

HEDINGHAM COMMUNITY ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES, April 18, 2018

The meeting was called to order at 7:05 PM by Jennifer Moore, President.

Board of Directors in attendance and introduced as follows: Christina Serafino, Vice President, Jennifer Moore, President, Ed Behan, Treasurer, Loryn Jones, Secretary. Also present, Ebony Heart-Curtis, Community Manager and Jovon King, Operations Manager.

The board of directors approved the March 2018 meeting minutes with correction in place of High Milers. **MOTION** by Christina Serafino, 2nd by Ed Behan, all in favor.

Jennifer Moore- calls for introduction of District members:

District:

1. Tracy Hicks
2. Wayne Lamke
3. Avis Bostic
4. Lianne Thayne
5. Jackie Benton
6. Joseph Orseno
7. Aline Chrisoffelsz
8. Hollie Aldridge
9. Jonathan Lensch
10. Fred Smith
11. Kris Schneider
12. VACANT

Board Topics- All contracts up for renewal: CAS Management, Pool Professionals, Yard-Nique Landscape, Fred Smith Company townhome landscape, and Fred Smith exterior townhouse maintenance

CAS Management Contract- **Jennifer Moore**:

- Meetings with CAS corporate to discuss the way the management company has broken out certain fees as separate items within the budget.
- Christina Serafino and Jennifer Moore met with John Stone (CAS) and attorney for clarity on the contract.
- Jennifer Moore states that the separate line items added to the budget that were not discussed with the Board of Directors or properly communicated by John Stone.
- Jennifer Moore states that she would prefer one fee and for all internal aspects of the contract.
- Ed Behan- Suggests extending some contracts by 1 year so that won't be an overload.

Pool Professionals- **Jennifer Moore**:

- Schedule established, calendars created. Pools open Mother's Day. Pools will ONLY be open on weekends until Memorial Day. Adult swim 9am-10am Monday through Saturday at Grand Traverse pool.

Jennifer Moore- Asks to have “Handicapped Signs” replaced and have space nearest pool stenciled with “handicap” logo at Willow Oak.

Jovon King – Arc Electric proposal presented for Willow Oak pool restrooms for lighting timer install. Jennifer Moore makes **MOTION** to approve, Ed Behan seconds it. Approved.

Jennifer Moore- Neighborhood signs, should Long Range Planning handle? Ed Behan says that we are going to have to add signs in the Villages if we are to refurbish the other “neighborhood signs”. Christina Serafino suggests that we not put time and effort into “neighborhood signs” but into announcement signs. Jennifer Moore asks for the District Voting Members input. District Voting Members majority votes for “announcement signs”. Jovon asked to source prices for signs.

Jennifer Moore- *Landscaping:*

- **YardNique** was asked to kill jasmine at Willow Oak pool and replace with pine straw.
- Picture of Athletic Center re-scape proposal presented as an idea, other bids to come.
- Ed Behan suggests that the Board shelve the Athletic Club re-scape due to budget concerns.
- Ed Behan speaks on the condition of the “Bradford pears” along Eagle Trace, the limbs are splitting and getting to the point of being dangerous. Ed states that City of Raleigh will not plant Bradford Pears as an option.
- Ed Behan suggests that the Long-Range Planning committee should look at what we should replace those trees with.

Jennifer Moore- *Milburnie Dam Project Money*

- Suggestions were given to refurbish the Willow Oak clubhouse.
- Bids for Willow Oak were provided by Onofrio for \$10k, Big Tyme Handyman for \$8k and MPR for \$7.5k
- Black cushioned chairs to be purchased for Willow Oak clubhouse.
- Bids for back board for tennis court \$1900, \$2200 and \$2800.
- Decision made to move forward with Willow Oak bid from MPR bid.
- Loryn Jones makes motion to approve Willow Oak clubhouse refurbish, Christina Serafino seconds, **MOTION** approved.

Cashbox Reconciliation- Jennifer Moore

- Says money needs match guest counts.
- Suggests that pool staff sign off on money collected.
- Wants report for money collected from pools and Athletic Center.

Loryn Jones- asks for guest passes at least (2) for each home and charge fee after that. Ebony Heart-Curtis says that there is a Nanny pass already available. Christina Serafino says that the fee is a deterrent to overcrowding.

