**Executive Session Meeting Minutes**

**Providence Hills Board Meeting**

**June 27, 2018**

The Providence Hills Community Board convened at 7:05 PM, Wednesday June 27th. The meeting was attended by board members: Shannon Curtis, Bob Armet, Rick Gemereth, Kurt Wood 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. As of the time of the meeting, outstanding dues are down to $1.7k, excluding the three homes with liens in place. A final disposition for these particular fees will be determined during the December meeting.

Covenants Update: BAM’s recent drive through resulted in 2 new notices for peeling paint and a non-compliant front door color. Four (4) homes have reached the “final letter” stage. Hearings will be the next step. Bob A. reported one (1) new ARC request for a backyard fence requiring board approval. The fence was approved by the board.

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:

* Porch Side Lights – This work has been completed.
* Website requirements – The rework of the new website is 80% complete. Shannon needs some assistance from Patrick to finalize. Remaining elements to finish include the site email and Board contact process.
* “Slow, Watch for Children” sign replacement – Bob confirmed that all signs have been installed.
* Sidewalk path lights have been removed as they were non-functional.
* Clubhouse Cable TV – The service has been cancelled and the box removed from the TV cabinet. Mickey will return the cable box to finalize the service cancellation and billing.
* CPM Communications – A rough start to the pool season was noted. Several items committed to by CPM were not addressed at the time of opening. The new pool basketball backboard and hoop were installed. This is a “one and done” installation. No replacement will be installed if the current unit is damaged by abuse. A recent issue with pool party lifeguard coverage came to light. A new form has been shared by CPM and the issue is believed to be resolved going forward. Only the pool entrance gate remains an open issue.
* New Residents Process – The board discussed several options to improve consistency and more readily provide new home owner notifications to our Welcome Committee point of contact.
* HOA Dues, Late Fees & 2019 Schedule – A recent issue led the Board to review the current HOA dues collection process and late fee schedule with the community’s legal counsel. Practices instituted in 2009 to split payments is not consistent with the official covenants and bylaws. The current bylaws allow for only single payment and a one-time late fee or $20/month late fee structure. This will result in a return to an approved fee and collection schedule in 2019. The board will provide this communication as part of the 2019 HOA dues notification in October.

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 shade – The board has decided to table this project until after the pool season. Complex options and invasive installation requirements do not make mid-season installation practical. Shannon has agreed to assist Patrick with the project going forward.
* Clubhouse sidewalk lighting – With the delay of the pool shade project, the board has decided to investigate sidewalk lighting options. Several options were discussed and based on these, BAM will source several contractors to provide options and pricing. Low maintenance and durability/vandalism proof are of greatest consideration.
* Ping Pong Table – The board discussed the overall condition and determined all that was needed was new paddles and net. The table will not be replaced at this time.

Upcoming Dates: The next board Executive Session will be held July 25th. The midyear Community Meeting is scheduled for July 29th. The next two pool parties are scheduled for July 13 and August 10.

The board adjourned at 7:55 PM.

Meeting minutes submitted by Kurt Wood, Board Secretary.