Minutes of the Village Park HOA Board Meeting
3:00 PM, September 8, 2020
Virtual meeting using Zoom

Attendees

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

-HOA Members
Charles Abbitt
Greg Blanc
Sam Vulopas
Gayle Hofmann
Tom Hofmann

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

2. Gate Cam and Kiosk proposals and recommendations (Charles and Greg)
Charles presented a cost estimate for the proposed gate camera equipment. This includes the upgraded cameras and possible extra cost of a conduit under the road if required. This estimate, including installation, is shown in the email attachment "Gate Camera Equipment Quote".

Greg investigated various kiosk designs to house the DVR equipment. Greg thinks constructing a separate building would be more complicated and expensive than incorporating the existing panel for the gate control equipment into the kiosk. He designed an enclosure that uses the current panel as the back side and adds two posts, three sides and a roof. The proposed design for the kiosk can be found in the email attachment "Kiosk Details". The estimated material cost for the kiosk can be found in the email attachment "Utility Kiosk Materials".

Tom asked if overheating would be a problem for the equipment and whether it needs a fan. Dan Roper hadn't expressed any concerns about heat with this type of design.

Raymond asked about durability of the siding. Greg thought the T1-11 siding should be good for many years.

The board agreed that Charles and Greg have done a great job of exploring the possible alternatives for gate security equipment. The board approved both proposals. The gate and kiosk proposals will be submitted to the HOA membership for consideration.

The board also discussed the cost and possible methods of funding in the event that the HOA approves the proposals. The total cost for the camera and recording equipment plus the kiosk, is about $4,000. A quick calculation shows that this would be $70 per HOA member. Given the safety risks with the addition of neighboring apartments along with various economic uncertainties, it seems to be a reasonable cost for the benefit provided.

One possible means of funding could be to use some of the balance in the Operating Reserve. Given that we may need to share the cost of building a fence around the apartments, the feeling was that the Operating Reserve should not be tapped until the fence issue is resolved with the developer.

3. Update on Village Park website (Sam)

Sam explained that, except for a few security features, the website is nearly complete. The next step is for content to be added after which the website will be ready for use by the HOA.

Frank will organize a meeting to determine division of responsibility for adding the various sections of content.

4. Review of Action Items from last meeting (All)

The question of how to divide costs for irrigation and backflow meter inspection between the Meadows and main accounts is still pending. Bob and Greg are working with K2 to acquire the breakdown. The budget should list the backflow inspection and irrigation as separate items, and each of these should be partitioned between Meadows and Main.

The Landscape Committee made several suggestions on how the contemplated landscaping between VP and the apartment complex could be modified, however the board was unable to reach a consensus on how to proceed with their suggestions. Given Bob Grasso's, the land planner for the apartment development, negative response to the suggestions that were previously submitted, it isn't clear what should be done next.

All other action items were completed.

5. Review of August 2020 Village Park Financials (Raymond)

Raymond presented the financial statements. For the most part, the Main budget looks reasonable. There were a few expenses over budget by a small amount, but generally costs are on track.

Bob asked how much should be kept in Operating Reserve as a cushion. Raymond thinks we can probably move some of the cash into the Road Reserve if there is unused excess in the Operating Reserve, but that we should wait until we know what expenses we may face due to the apartment complex construction.

Tom asked what purpose is served by the Operating Reserve. Raymond explained that it was intended to cover unexpected costs to avoid a

negative balance during the year, especially in the beginning of the year before sufficient dues have been collected, and for the possibility of a shortfall at the end of the year that could result from some items exceeding the budgeted amounts.

Bob presented the state of the MSC budget. An unexpected expense arose due to excessive pine needles repeatedly clogging the gutters and downspouts. The main culprit is a large pine tree which needs to be removed. The cost for this is estimated to between $750.00 and $1000.00. (tbd).

Other gutters need guards to prevent clogging by pine needles from other trees. Bob expects this will probably push the gutter maintenance costs about ~$200 over the budgeted amount.

6. MSC update (Bob)
Bob stated that MSC budget development is underway. The MSC is scheduling a Meadows community meeting to get resident approval before bringing the budget proposal to the board.

Bob gave a summary of other accomplishments described in the MSC report which follows.

