Minutes of the Village Park HOA Board Meeting

Tuesday, September 26, 2023 at 3:00 PM
Location: Tom Duckett's Home

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

1. Welcome
Frank welcomed everyone and called the meeting to order. Thank you to Tom for hosting the meeting.

2. Review of Action Items from last meeting (All)
All the action items from the previous meeting were completed.

- Frank to update Landscape Guidelines regarding enhancements on the shoulders of the roads.
Done.

- Frank to send an email explaining to HOA members that in the future sensitive information will only be accessible via the website.
Done.

- Frank will ask the Landscape Committee to develop a proposal and cost estimate for added landscaping on the right, as you are exiting the entrance right-of-way.
Done.

- ARC to notify select homeowners regarding the appearance of property.
Done.

- Frank to send an email to solicit volunteers for this year's annual HOA picnic.
Done.

Frank followed up with Raymond about retiring the old Village Park website and Raymond agreed to remove the site. Frank will check with Raymond on progress.

3. Main & Meadows budget (Bob)
Bob's report on the budgets follows.

Treasurer's Report 9-26-23

1. Through August, we're on track for both Main and Meadows budgets All 'Receivables' for both budgets (dues, transfer fees, reimbursements, etc.) have been received.

2. For the Main Budget, we are projecting coming in on or slightly below budget at year end pending costs of recent entrance irrigation repairs, late 2023 snowfall and any other unanticipated expenses.

3. For the Meadows, we are projecting the Meadows Budget to be on-budget or slightly overspent. Potential overspend items include a projected +$800.00 by year's end on Meadows Gutter cleaning due to the need for additional cleanings this spring and +$550.00 as a result of accelerating K2 assuming mailbox and pergola lighting maintenance responsibilities in 2023 so we could get the work completed before the weather turns cold. Underspend General Maintenance funds may be able to cover the additional costs. If not, overspend will be managed through the Meadows Operating Reserve.

4. The 2024 Budget development process is in full swing. The Draft Proposed 2024 Meadows Operating Budget has been completed and will be sent out to Meadows residents by Sept. 28 for discussion/input at the Oct. 12 Meadows Residents meeting. Development of a Draft Proposed 2024 Main Operating Budget has been initiated and will be sent to VP Board members for discussion/input at our November Board Meeting.

Thanks to Bob for submitting the report for incorporation in the minutes.

4. Meadows Committee report (Bob)

Bob's report summarizing Meadows Committee activities along with a detailed project list are included below.

<u>Meadows Update 9-26-23</u>

1. 2024 Budget Preparation
   - Draft Proposed Budget has been developed. To be distributed to Meadows' residents as pre-reading by September 28.
   - Draft to be discussed at Meadows Residents Meeting on October 12
   - Modifications to budget as needed, final draft to be sent out for vote by 3rd week of Oct.
   - Budgeted to be voted on-processes completed by 2nd week of Nov.

2. Landscape-Building Maintenance Projects Update

(please refer to the attached 2023 Meadows Landscape-Maintenance Project List Update v9.28.23 for a detailed update).
It has been a very busy and productive season so far. Top line, things are on schedule! A few highlights include:

Landscape

a. All planned 2023 landscape projects and a couple of 'opportunistic' projects that needed to be done have been completed.
b. A couple of 2024 townhome front renewal projects may be accelerated into 2023.

Building-Common Area Maintenance

a. The majority of planned projects (plus a number of unplanned) have been completed
b. Remaining projects (work in progress) to be completed by year end include:
   - Mail-box lighting repair
   - Replacement of rotted mailbox posts
   - Sidewalk/driveway cracks sealing

2023 Meadows Landscape & Maintenance Project List

(v 9.28.23)

(Note: Items completed since the last Update are in bold)

2023 MEADOWS LANDSCAPE PROJECTS UPDATE

- The budgeted large tree pruning scheduled for 2023 was completed in the Meadows in January as follows: maple tree between #50 & #52, tulip poplar above deck at #36, and pine tree limbs over roof/house at #38

- Removal of 1 Leyland Cypress and 2 Green Giant Arborvitae between #50 & #52 has been completed. At their expense, homeowners engaged the services of BB Barns with enhancements to the landscaping in this area in late June.

