**Executive Session Meeting Minutes**

**Providence Hills Board Meeting**

**March 28, 2018**

The Providence Hills Community Board convened at 7:00 PM, Wednesday, March 28th. The meeting was attended by board members: Bob Armet, Shannon Curtis, Rick Gemereth, Kurt Wood, Patrick Godwin and Mickey of BAM. The following agenda items were reviewed:

Financial Update: The current monthly budget and expenditures were reviewed. No issues or irregularities were noted. Dues collection continues at an excellent pace. Outstanding dues fell from roughly $40k to $21.8k as of the time of the meeting. Final reminders will be sent by BAM this coming week. April 15th is the cutoff.

Covenants Update: BAM’s recent drive through resulted in four (4) new, non-compliant items. Violation tracking logs indicate twenty six (26) outstanding items is some phase of resolution and one (1) homeowner with a scheduled hearing. This hearing will be completed in the next three weeks. A large majority of the outstanding items are related to mailboxes requiring painting. These have been deferred until warmer weather starting in April. Bob A. reported two (2) new ARC requests requiring board approval. Both were approved by the board.

Homeowner Discussion: A PHCA homeowner joined the meeting to discuss concerns over penalties imposed on him as a result of late dues payment. The homeowner stated his case and proposed a remedy to the situation. The board voted to reduce, but not waive the penalty. BAM to communicate the board’s decision to the homeowner.

Community Meeting Follow Up/Issues Log: The board reviewed the current list of items, topics and concerns from the most recent Community Meeting or submitted via the board email. The following items were covered:

* Clubhouse Handbook – The board reviewed an initial draft supplied by a PHCA homeowner. BAM will work to continue revisions and make them available to homeowners renting the clubhouse.
* Clubhouse Survey – The board also reviewed this draft format. BAM will finalize and provide to PHCA homeowners renting the clubhouse.
* Clubhouse Accessories – BAM replaced the batteries in the clocks and will be installing labeled, recycling receptacles. BAM will also install vinyl labels on all of the exterior garbage cans and recycling receptacles.
* Porch Side Lights – The board agreed to remove the old and damaged lights.
* Sidewalk Lighting – The board agreed to keep this planned investment on the list of 2019 Capital improvements.
* Pool Vending Machine – BAM is actively sourcing vendors and pricing. Several have responded with questions/seeking additional information. Further determination once all options and bids are received.
* Split rail fence repair – This item has been addressed. Landscaper has repaired.
* Website requirements – Shannon Curtis is currently working up draft requirements for further board consideration.
* “Slow, Watch for Children” sign replacement – The board approved BAM to purchase six (6) replacement signs and install three (3), leaving three (3) spares.
* Solar Panels – BAM research has determined that NC laws now override any HOA covenants or bylaws. A homeowner cannot be stopped from installing solar panels, but the board may request that they not be in public view. BAM will assist in developing an ARC form addendum to assist in the approval process.

2018 Board Projects: The board reviewed the current projects planned for or in execution for the 2018 calendar year. The following updates were provided for each:

* Pool Opening – Shannon C. will be sending out a community wide “pool opening” email, including dates, pool pass info and an update regarding the status of pool shade for the season.
* Ceiling Fans – Bob will be working with Brian to replace the existing ceiling fans.
* Pool fence – BAM provided the board with multiple quotes for review. A few questions were presented. BAM will follow up and initiate the installation in early April.
* Pool Repair/Code/Start up related items – all of the items presented by CPM and Patrick were reviewed and approved for immediate resolution. Repair of the tile and pool surface cracks is already underway via prior email approvals.
* Pool basketball goal – the board agreed to make the necessary repairs to the anchors and rim in preparation for the coming pool season.
* Pool shade – The board has agreed to install some amount of permanent shading on the pool deck. With BAM’s assistance, they are continuing to seek vendor feedback and pricing on area to cover, size and potential installation options. A target budget of $20k has been set for the 2018 season.

Upcoming Dates: The next board Executive Session will be held April 19th.

The board adjourned at 8:25 PM.

Meeting minutes submitted by Kurt Wood, Board Secretary