**Executive Session Meeting Minutes**

**Providence Hills Board Meeting**

**February 28, 2018**

The Providence Hills Executive Board convened at 7:05 PM, Wednesday, February 28th. The meeting was attended by board members: Bob Armet, Rick Gemereth, Shannon Curtis, Patrick Godwin and Mickey of BAM.

The meeting began by welcoming our newest member to the Board, Shannon Curtis.

The following agenda items were reviewed:

A pre-arranged visit from Kay Don Kahler to speak to the Board about the Clubhouse ensued. Kay Don made various recommendations about the clubhouse. They are:

* The question of how much the TV is used in the clubhouse has come up at recent meetings. Kay Don recommended implementing a survey each time the clubhouse is used which contains a question concerning the use of the TV. The survey is attached to the email.
* Kay Don asked that we replace the batteries in the 2 clocks in the clubhouse.
* Kay Don mentioned the coffee pot for the clubhouse is no longer working. He, graciously, offered to donate a coffee pot for the clubhouse. The Board agreed to his offer.
* Kay Don asked that a clearly marked recycle garbage can be placed in the clubhouse.
* Kay Don asked that the outside garbage cans be clearly marked with normal trash and recycle.
* Kay Don indicated the side lights on the clubhouse porch are not functioning.
* Kay Don asked the Board to consider re-installing the sidewalk lights along the exterior of the clubhouse.
* Kay Don asked if the fireplace was functional. The Board stated the fireplace is decorative only.
* Kay Don proposed creating an “operational” handbook for the clubhouse to be left at the clubhouse for those who rent. Kay Don will develop the operating handbook and have it to the Board by the next meeting for review and approval.
* Kay Don inquired about opening the back doors of the clubhouse for ventilation. The Board stated this cannot be done due to safety measures for the pool.

The Board appreciated Kay Don’s visit and recommendations for the Clubhouse operations. All items, with the exception of the ventilation, will be acted on by the Board.

Financial Update: The current budget was reviewed along with monthly expenditures. No issues or irregularities were noted. January’s expenses have several carry forward costs in it from December.

The collection of dues is well ahead of schedule. For the first month of 2018 nearly 2/3 of dues have been collected.

Covenants Update: The biggest issue for covenants at this time is the condition of mailboxes. BAM continues to send out notices to residents who need to paint/repair their mailboxes. The Board, in a previous meeting, agreed to suspend all hearings on mailbox painting/repair until April due to the winter weather.

Mickey requested that the Board post a note on Facebook, the website, and email reminding residents to have their lawns treated for weed control. Shannon agreed to do so.

Issues Log: The only issue outstanding is the research about adding a vending machine to the pool. Mickey will look into what type of vending machine can be added to our pool facility.

Projects:

* Ceiling Fans - Bob indicated the ceiling fans will be replaced by the end of March. With this replacement, the renting of the clubhouse will have an additional rule of no balloons/mylar inflatables will be permitted in the clubhouse.
* Pool Fencing – Mickey has received 2 quotes to replace the fencing around the pool. The Board will decide by the end of March, at the latest, on which company to award the contract to.
* Pool Code Updates – At the time of the meeting we had not seen a proposal for the pool code items that need to be addressed. BAM emailed a proposal from SCM to address the tile issues on March 2.
* Pool Shade – The Board has received several proposals to install the pool shade. The question that needs to be answered is where is the best place to place the shades. Patrick will meet with a representative from one of the shade companies to discuss the best location. The goal is to have this decision completed by the next Board meeting.
* Pool Startup Items – As yet to be determined.

Board Positions and Duties for 2018:

The Board agreed to the following assignments:

* President: Rick Gemereth
* Vice President: Patrick Godwin, Shannon Curtis
* Treasurer: Bob Armet
* Secretary: Kurt Wood

Board Committee Interface:

* Bob Armet: Architectural, Landscaping, and Community Watch
* Patrick Godwin: Pool and Communications
* Shannon Curtis: Kids, Book Club, Web, Communications
* Rick Gemereth: Adult
* Kurt Wood: Stamp Club, Luminaries

With Patrick agreeing to be the Board point of contact for the Pool, he will take the lead on the projects we have for the pool.

If and when new committees arise, the Board will assign a representative to be the contact point.

Open Discussion

A homeowner has raised the question about installing solar panels. Mickey provided the latest General Status of North Caroline concerning the covenant restrictions for solar energy. We need to get an assessment from our legal counsel to ensure we are abiding by the rules. Mickey will seek the assessment.

A general discussion was had concerning the current web site. Concern was raised about the cost and effectiveness of the current site. It is possible we can rebuild the site to be more functional and less costly. Shannon agreed to put together the basic requirements for a home owners web site.

Upcoming Dates:

* March 28 – Board Executive Session

The board adjourned at 8:40PM.

Meeting minutes submitted by Rick Gemereth, Board President