MEADOWS UPDATE

September 8, 2020

MEADOWS SUBCOMITTEE (MSC)

MSC Meeting
The MSC met on September 3 with three primary agenda items: 1) discuss the 2021 budget planning process and develop a timeline for having the proposed budget complete; 2) develop an agenda and dates for a Meadows Residents meeting and 3) discuss completed and upcoming projects (see detailed update below). September 30th was selected as the meeting date (with backup date of Oct. 1). The Meadows meeting will be held outside in the Meadows Park with social distance protocols in force. A 'save the date' note will be sent to Meadows residents within the next week with meeting agenda topics and background documents to follow approximately one week prior to the meeting.

LANDSCAPE COMMITTEE UPDATE

- Greg removed a 15 foot stray pine tree that was encroaching on three landscaped hemlocks on the hill by the Meadows entrance sign.
- White pine behind Hofmann's unit will be removed before the end of this year due to growth over townhome, pine needle fall on roof/gutters, etc.
- Shrub removal from park this fall in preparation for new plantings next year (Greg B. and any volunteers who are able to help)
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MAINTENANCE UPDATE

Lighting

- Replaced two path lights and one path light bulb in the Park (Greg). Painted all the older path lights that have faded over the last two years with a new coat of paint to match the two new lights (Marlene Whitaker).
- Removed the weeds between the floodlights and the Meadows Entrance Sign. Readjusted the lights to better illuminate the sign (knocked out of position by landscapers or wildlife) (Greg).
- Seco Electric fixed the issue with mailbox lights not working for units 6, 8, 10 and 11. The circuit was damaged during construction. Raymond will cover the cost for the repair.
- The only landscape lighting that is not working are the mailbox lights for units 52 and 44. Greg will try to fix them this fall and have a contractor fix it if needed.

Irrigation:

- The yard hydrants installed for units 8 and 12 were connected to the homeowners water meters instead of the irrigation water meter. K2 fixed the problem for no charge since they initially connected the hydrants to the wrong meters. The homeowners will be reimbursed by the MSC for the portion of their water bills that was used for irrigation.

Drainage:

- River rock bed drainage was installed between units 50 and 52. This has taken care of the water coming from the spring but after heavy rains the soil around the rock bed is muddy. Greg will work with TPS to determine what needs to be done to completely fix the problem. This work will be done in 2021 when TPS installs a rock swale behind unit 44.

Building/Structure Maintenance

- Bottom edge of dormer siding was sealed and repaired (as needed) near roofline on all units except for those recently completed (i.e., units 6, 8 and 12). The work was completed by Eric Fedun (contractor)
- Preventive caulking/painting and repairs of deck and front porch stair railings and post cap replacement is approx. 50% complete (units 2, 44). Remainder (units 4, 54) to be completed this fall by Bob and Greg.
- Mailboxes (residents who requested) were repainted by Greg Eschele
- Park swings and benches were refinished/painted by Marlene Whitaker. Tony and Lynn Caputo replaced the worn ropes with chains.
- Asheville Gutter to install a section of gutter guard on back of units 36/38 to prevent recurring pine needle blockage of the downspout.
- Terminix to repair a ground drain pipe that was damaged (causing downspout backup) by termite bait station installation on #36

7. Landscape Committee Member Responsibilities and-Meadows Landscape Guidelines (Frank)

After serving several years as the chairperson of the Village Park Landscape Committee, Jane Blanc has decided to step off from the position. Jane's leadership in conjunction with the work of the committee members has resulted in our beautifully landscaped Meadows community and Village Park gate entrance.

Rather than replace the chairperson position, the committee has elected to divide the responsibilities amongst themselves. The landscape committee members include: Donna Abbott, Ralph Buntyn, Lynn Caputo, Barbara Hayes, and Jill Tourtellot. The board thanks Jane and the committee members for their service and dedication to Village Park.

Frank then presented the Landscape Committee Member Responsibilities and Meadows Landscape Guidelines documents. The primary purpose of the

Landscape Committee Member Responsibilities is to introduce a new structure for the Committee with responsibilities more distributed. There will no longer be a chairperson so that no single committee member is overloaded. The purpose of the Meadows Landscaping Guidelines is to make it easier for Meadows residents to understand their role and responsibilities in the process of landscape decisions and maintenance. Both of these documents will be discussed with Meadows residents at the upcoming MSC meeting on September 30.

