Minutes of the Village Park HOA Board Meeting
3:00 PM, April 14, 2020
Virtual meeting using Zoom

Attendees

-Board Members:
Frank DiPalma
Raymond McClinton
Bob LeBoeuf
Tom Duckett
Arthur Harvey

-HOA Members
Jane Blanc
Charles Abbitt

1. Welcome
Thank you to Frank for hosting the virtual meeting. Frank called the meeting to order.

2. Gate Cam System Proposals
Charles Abbitt has been interviewing vendors and requesting estimates for security cameras for our gate. Charles gave an overview of the proposals.

The proposals include a wide-angle camera, which would show a vehicle or people near the gate, and a "license plate" camera with sufficient resolution to capture the license plate number of a vehicle. The cameras have infrared capability for nighttime recording. Also included is recording equipment that would store 30-60 days of video and tamper-resistant mounting.

Charles has received 2 estimates thus far and would like to find other vendors to contact. Our original gate installation company does not yet sell camera systems. Our previous gate servicing company, Hi-Tech, is a possibility. Raymond suggested contacting Asheville Security which provides and maintains our other community security equipment.

So far, Edwards Equipment (recommended by the Durden's) has the lower price and better options with more details in their proposal. Their proposed system allows wireless download of the recordings via WiFi to a laptop (or other device) in the vicinity of the recording equipment. No building permits are needed to install the equipment. An electrician can tap into the existing box that provides power for the gate, thus no new equipment from the power company is necessary. The security equipment is non-proprietary, so other providers could service the system if needed.

Charles would like them to show us an existing installation in action so we get a better understanding of how well it works, e.g. range, video quality, etc.

The price seems expensive, but both estimates are similar. Raymond had asked Ron Butler about costs for his new development. Ron had responded that the total cost for security cameras for two gates was about $5,000 compared to the $5k, plus $700/year for maintenance, proposal we received.

Requiring someone to bring a device close to the equipment to fetch the videos is inconvenient. It would be desirable to find an alternative for data retrieval. The vendors said that adding a land line or cellular alternative would be expensive.

Frank suggested that we need a cost benefit analysis and that this would help the community make a decision as to whether they want gate security cameras several residents have expressed concern about the growing HOA dues. As such, it is important that we provide as much information as is practical on any potential increased costs.

3. Landscape Committee update
Jane Blanc presented the update. Jane kindly sent an electronic version of the report included below.

LANDSCAPE COMMITTEE UPDATE TO HOA BOARD MEETING: APRIL 14, 2020

I. WORK DONE SO FAR

ENTRANCE AND MEADOWS:
Volunteers mowed for 2 weeks until TPS obtained “essential” status.
Bob lead; other volunteers were Paul W., Jerry J., Charles A., Tom Hofmann, Jack Sale.

ENTRANCE:
Trimmed the line of 20 leylands inside the front gate

MEADOWS:
Arborist:
Removed 8 Leyland’s & 1 Green Giant arborvitae—Meadows
Trimmed 6 maples at Mann’s

Volunteers removed 34-36 overgrown shrubs in park & at Ro’s—Greg led; Tony C., Lynn C., Jill T., Tom D., Jack Sale

Approved 5 homeowner work requests so far—homeowner does the work & absorbs cost

II. ENTRANCE ISLAND PROJECT

DONNA LEADING:
*Remove shrubs, ground covers, perennials (not trees, rocks)
*TPS supplying the plants (discounted + delivery)
*Call Before You Dig
*Coordinating With K-2

VOLUNTEERS:
We will maintain social distancing: Island 75' long, 7-10' wide

Saturday, April 25 (removal/compost)
Volunteers: Charles, Greg, Paul W., Jerry J., Jack McCarthy

Saturday, May 2 (installation)
Planters: Charles, Greg, Donna, Jill, Lynn

III. LANDSCAPE COMMITTEE STRUCTURE

EVOLUTION:
LS Committee is responsible for 48% of overall budget

LS Committee role has changed over last 10-12 years:
Plant flowers
Added managing landscaper contract

More homeowner requests—3-4 owners
Projects needed to keep updated

Original members don't want to take leadership roles—"worker bees"

WORKLOAD IS OVERWHELMING—10-20 HOURS PER WEEK
Conversations, Phone Calls, Emails, Meetings, etc.

