

Eastwood Pines Townhomes Association

Website: <https://eastwoodpines.net/>

August 21, 2023

Monthly Meeting of the Board of Directors

Meeting Minutes

1. The Meeting was called to Order at 7:01 p.m.
 - a. Present: Annabelle Catania; Michael O'Rourke; Frank Capsas
2. Treasurer's report
 - a. BB&T Operating Account: \$53,431.40
 - b. BB&T M/M Reserves: \$344,586.33
 - c. Delinquent Maintenance Dues: \$513.00
 - d. Total Assets: \$398,530.73**
3. Approval of Minutes from previous meeting
 - a. A motion to approve was made by Michael, Frank seconded. Unanimous approval by the board.
4. New Business
 - a. Beautification Committee status update
 - i. No update at this time
 - b. Financial Committee status update
 - i. Financial records are still needed. The finance committee will review records over the next few weeks and workshop the budget in October. A zoom meeting was scheduled for August 27th 6PM.
 - c. Rules and Regulations Schedule Next Meeting

- i. Next meeting to be scheduled
 - d. Modification Request - Unit 1853
 - i. Request to pull bushes at the front of the unit and put down pavers and rock. Motion to approve by Mike, seconded by Annabelle. Unanimous approval.
 - e. Repair Approvals
 - i. No quotes have been seen for repairs to Building 5, unclear if all repairs have been done. Beverly to review.
 - f. Landscaping
 - i. Cleaning beds
 - 1. Estimated cost of \$100-\$200 per bed
 - ii. Mulching
 - 1. We need a budget for mulching the beds next Spring. Have a quote for \$3,000
- 5. Old Business
 - a. Status of Board Certification Course
 - i. Frank signed up for the course on Sept 21st, he is the only remaining board member who has not taken the course.
 - b. Tree Trimming
 - i. Done by Chuck's Tree Service per Beverly
 - c. Tree Removal
 - i. Three trees in need of removal. One at the corner of Building 5, another at the entrance of Building 4, the last near Building 6. Quote for \$4,800 for

removal of all three obtained by Beverly. Motion to approve by Frank, seconded by Michael, unanimous approval by the board. Beverly to follow up to see how soon tree removal can be done.

ii. Michael reported unit 2956 has a tree that needs to be removed

d. Pools Gate Lock

i. Beverly talking to TEM to see about replacing the lock with a magnetic model.

e. Building Signs

i. Building 6 is wrong, missing unit 2918

f. Website

g. Unit 2922 - removal of bushes

i. Bushes have been removed.

h. Fall Potluck and Family Movie Night - Saturday October 21st, 2023 - Beginning at 3 pm

i. Movie will be Hocus Pocus. Frank to create a flyer.

i. Fall Community Yard Sale - November 4th, 2023 - 9am-12pm

i. Frank to create flyer with signup section for tables/spaces. EWPTHAs president's email to be included so people can sign up via email. The flyer will include a request to send new email addresses to the EWPTHAs president's email.

6. Property Manager's Report

- a. Roofing will be on business agenda for next month, some preliminary quotes were provided. We are getting quotes now to budget for next year, when work is expected to be done.
 - b. Pressure washing quotes - For washing of front of units, mansards, pool area posts. Kevin Imse suggested asking the companies to use 'Aquaseal', which will protect our tile much better.
 - i. Quotes from Can Clean for \$2,541.00; Spotfree for \$4,200.00; Window Gang for \$2,430.00
 - ii. Motion to approve Window Gang quote for \$2,430.00 by Michael, seconded by Frank. Unanimous approval. Beverly to follow up and see if they will use aquaseal per Kevin's suggestion.
7. Open Forum
- a. Owner of Unit 2938 reports fence repairs needed, fence is rotted. Beverly to follow up with quote to repair.
 - b. Many of the carport fences are in bad shape, we will need to look into replacing all of them. Kevin Imse estimates \$1,800 per unit to replace. To be added to the agenda for next month's meeting.
 - i. Root cause of degradation/rotting is lack of flashing on the carport roof, causing rainwater to fall on top of the fences.
 - c. Our insurance documents are available on our website:
<https://www.eastwoodpines.net/insurance.php>
8. Meeting Adjournment:

- a. A motion to adjourn the meeting was made at 7:45 PM by Michael and seconded by Annabelle. The next Meeting of the Board will be September 18, 2023.