Tom asked, how residents get approval from the Landscape Committee for projects or changes to landscape plans. The committee will continue to accept input from the community regarding plans. Specific changes or requests should be submitted via email so that there is a clear record thus reducing confusion and ambiguity.

VILLAGE PARK – MEADOWS
LANDSCAPE COMMITTEE AND MEMBER RESPONSIBILITIES
(Effective January 2021)

Meadows Landscape Committee

- Coordinate/facilitate the landscaping activities of the Meadows
- When Meadows landscaping guidelines are not followed, report situation to the ARC
- Revise Meadows resident landscaping guidelines as needed
- Present landscaping budget to Meadows residents and the Board for approval
- Create and present year-end report to the Board and deliver recap at annual meeting

Jill Tourtellot

- Coordinate/facilitate landscaper activities of VP gate entrance and 10–foot right-of-way on undeveloped lots.
- Create annual VP and Meadows landscaping budget for landscaper contracts and VP “Landscaping Other” budget line item, which includes projects, unexpected expenses and other.
- Research, interview, and select new landscapers when needed.
- Review/revise landscaper specs annually, obtain pricing, and ensure specs are incorporated into the new contract.
- Resolve issues arising from weekly mowing and weeding maintenance, and pruning - done three times per year.
- Create special pruning request list for landscaper three times per year.
- Maintain positive ongoing landscaper relationship and open communications.

Lynn Caputo

- Create/coordinate/execute proactive projects to maintain appearance standards as the community ages.
- Create annual Meadows budget for “Landscaping Other” budget line item, which includes planned projects, unexpected expenses and other.
- Resolve Meadows resident reported HOA issues.
- Schedule, meet with, and select arborists to resolve Meadows tree issues (e.g., treat Hemlocks, trim Leylands, cut down trees, eliminate pests, etc.)
- Provide a landscaping update report at MSC meetings.

Ralph Buntyn
- Provide knowledgeable landscape input/perspective to the Committee.

VP HOA Board-Treasurer (Bob LeBoeuf)
- Monitor monthly financials and track actual vs. planned expenses.
- Coordinate with the Landscape Committee to ensure proper posting of line item expenses.

THE MEADOWS LANDSCAPING GUIDELINES
Effective September 30, 2020

The goal of the Landscape Committee is to ensure that landscaping in The Meadows remains healthy and low maintenance, the appearance is tasteful and uniform, and no property stands out as being underdone or overdone.

Many townhouse residents have come to The Meadows from homes where they were used to maintaining the property surrounding their house. Please recognize that living in The Meadows means that the HOA is now taking on this burden and as a townhouse owner you have limited responsibilities in this area. Limited responsibilities imply there are still some responsibilities that are encouraged and others that are not required or allowed. It is with this in mind, the following Meadows landscaping rules have been developed:

Resident responsibilities:
- Caring for and maintaining all annuals, perennials, grasses, and ground covers currently planted in existing landscape beds around your unit.
- Keeping plants and ground covers in landscape beds inside the edge of the bed to allow landscape crew mowers and weed whackers to operate freely.
- Cutting potted plants and vines in containers so they do not attach to the ground and begin spreading.
- Communicating landscape issues **by email**, and not through verbal communication with committee members or to the landscape/tree professionals.

Residents are encouraged to:

- Plant **annua**l **flowers** in the beds around their units.
- Add **shredded hardwood** mulch that matches the color of existing mulch installed by the landscaper only around newly planted annuals.
- Refrain from giving direction to the landscape/tree professionals working within the Meadows and Village Park.

Residents are **not allowed** to:
- Add, enlarge, or change the size/shape of landscape beds.
- Plant trees, shrubs, perennials, vines, grasses, or ground covers.
- Remove any tree or shrub.
- Communicate directly with landscape/tree professionals.
- Place permitted Yard Décor in turf/grass areas.