NEW STRUCTURE:
People have defined areas of responsibility/leadership. (chart)
Other members will help as we need them

2020 LANDSCAPE COMMITTEE STRUCTURE

LANDSCAPER CONTRACT & BUDGETS
Jane Blanc - Committee Chairperson

- Define/Revise Landscaping Specs
- Research, Interview, Select Landscaping Contractors
- Maintain Landscaper Relationship
- Communicate Scheduled Events to Homeowners
- Communicate Homeowner Requests to Landscaper (maintenance & pruning)
- Determine Maintenance and Project Budgets for VP & Meadows

HOMEOWNER WORK REQUESTS
Jill Tourtellot

- HOA Issues Reported—HOA obtains & pays for materials/labor
- Homeowner Requests— Homeowner obtains & pays for materials/labor
- Assist Homeowners With Landscape Design Questions

PROJECT MANAGEMENT
Lynn Caputo - Meadows
Donna Abbitt - Entrance

- Proactively Develop Project Lists to Resolve Landscaping Issues
- Determine Project Cost
- Lay Out Project Work Process
- Obtain/Coordinate Volunteer Labor
- Purchase Materials
- Coordinate Work Effort

Thanks to all the community members who helped with the projects. We are lucky to have great neighbors. Thank you to Jane for her excellent and hard work as committee chair. We all appreciate the effort that goes into these volunteer jobs.

4. Review of March 2020 Village Park Financials
Raymond lead the discussion of the statements.

The new organization of the accounts made it easier to understand how the cash was functionally partitioned.

Most of the expenses were about as expected. Raymond noted that the "Meadows Landscape Other" budget for 2020 has been largely consumed. About $200 is left to cover any other projects for the year.

One anomaly was the cost for the inspection of the single backflow meter in the Main area is about double the cost of the inspection of two meters in the Meadows. That seems wrong. We need to follow up with Kim to understand what is going on there.

Frank noticed that the Main account operating reserves would be enough to cover the expense gate security cameras if the HOA members decided to pursue the project this year rather than adding it to the budget at the annual meeting for next year. Once Charles has completed his research and we have a cost-benefit analysis to present, the HOA membership can choose if and when the project takes place.

Because the CD has a fixed maturity date, the new money for road reserves will be added when the current CD is due.

A few residents have not paid HOA dues for this year. Bob has sent letters to these residents reminding them that the payments are past due.

5. MSC update
Bob LeBoeuf presented the update. Bob was kind enough to provide an electronic version for the minutes that is included below.

April 14, 2020 HOA Board Meeting -MSC Update

- 2020 Terminex Contract Renewed

- Burlett Painting still on the schedule for late April/May to paint the exterior of #32/#34.

- Repairs to deck and porch railings (#2, #34) and deck boards (#28) scheduled for end April-early May.

- Decks to be refinished by Larry Gregory Painting: #2, #9, #11, #28, #34, #36, #54. Target date for work remains end of May-first half of June depending on weather and any COVID-19 related delays

- Meadows New Townhomes Update: Closing date for the Sales (#6) is this coming Wednesday (15th). The closing date for the Gibsons (#8) is May 15th. Exact date for Brenda's Brown's unit (#12) not set yet, likely early June.

Frank asked whether this plan includes the deck damaged by burning of vegetation by the developer of the apartment. Bob explained it is included because we can get a bundled price. We can attempt to get reimbursement from the developer at a later date. The board agreed this is a good plan.

Raymond advised that landscaping for the remaining townhomes will begin this month.

6. Enforcement process discussion

Frank initiated the discussion on how HOA could enforce property maintenance and yard décor guidelines. The covenants state that owners are required to maintain their homes and property. This is a two-part problem: defining the process used to determine whether a property is in need of maintenance; and, by what means such a determination is enforced.

In the case of non-compliance, an example of enforcement steps would be to:

- Send an email or letter of non-compliance to the owner
- Send a second-warning registered letter
- Assess a fine
- Revoke community privileges
- Pursue legal action

The board agreed some set of defined steps must be in place. While the Village Park Declaration broadly references items that must be maintained in 'reasonably sightly condition', part of the difficulty lies in specification of what things need to be maintained and what results are acceptable. Tom's experience suggests that definition of objective

measures can be difficult because acceptability of physical appearance is inherently subjective.

Arthur will organize a task group and solicit participation from the HOA membership to address this issue. Tom volunteered to work on this task force.

7. Update on new home plans for single-family lots

Raymond explained the status of undeveloped lots. Three lots in the neighborhood remain unsold. The ARC is advising two lot owners on conformance of their home and landscaping plans.

The owners of lot #6 continue to work with their architect to develop a plan that meets the requirements of the covenants and is within their budget.

The plans for lot #34 have been approved. The start date for construction has not been determined.