- Removal of 4 Leyland Cypress, 1 Weeping Cherry and 1 Euonymus between #42 and #44 has been completed, followed by installation of Emerald Green Arborvitae and sod where the bed was greatly reduced on each side. Homeowners filled in bare areas toward the back of the bed at their own expense using BB Barns. Volunteers dug up and divided love grass on the hill behind #44 and transplanted it in some of these bare areas.

- Volunteers removed 3 Inkberry Hollies and salvia at the sidewalk of #40, removed the bed and installed tall fescue sod.

- BB Barns generously extended their normal warranty and replaced a dead dogwood tree that was behind #30. In its place they planted a 'Hearts of Gold' Redbud tree in the front yard where conditions are drier. Volunteers took advantage of this opportunity by removing the angled row of azaleas between 30 & 32 and installed sod in its place. The removal of the oversized, declining Japanese Black Pine near the water hydrant at #32 was also done at this time.

- TruGreen completed Round 5 Early Fall lawn treatment consisting of Iron, Post Emergent Weed control and a second application of Fungicide on 9/6/23. A reminder that lime was applied in February, which was the first application in several years.

- TPS continues in season weekly landscape maintenance. Summer pruning in the Meadows concluded in July.

- Love Grass post emergent weed treatment behind 8-12 Meadow Vista Court homes was applied on 9/6/23 by TruGreen. TPS completed Round 1 broadleaf weed hand pulling on the hillside in July and Round 2 at the end of August.

- Extreme winter cold adversely affected many plants in the Meadows. Big leaf hydrangea and butterfly bushes were hit particularly hard. Thankfully most of these plants are recovering though sacrificing blooms this year. Most of the newer ligustrum plants behind #8 and 12 succumbed to the cold. The dead branches have been cut to the ground. A replacement plan will be developed and presented in our 2024 budget proposal.

- Azaleas at #4 did not make it through the cold snap, and the homeowners purchased new plants. Volunteers dug up the dead plants and installed the new Hoogendorn hollies at the front foundation and Encore azaleas in side bed near screen porch.

- The row of dwarf cotoneaster along the sidewalk bed at #54 suffered winter kill, and volunteers removed them and replaced with 5 Blue Rug Juniper.

If you have a landscape request, please contact Jill Tourtellot in writing at jdtourtellot@gmail.com

2023 MEADOWS MAINTENANCE PROJECTS UPDATE

- Main Outside Deck/Railing Refinishing
  - Main outside decks scheduled for evaluation and refinishing if needed include: #2, #9, #11, #34, #50, #54. As we have changed from semi-transparent to semi-solid and solid deck stains on several decks, refinishing every three years may not be necessary.

The Decks were evaluated by our painter (B&B Painting) on 3-30-23. We will proceed as follows:
Decks #9, #11, will be prepped and refinished this season (August-September); #2 will be power washed and then a decision made whether or not it needs stain; #34, #50 and #54 are in good shape, will be re-evaluated next year.
Decks at #2, #9 and #11 were refinished by B&B Painting in July.

- Top rails of the main decks on #2, #4, #11, #34, #54 will be re-stained. Rails on #9 and #50 are in good shape.
- Rails of the main deck on #2, #9, and #11 were refinished by B&B while refinishing the decks. Rails on #4, #34 and #54 were refinished by volunteer labor.

- Townhome Interim Touch-Ups/Painting as needed
  - Front doors on #2, #4, #52 and #54 were painted (volunteer labor).
  - Garage door on #32 was painted (paid for by owners).
  - Shutters on #40, #42, #44 and #46 were prepped and stained (volunteer labor).
  - Caulked, painted small cracks and separated butt joints in hardy plank siding on #1, #3, #4 (volunteer labor).
- General Maintenance
  - # 52 Garage Soffit Light Fixture replacement-Completed by volunteer labor.
  - Mail box post facia on #4, #32, 38, #52 has rotted wood-to be repaired/replaced
  - Rotted wood on front step railings on #2 was repaired and painted (volunteer labor).

  - Lighting- Repairs on several mailbox lights have been completed, others are currently in progress including installation of light adapters to make future maintenance easier (volunteer labor). K2 will be scheduled to fix any lights that cannot be fixed. Repairs to be completed before end of year.

