

Board of Directors Meeting Minutes
September 23, 2025

- I. Call to Order. *Attending: Joelle, Ray, Charlie, Don, Tony*
- II. Minutes of 8/19/25 BOD Meeting. *RM/JW/Unanimous*
- III. Financial Report - 8/30/2025. *Charlie/Joelle/Unanimous*
- IV. Building & Grounds Status Update.
 - Preventative Maintenance unit 4 status. *Scheduled for end of October. Budget of \$8,500 - \$9,000.*
 - Gutter Inspection and Repairs. *To assess Unit 4 on same schedule as above.*
 - Landscaping:
 - i. *Removal/trimming of vines on building #2 and #3. Done*
 - Entrance sign. *Only pine straw put down. Plan to revisit.*
 - Price to have HCC boundaries identified by surveyor. *Charlie received a price of \$1,900. We agreed to proceed and make the information available to all of the unit owners. (web site) Tony/Ray/Unanimous*
 - Sweep. *Agreed to pay \$1,700 to sweep roofs. Charlie/Ray/Unanimous*
- V. Old Business
 - Architectural Committee Update. (Don)
 - i. *The Board asked that the Committee (1) review their mission, (2) develop procedures for residents to follow when considering any modifications to the exterior of their building, and (3) develop procedures and policies for the committee to follow in evaluating the requests.*
 1. *Architectural (Exterior) Change Request Process. We discussed the various steps and timelines in the process. Approved*
 2. *Architectural (Exterior) Change Request Form. We approved the document with the removal of "Paint (exterior)" from Section 2. Approved.*
 - Terminix Contract. *We discussed the need for the garages to be inspected. We also discussed developing a RFP and seeking options for other pest inspector for next year.*
 - Consideration of future zoom meetings. *\$150 per year. Unlimited users and unlimited time.*
- VI. New Business
 - Consider policy on communication to property owners selling their units; new unit owners.
 - Homeowners Meeting Schedule and Agenda. **November 11th 6 PM HCC Carolina Room**
 - i. *Joelle will schedule the annual meeting in November.*
 - ii. *Draft Agenda – Tony will develop a draft agenda for the meeting. See Below*
 1. *Opening – Joelle*
 - a. *Overall – active Board that*
 - i. *Updated all policies and procedures*
 - ii. *Developed overall building maintenance strategy – repaired 2 buildings*
 - iii. *Created web site*
 - b. *Updated list of residents and contact information*
 2. *Building & Grounds Update – Charlie*
 - a. *2025 Actual and 2026 plans and future years plans*
 - b. *Gutter inspections*
 - c. *Termite inspections*
 - d. *Property boundary surveys*
 3. *Architectural Review Committee – Don or Tricia*
 - a. *Appendix 3 – Architectural (Exterior) Change Process*
 - b. *Appendix 4. Architectural (Exterior) Change Request Form*
 4. *Financial Report – Tony*
 - a. *October YTD actual and 2025 Projections.*
 - b. *2026 Proposed Budget.*

5. *Rules and Regulations - Tony - Informational Purposes Only*
 - a. *Appendix 1 – Rules and Regulations*
 - i. *For Sale Signs*
 - ii. *Unit Repair Request Form*
 - b. *Appendix 2 - HOA & Unit Owner's Responsibilities*
 - c. *Appendix 4 – Violation Enforcement*
 - d. *Appendix 5 – Unit Sale/Rental*
6. *Election of 2026 Board of Directors. Joelle*
 - a. *By Laws excerpts – number of Board members*
 - b. *Thanks to Don*
 - c. *Nominations for board seats*
 - d. *Paper ballot vote*

VII. Questions

VIII. Adjournment