

Eastwood Pines Townhomes Association

June 19, 2023

Monthly Meeting of the Board of Directors

Meeting Minutes

1. The Meeting was called to Order at 6:59 p.m.
 - a. Present: Annabelle Catania; Michael O'Rourke; Geoffery Pfeiffer; Frank Capsas; Janna Leksa
 - b. Not Present: Jean Miller
2. Treasurer's Report
 - a. BB&T Operating Account: \$137,414.12
 - b. BB&T M/M Reserves: \$321,093.37
 - c. Delinquent Maintenance Dues: \$3,850.00
 - d. **Total Liquid Assets: \$462,357.49**
3. Approval of Minutes from May 25, 2023 Meeting - Motion to approve by Frank, 2nd by Annabelle; Unanimous approval by the board
4. New Business:
 - a. Rules & Regulations Review Committee Status Update
 - i. Per Annabelle, the committee has a draft for the Board to Review but Jean was not able to be present at the last meeting of the committee or this meeting so the draft will be presented at next month's meeting.
 - ii. We will only be reviewing parts of the document each time so it will take a couple of our monthly meetings to go through each section.
 - b. Beautification Committee Status Update
 - i. Suggestion for a work committee to be formed.
 - ii. No other updates at this time per Kevin.
 - c. Status of Board Certification Course
 - i. Most of the board has taken the course, those who have not will take it shortly.
 - d. Financials

- i. We need to do a review of our financials to be ready for the yearly financial meeting in December.
 - ii. Frank, Annabelle, and Mike to be form a committee to look over last 12 months of financial records
 - e. Future Meeting Schedule
 - i. Next meeting will be on Monday July 17th at 7PM
 - ii. Currently, the future meetings are scheduled to be on August 21st, September 18th, and October 16th
 - f. Website Refresh
 - i. Annabelle now has been given a jump drive with documents for the website.
 - ii. She is hopeful to have the site refreshed and up and running within a few months.
 - g. Fall Potluck -Soft date of Saturday October 21st from 3-6 pm followed by a movie night at 6 pm
 - h. Fall Community Yard Sale
 - i. Soft date of Saturday November 4th from 9AM-12PM
 - ii. We will need to have a sign-up sheet for space on the lawn
- 5. Old Business:
 - a. Insurance
 - i. A live vote is needed to approve the quote from Clear Blue Insurance.
 - ii. Motion to approve by Mike, 2nd by Janna. Unanimous approval from the board.
 - b. Building 5 Interior Repairs -- Completed per Beverly
 - c. Tree Trimming
 - i. Chuck's Tree Service did some trimming but noted 3 trees rotting. They supplied a quote for \$4,800 for removal of the trees. Beverly to get more quotes.
 - ii. Kevin Imse offered to have an arborist friend of his inspect the trees as well.

- d. Pool Gate Lock -- The gate lock needs replacement. The new lock must be openable from the inside without a key but locked from the outside. There was a suggestion for an electronic locking system using either a code or app to unlock.
 - e. Hiring of Maintenance Person -- No update at this time, Beverly to follow up with hiring a maintenance person.
 - f. Building Signs -Beverly had them, to be hung up by Kevin Imse
 - g. Waste Management -- To be reviewed by the finance committee. It may be worth it to break our current plan and switch to another even with a penalty fee.
 - h. Removal of Grill by Dumpster – per Beverly Garbage removal company refused to pick up without a fee paid and phone call placed. Beverly stated that the fee was paid and call made, they should pick it up.
 - i. Leveling Cracks in Sidewalk – resolved
 - j. Unit 2934 – Carport Issue – Not resolved per Geoffrey. He has several cans of flex-seal to be used in repairing the carport roof. Beverly to contact Alexy to see if he can do the repair.
 - k. Unit 1845 – Holes in Patio Floor - Quote for work to be obtained by Beverly. Unit owners may need to pay themselves if found to be their responsibility.
 - l. Unit 1829 – Front Screen Door -- Resolved
 - m. Unit 1867 – Mold in Closet
 - i. It was determined that the unit owner was responsible for the closet mold.
 - ii. The owner filed a claim with their insurance company which was denied due to their thermostat being regularly set above 80 degrees or turned off and not enough airflow in the rooms.
 - iii. Unit 2922 – did Larousse come out and quote removal of bushes?? – Beverly has not had him quote the removal of the bushes. She provided the quote we had for other work to be done as a result of Annabelle’s walk around the property with our lawncare people.
6. Property Managers Report – Attached
 7. Open Forum – no business needed to be addressed.
 8. Adjournment - Motion to adjourn by Mike, 2nd by Annabelle. Meeting adjourned at 8:05 p.m.