- Pergola Restoration-to be completed (several support post replacements, staining)
  - All restoration 'carpentry has been completed.
  - Staining of the pergola completed by B&B Painting in July.

- Sidewalk/Driveway Repair
  - Repair of cracked/sunken section of driveway at #32 has been completed.
  - Sidewalk-Driveway Crack Repair-sealing/repair (as needed) of joints between sidewalk stones, between sidewalk and driveways, etc. has begun. To be completed by end of the maintenance season.

- Hardscape/drainage
  - Side yard drainage of #38 to be assessed. Replacement of landscape beds with sod at #40 (changing the rain water flow pattern) has greatly reduced the amount of water draining into the side yard at #38. Net, no further action is required at this time.
  - Assessment of drainage in back yard of #12 currently in progress. Terracing of the backyard bank and additional rocks in the french drain at the rear of property at #83 Village Pointe Lane by the

owners has greatly reduced/eliminated water flow down the hillside and into the back yard of #12 Meadow Vista Ct. Net, no further action is required at this time.

- Spring and Fall Irrigation Hydrants Maintenance/Repair -Spring maintenance has been completed with minor repairs completed.

- Annual Terminix moisture readings/crawl space inspections were completed on 8/23. Bait station re-charging is ongoing. Preventative termite treatment of the pergola has been provided by Terminix gratis.

- Gutter/Downspout Maintenance
  - The annual gutter cleaning by Asheville Gutter for all townhomes has been scheduled for December 6. We again are delaying the cleaning until all leaves and other droppings have happened. A spring cleaning was performed by Asheville Gutter on #9-11, #32-#34, #36-#38 and #52-#54 due to heavy gutter 'build-up' at these townhomes. Blocked sections of gutters at #28 and #40 were also cleaned out (volunteer labor).

  - Downspout-ground drain connectors were cleaned and replaced for townhomes #1 (2x), #2, #4, #30 (2x), #46 (2x), #52 and #54 by volunteer labor. The pop-up drain at #2 was also replaced with a straight 'curb drain' to improve water flow (volunteer labor.)

If you have a maintenance request, please contact Bob LeBoeuf at leboeuf100@gmail.com

Thanks to Bob for providing these informative reports.

5. Board Development Committee report (Arthur)

The current Board Development Committee members are Arthur Harvey (chair), Jennifer Huestis, and Charles Abbitt. The committee reviewed the candidates and agreed that Elsie Reid's relevant legal expertise and her experience on charitable organization boards, among other qualifications, made her the best candidate to fill the opening on the board.

HOA Board members agreed with the committee's recommendation and invited Elsie to join the HOA board.

6. Annual meeting (All)

The board considered what topics are most likely to be of interest to the HOA membership including responses to items raised at the 2022 annual HOA meeting, and road upkeep.

The board reviewed updates to the VP website proposed by Tom Duckett. Tom volunteered to make the changes that were approved by the board.

Items related to long-term maintenance of the roads in Village Park are among the biggest costs in the budget. It is important to communicate the road maintenance tradeoffs and plans to the HOA. The estimated costs and alternative procedures for road upkeep will be presented to the HOA membership.

Tom Duckett offered to contact the library to book a room for the VP HOA Annual Meeting on Wednesday, December 6, 2023, 5:30 to 7:30pm.

7. Entrance Way (Frank)
Frank met with Raymond McClinton to discuss a general plan proposed for landscaping of the right-of-way outside the gate. Raymond agreed with the proposal.

The board decided that implementation of this landscaping plan should be deferred until there is a detailed plan for the actual development of the commercial properties which border the entrance road to Village Park. Once there is a concrete development plan, we can determine the best way to proceed.

8. ARC Report (Frank)
A slightly modified color scheme for an existing home was approved.
Issues with low hanging birch trees in the roadway were mitigated.
The ARC is waiting for the landscape plan from a new home currently near completion.
Needed landscape maintenance at two residences has been completed.
No building plans have been received from the owners of other undeveloped lots.

9. Other Topics of Interest (All)
No other topics were raised.

10. Adjourn
The meeting was adjourned.

Action items:
- Frank to remind Raymond about retiring the old Village Park website.

- Tom Duckett to update web site.

- Tom Duckett to reserve room at the library of the Annual Meeting