood repairs, which were not covered by insurance, and Stephanie Zimmer confirmed that those were also paid.

Committee Reports

- **Clubhouse/Pool:**
 - Adaire Salt gave an update on the retaining wall: mentioned that this week, the electrical company would be out to begin their work. Katie Dominello also explained that the electricians will have to work with Duke, in order to set up temporary power.
 - Adaire Salt mentioned that Alyssa McCall would work with ProSource to repair broken equipment. We have a service repair quote for them to repair the broken cable for \$344. Adaire asked Alyssa to proceed with having them fix it.
 - Adaire Salt also discussed the ProSource Annual Service Agreement, explaining it would start 1/1/2023 and end 12/31/2023, and came to \$640 per year for quarterly inspections (plus tax), and discussed the discounts that applied.

- Debbie Asion motioned to accept the ProSource Annual Service Agreement (from 1/1/2023 to 12/31/2023) of \$640 per year (plus tax), which excludes additional cost of parts and labor. Anne Schneider seconded the motion. Motion passed and unanimously approved.

- **Social:**

- Fatina Galberth discussed upcoming events, and mentioned that the last event would be on December 10th.
- Fatina Galberth mentioned that the holiday decoration contest would be held on December 9th, with the winners announced on December 10th.
- Fatina Galberth also discussed the Santa parade, which will also be held on December 10th. This event will include pics with Santa, as well as gift bags from Santa.
- Fatina Galberth also discussed the holiday party, also on December 10th, which will be held from 6 pm to 8 pm, will be catered by Olive Garden, and will include a white elephant gift party (recommended presents be approximately \$10 in value).
- Fatina Galberth also mentioned that the social committee would be accepting donations to the Durham Rescue Mission on December 10th, and that arrangements can be made to have donations picked up for donors (requests to arrange a pickup should go to groveparksocial2022@gmail.com).

- **Grounds:**

- John Byrd discussed the dam repairs, expecting them to start late 2023 (August being the current expected start date), and that more details would be shared as they come to him.
- Adaire Salt brought up the wide open space on the dam (across from the fountain, where there's no tree by fence) and that the fence panel is gone. Adaire Salt stated that she would take pics and send them to Freese Nichols, to attempt to determine what is going on.
- John Byrd gave an update on the creek restoration project: he has prepared an article for the newsletter with information, the permits have been received, and the project is expected to start on the 2nd week of January (and that they'll likely begin placing equipment during the 1st week of January).
- John Byrd talked about the playground work, and asked Leah Wyatt if she could confirm if it was cheaper to get the sand from Elite. Leah confirmed that going through Elite would save us approximately \$2,000 (compared to Greenview).
- John Byrd discussed the landscaping proposals. John displayed a charter and compared the 4 companies (Greenview, Long Brothers, Brightview, Greenscape). John mentioned that we have a budget of \$136,000, and that the grounds committee was recommending Brightview. John also mentioned that the doggie stations were not included with the cost of Brightview, but that we would still be under-budget with paying a separate company \$12,000 to do that work.
- Adaire Salt mentioned that we would need a vote on the 2023 landscape provider.

- Trina Campbell made a motion to accept the Brightview contract of \$115,522, which does not include doggie stations. Stephanie Zimmer seconded the motion. Motion passed and unanimously approved.
- John Byrd brought up the Duke Energy lighting estimate. John said he had no updates. Adaire Salt stated that they met with a Duke Energy representative where the lights would be placed, the part of the property near the exit, behind the flag pole. They measured and found they had room for 2 new lights. Poles would be added on the exit side, no new ones on the entrance side. Adaire also explained that the cost would be \$2612 and that she'd need a line item for the motion (found by Katie Dominello to be 5215).
- Debbie Asion made a motion to accept the Duke Energy lighting estimate, not to exceed \$3,000, from line item 5215. Trina Campbell seconded the motion. Motion passed and unanimously approved.

New Business

- Trina Campbell made a motion to accept the email vote for modification sanctions. Debbie Asion seconded the motion. Motion passed and unanimously approved.
- Adaire Salt announced and welcomed the newly elected directors for 2023: Leah Wyatt, Emily Greene, Fatina Galberth, and Adaire Salt.
- Adaire Salt explained that we would need to proceed with the selection of officers and committee liaisons.
- Adaire Salt and Katie Dominello gave a brief overview of the responsibilities of each officer:
 - The President must oversee board decisions and have a thorough understanding of the covenants and bylaws, is responsible for running the meetings, and is responsible for approving sub-\$1,000 purchases using executive authority (for handling emergencies).
 - The Vice President assumes the responsibilities of the President, when the President is unavailable.
 - The Secretary handles documentation and record-keeping; keeping documents for legal records, in case of subpoena, forms for deadlines, and meeting minutes.
 - The Treasurer is responsible for reviewing the financials (prepared by Elite) and works with property management, meeting monthly with Elite. Adaire also noted that the actual money and funds themselves are not touched by the Board or Secretary.
- Election of officers:
 - Trina Campbell nominated Adaire Salt for President. Stephanie Zimmer seconded the nomination. No other nominations were received. Adaire Salt elected as President.
 - Fatina Galberth nominated Emily Greene for Vice President. Adaire Salt nominated Trina Campbell for Vice President. Hand-raise vote commenced, with Emily Greene receiving majority vote. Emily Greene elected as Vice President.

