**Executive Session Meeting Minutes**

**Providence Hills Board Meeting**

**September 26, 2018**

The Providence Hills Community Board convened at 7:05 PM, Wednesday September 26th. The meeting was attended by board members: Shannon Curtis, Bob Armet, Rick Gemereth, Patrick Godwin, 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 remains unchanged from the previous month. Again, liens in place on three homes, with one in foreclosure. A final disposition for these particular fees will be determined during the December meeting.

Covenants Update: BAM’s recent drive through resulted in no new compliance issues. Several potential issues were discussed with BAM for their review. Six (6) homes have reached the “second letter” stage. Bob A. reported no new ARC requests for the month.

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:

* Website update – Shannon and Patrick continue to inch closer to transition. The new site content is more or less complete. Patrick is working to connect with the current website provider, with no response. This is necessary to retrieve domain information for transfer. BAM has been instructed to initiate contact via our attorney. Shannon has also issued a community wide email seeking updated contact information from our homeowners.
* Pool sign replacement – The board reviewed replacement bids provided by BAM. Options were discussed and a bid was approved for execution. BAM to notify.
* New clubhouse refrigerator – No progress on a replacement to date. Rick will pursue.
* Poolhouse repairs – Work is in the final stages. Only trim, caulking and final painting remain.
* Clubhouse cleaning provider – Bids were provided by BAM for new cleaning proposals. The board reviewed and approved a new service. Pricing is roughly the same as the previous provider.
* Non-profit Clubhouse Usage – The board discussed the request made by a community sponsored non-profit group. Pros and cons were debated and the board agreed to allow usage (unpaid) by the group. This is considered probationary and the board may suspend the option at any time.
* 2019 Budget preparation – BAM to prepare the initial draft for review during October Executive Session. The proposed budget will be provided to homeowners at the same time as the release of the 2019 HOA dues notification and changes in split payment timing/fees.
* 2019 HOA Dues Notification – BAM to provide a draft write up for the communication that will be sent to all homeowners in late October. This communication will explain the changes and return to a covenant approved collection and late fee schedule.
* 2019 Board Elections – Three (3) board positions will be up for openings/renewal. Two board members have already notified the board of their intent to run again. The remaining board member will notify the board by the October meeting. A communication will be issued to homeowners seeking additional candidates.
* Pool Grates – CPM notified the board of changes to state regulations regarding pool bottom, circulation grates. CPM provided a quote to replace the grates with approved versions. They requested approval prior to closing of the pool for the winter season. The board approved the replacement and CPM will execute in the next week.

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:

* Clubhouse sidewalk lighting – BAM provided the board with two bid options (bollard style and flush style) for sidewalk lighting. The bollard style lighting requires high voltage and considerable concrete work, resulting in a significant price. The flush option is low voltage and is roughly half the price. After discussion, the board has requested that BAM acquire alternative bids from additional providers for the flush style lighting option.
* Neighborhood Sign Replacements – Recent storm damage has left one of the community signs beyond repair. Due to the age and condition of all three (3) signs, the board agreed to investigate pricing to replace all three. Kurt will research pricing and attempt to reuse the 2 inch letters currently in service.
* 2019 Projects – The board will update their three (3) year capital investment plan and propose projects for execution next year. These will be incorporated into the annual budget.

Upcoming Dates: The next board Executive Session will be held October 24th.

The board adjourned at 8:05 PM.

Meeting minutes submitted by Kurt Wood, Board Secretary.