HOA (Landscape Committee) responsibilities:
- Maintain ongoing **landscaper relationship** and communications.
- **Resolve** resident reported HOA landscaping **issues** and problems such as damaged, dying or dead plants.
- Replace shrubs/trees that are damaged, dead, or dying.
- Initiate landscape renewal projects to maintain a fresh appearance in the community.

Members of the Landscape Committee include: Jane Blanc (chairperson), Ralph Buntyn, Lynn Caputo, and Jill Tourtellot.

8. Maintenance Standards Guidelines update (Arthur)
Arthur presented a review of the history of the guidelines. The purpose of the guidelines is to help the HOA members understand their responsibility to maintain their property and provides examples of what this responsibility includes. The board approved the document for distribution to the HOA.

9. HOA Transition (Raymond & Frank)
At some time in the future, the developer control rights for Village Park will expire. The HOA should start thinking about how to ensure a smooth transition from developer control to a member controlled HOA.

The Biltmore Lake HOA has been working on such a transition for about two years. Frank has been speaking with a member of their HOA board about what we could learn from them. They have agreed to share their experiences with us starting with a meeting in October.

10. Utilities Committee-vote needed (Frank)
It was proposed that we create a new committee to manage all of the Village Park infrastructure, for example the gate, roads, water, power,

etc., rather than having a separate committee for each of these types of items.

Raymond suggested calling it an asset committee. All VP assets are listed on the HOA insurance policy. It would be better to have a committee to manage all these assets systematically instead of dealing with them in an ad hoc manner.

The proposed formation of an assets/utilities committee, to be co-chaired by Charles and Greg, was unanimously approved.

11. Apartments-Developer Actions (Tom)

Tom Duckett led the discussion of next steps for dealing with potential problems resulting from the apartment complex development. Tom and Gayle Hofmann joined the meeting for this discussion. We currently face issues including safety (e.g. lack of fencing), aesthetics (trees and other landscaping), and noise and light pollution. We have no guarantees from the apartment developer that he will address any of these matters. Tom posed the question of what to do if the finished construction isn't satisfactory.

From their experiences thus far, Tom and Gayle Hofmann think it is likely that no amount of vegetation will really protect the Meadows residents from noise and visibility problems and that the noise probably will be excessive.

Raymond stated he would contact Bob Grasso, the land agent for the apartment complex, to confirm that the landscaping scheduled for this fall would in fact be planted.

Since the developer indicated there would be no fencing need finalized until the project was basically completed (mid 2021), Frank suggested that we need to restart the fence discussion towards end of this year. Discussion at that time will also have the benefit of seeing how plantings look after landscaping is completed and whether additional plantings are required.

12. Annual Meeting/Budget (Raymond & Frank)

We need to start on contracts for 2021 so that we can complete the budget proposals for the coming year. The proposed budgets must be distributed by mid-November so that the HOA members have time to review them before the annual meeting.

Given the health safety issues, we will probably need to hold the annual meeting via Zoom. Fortunately, Sonya DiPalma has extensive experience from her remote teaching at UNCA on how to make large Zoom meetings run smoothly. For example, we need a process for deciding who gets to talk, a method for voting and so forth. The rules for how the meeting will be run must be sent to the HOA in advance.

Bob noted that many people may choose not to participate remotely and that proxy voting is likely to be important. Arthur suggested we discuss with Sam whether proxies could be submitted via the Village Park website.

13. Other topics of interest (All)
Bob noted that Jack Sale has experience with volunteer activities and projects from an insurance company perspective. He would be a good resource for advice on this topic.

Frank stated that the HOA received a check from the insurance company for damages at the entrance to VP from the automobile accident.

Frank and others have considered potential alternatives to the community picnic. The ultimate conclusion was that the picnic should not be held this year and there really is not a good substitute. Frank will send an email to HOA members announcing cancellation of picnic.

14. Adjourn
The meeting was adjourned.

Action items:

- Discuss with Sam whether how we might use the web site to handle proxy voting.

- Raymond will contact Bob Grasso, the land agent for the apartment complex, to confirm that the landscaping scheduled for this fall would in fact be planted.

- Frank will organize a meeting to discuss who will be responsible for adding the various sections of content to the website.

- Frank will send an email to HOA members announcing cancellation of picnic.