No plans submitted on the remaining sold but undeveloped lots.

There was a fallen tree on a lot that Raymond had removed.

8. Update on Reserve at Gasher's Creek

Frank gave an update on the HOA issues that were submitted to the developer. A rather noncommittal letter was received in reply from the developer. Frank plans to send another letter reinforcing our concerns and suggesting that the issue with the damaged deck be addressed immediately since we already have an estimate on the work. Making progress on the deck issue would be good first step toward further cooperation.

Frank asked Raymond if the deck claim is the sort of thing that typically would be covered by the developer’s insurance. Raymond can’t say for sure as insurance policies for developments varies.

It was suggested that we talk to Bob Grasso to see if he heard from developer regarding our requested changes to the landscaping plan.

9. VP Community Facebook discussion

A few years ago, Renu Harvey started an informal neighborhood Facebook page for Village Park. She thought many of the HOA members may be unaware of its existence. Renu asked whether the board would support informing the HOA membership of this page. Renu currently administers the page, accepting requests from current residents and removing those who no longer live here.

It was agreed that a message be sent by the board inviting those who are interested to join. Renu and Arthur will submit a proposed email for board to review and distribute.

10. Meadows Park arbor (pergola) repairs
Tom Duckett explained that arbor in the Meadows will eventually need more maintenance and repair. The vines covering the arbor are dense and can cause rotting and other damage. The vines must be trimmed so that the state of the structure can be assessed. Inadequate maintenance of the arbor creates a potential safety hazard.

Bob will check with Terminix on the results from the recent termite inspection/treatment of the arbor. Tom and Bob to generate a suggested process for dealing with arbor maintenance.

11. Repair/replace curbs damaged by construction traffic
Bob recommended that a plan be created for the assessment and repair of curbs that have been damaged or otherwise require maintenance once all the townhomes are complete. The heavy equipment used in construction possibly caused some of the damage.

Raymond has experience with these matters and he will come to inspect the curbs. Tom also requested that he examine a storm drain that appears to be sinking.

12. Expand VP website to include saved documents
Frank proposed considering expansion of the Village Park web site to include storage of documents pertaining to HOA business, such as meeting minutes, financials, budgets, etc. These could be stored securely and made accessible to accessible to the community but not to non-residents.

The site currently belongs to the developers LLC for legal reasons. It is primarily a marketing tool. Given its ownership and purpose, it is probably more appropriate for the HOA to have its own site owned by the HOA.

Sam Vulopas has generously offered to develop and maintain a website for the community. Frank will meet with Sam for further discussion.

13. Other topics of interest
- Complaints of dogs outside their owners' properties without being on a leash, and pet owners failing to clean up after their pets are increasing. Frank offered to send a reminder email to residents to keep their pet on a leash and to clean-up after them.

- Liability waiver for community projects.
The number of community projects and their magnitude of the projects are growing. The willingness of many HOA members to volunteer their time to work on these projects is remarkable. Unfortunately, the projects raise a question about potential liability of the HOA if someone is injured.

Approximately five years ago the board considered asking volunteers to sign a waiver of liability before they embark on such projects, but decided to defer action. The board agreed we should revisit whether a

waiver of liability would be desirable. Tom observed that it is not certain that such a waiver provides any actual protection to the HOA.

Frank and Raymond offered to research how other developments deal with this issue.

- Frank offered to send a note to a homeowner whose mailbox needs repair. Homeowners are responsible for maintaining their mailboxes. The HOA gives permission for owners to place a mailbox next to the street but the HOA will not maintain it.

14. Adjourn
The meeting was adjourned.

Action items:

- Charles Abbitt will try to get more estimates for gate security cameras, and will look for alternative data download methods.

- Raymond will ask Kim, our accountant, to check the backflow meter inspection costs.

- Arthur, with Tom's help, will organize a task group on how proper maintenance of structures and landscape can be enforced.

- Frank will send a follow up letter to the developer of the Reserve at Gasher's Creek and will check with Bob Grasso on landscape plan changes.

- Renu Harvey to draft an email for distribution by the board informing the HOA of a Facebook page for residents.

- Tom and Bob will develop a process for the Meadows arbor maintenance.

- Raymond will inspect the curbs in the Meadows and assess repairs needed.

- Frank will speak with Sam Volupas about developing a Village Park website.

- Frank will send an email to the HOA reminding them about Village Park and Buncombe County regulations regarding pets.

- Frank and Raymond will research how other HOAs handle liability waivers for volunteers working on community projects.

- Frank will send a note an owner whose mailbox is in disrepair.