- Trina Campbell nominated Jonathan Schaefer for Secretary. Stephanie Zimmer seconded the nomination. No other nominations were received. Jonathan Schaefer elected as Secretary.
- Trina Campbell nominated Stephanie Zimmer for Treasurer. Jonathan Schaefer seconded the nomination. No other nominations were received. Stephanie Zimmer elected as Treasurer.
- Fatina Galberth asked when Board training would take place. Katie Dominello explained that orientation video would be available online from Elite, where directors can watch at your convenience. Katie also mentioned that she would arrange a one hour training meeting with the Board and the association's lawyer, Hope Carmichael, who has a deep understanding of our association's legal documents and roles and responsibilities.
- Adaire Salt explained that new directors would need to come in to retrieve their "Board Book", and also instructed existing directors to bring theirs in for updates to the book. Adaire also explained to the new directors that they must come in to sign the code of conduct and confidentiality agreements.

Management Report

- Katie Dominello filled in for Kimberly Johnson.
- Katie Dominello mentioned the upcoming newsletter would be postmarked December 1st.
- Katie Dominello mentioned that Kimberly Johnson would be out of office from December 7th to the 11th.
- Katie Dominello notified attendees of the clubhouse being closed for the Christmas holidays, from December 23rd to the 26th.
- Katie Dominello provided upcoming meeting dates:
 - Due Process on December 8th at 6:30 pm via Zoom.
 - Grounds Committee on December 15th at 6:30 pm via Zoom.
 - Board of Directors Meeting on December 19th at 6:30 pm via Zoom (because the next week is a holiday).

Close Open Session - 7:43 pm

- Adaire Salt made a motion to adjourn Open Session. Stephanie Zimmer seconded the motion. Motion passed and unanimously approved.

Open Executive Session - 7:44 pm

- Stephanie Zimmer made a motion to go into Executive Session. Adaire Salt seconded the motion. Motion passed and unanimously approved.

Close Executive Session - 8:18 pm

- Adaire Salt made a motion to adjourn Executive Session. Trina Campbell seconded the motion. Motion passed and unanimously approved.

Return to Open Session - 8:19 pm

- **Adaire Salt made a motion to return to Open Session. Stephanie Zimmer seconded the motion. Motion passed and unanimously approved.**
- **Board members present:** Adaire Salt (President), Emily Greene (Vice President), Stephanie Zimmer (Treasurer), Jonathan Schaefer (Secretary), Trina Campbell (Director), Fatina Galberth (Director).
- **Others present:** Katie Dominello (Elite Management Senior Community Manager), Alyssa McCall (Community Assistant Manager).
- **Trina Campbell made a motion to impose a fine of \$100 for noxious activity to property 3802 Northlake Drive. Stephanie Zimmer seconded the motion. Motion passed and unanimously approved.**
- Adaire Salt discussed the need to vote for committee liaisons. Adaire explained that we need liaisons for the Social Committee, Clubhouse/Pool Committee, Grounds Committee, Modifications Committee, and also a Violations Liaison.
- Election of liaisons:
 - **Adaire Salt nominated Trina Campbell for Modifications Committee liaison. Jonathan Schaefer seconded the nomination. No other nominations were received. Trina Campbell elected as Modifications Committee liaison.**
 - **Adaire Salt nominated Leah Wyatt for Grounds Committee liaison. Stephanie Zimmer seconded the nomination. No other nominations were received. Leah Wyatt elected as Grounds Committee liaison.**
 - **Fatina Galberth nominated herself for Social Committee liaison. Emily Greene seconded the nomination. No other nominations were received. Fatina Galberth elected as Social Committee liaison.**
 - **Adaire Salt nominated herself for Clubhouse/Pool Committee liaison. Trina Campbell seconded the nomination. No other nominations were received. Adaire Salt elected as Clubhouse/Pool Committee liaison.**
 - Adaire Salt mentioned that we need to elect the Violations liaison. Katie Dominello explained that this role comes into play when Kimberly Johnson has questions about violations, prior to due process. Katie also explained that this role is not divulged to the community.
 - **Emily Greene nominated herself for Violations liaison. Fatina Galberth seconded the nomination. No other nominations were received. Emily Greene elected as Violations liaison.**
 - Adaire Salt encouraged Emily Greene to work with Trina Campbell for help with the new role. Trina Campbell confirmed that you must understand the architectural guidelines well for the role.
 - Adaire Salt mentioned that new directors would need to share their preferred contact email for Board communications. Adaire also strongly encouraged directors not use their work email address for official Board communication, as your email address can be subpoenaed during Board legal matters (and employers do not like that).

Adjournment - 8:39 pm

- Adaire Salt made a motion to adjourn the Executive Session. Trina Campbell seconded the motion. Motion passed and unanimously approved.