Topics from last meeting:

- Funbrella – is here in Raleigh, install should be within the next week.
- Weight Room- equipment has been ordered, \$10k added to original order in effort to outfit the gym to the specs of the Long-Range Planning committee, delivery is tentatively scheduled for mid-June.
- Sewer Lift station- Jennifer Moore, says that Valerie Spaulding estimates the projected totals based on billing at \$258K plus postage rounded to \$260K. Hoggard's has been selected to repair the two resident's yards that were damaged from the Lift Station project. Ed Behan disputes the estimates given and says it is closer to \$300K.
- Irrigation Meters- all are turned off except for golf course meter at Harbour Town.
- Assistant swim coach- None found

Ebony Heart-Curtis- Management Report

- Website is finished
- Fobs have hit an issue concerning pool access, issue is being handled by IT company, estimated fix by 4/20.
- District elections are complete in 6, 8, 9, 10 and 11.
- Jennifer Moore- says that we were notified by FSC attorney that the elections were being handled incorrectly. The Board and CAS are working to correct the discrepancy.
- **Linville Ridge**- parking signs are up and as a result people have taken to Sapphire Valley. US Security officers have been actively patrolling and ticketing those offenders.
- **US security** issued 131 parking tickets in March.
 - Security ticketing explained- first ticket is warning, second is followed by a warning letter from CAS, third is the violation letter which goes to due process if non-compliant. All residents are encouraged to call Raleigh Police Department's non-emergency number if they see someone illegally parked.
- **FSC** starts power washing this month starting with Ventana.
- If you have areas that you do not want FSC landscapers to have access, ensure that you have created an "ornamental garden" where you do not want the landscapers to go.

Christina Serafino- Committees

- **Swim Team**-online registration for swim team is available at www.hedinghamsharks.org. We ask for parents to register online, print the form and attend one of the three suit fitting and payment sessions at Willow Oak clubhouse-4/21, 4/23, 4/30.
- **Violations**-Mailbox campaign: Single family homeowners are given 60 days to repaint, clean or replace their box, post, and or numbers. Those mailboxes that are still in need of maintenance will be called to our May due process meeting. Power washing: Looking at homes that need power washing within the next week as the weather warms up and people can do it. They will be given 60 days to have this done since that is a busy time for power washers. Driving the community at least 3 times a week to different sections to scan for violations. Homeowners have been helpful in sending in violations they see as well.

- **Neighborhood Watch-** Cops vs Kids game is in the works
- **Long Range Planning Committee-** They have reconvened and are working on options for playground mulch and the gym equipment was voted on and ordered. Wayne has quotes for installation & maintenance of cameras at Linville Ridge playground.
- **Oakland Hills-** Roof are almost done.
- **High Milers-** Continue to enjoy each other's company. Our program for April was provided by Alice Jones. Alice shared information about a variety of computer classes offered by Raleigh Senior TechEd from beginner to classes to sharpen your computer and cell phone knowledge. After the meeting we enjoyed a few rounds of bingo and some delicious pizza. On May 1st we plan to visit Historic Yates Mill and on May 30th we will be headed to a Durham Bulls ball game. Our next meeting will be May 15th instead of May 8th due to elections. We will be enjoying a Cinco de Mayo lunch following the meeting.
- **Social-** Easter event was great. Next events will be during the summer and are in process.
- **Golf-** None submitted

Ed Behan- Financials

- In reviewing the financials supplied by CAS for the period 1/1/2018 3/31/2018 our reported income from all sources is \$409,366.71 against the Budgeted amount of \$389,700.00 leaving a budgeted positive surplus for the period of \$19,666.71.
- Expenses for the same period was a reported \$458,080.54 against a budgeted projection of \$392,593.77 leaving negative of \$65,486.77. This is due in part by the agreed upon principle payment of \$50,00.00 against our Mortgage of \$510,000.00 bringing the current Mortgage balance to \$450,000.00. It should be that certain expenses will show up earlier and that both income and expenses are averaged out during the year. There is a word of caution though. Finishing up the third month of the year it appears that we are within the overall budget, however, there are a few categories that are exceeding the current budget projections. I would recommend that we review /revise the budget in June so that we might finish the year at or under budget.
- Last month I pointed out that there were approximately 6 expense categories that have been added and as I understand a meeting with CAS management was held to seek clarification of some of these items.
- Currently the Community's total assets are around \$2,138,042.70 with \$558,943.70 allocated in the HCA Replacement Fund and another \$82,385.52 in Operating Cash. **WORD OF CAUTION:** Some of the funds in this category are Townhome Replacement Funds that accumulate and are distributed at the end of the year. So, in looking at our cash position we should be aware of the above-mentioned fact as well as being mindful that there is a recommended Cash requirement that is to be set aside for our Reserves for future projects as Heddingham ages.

Ed Behan makes **Motion** for adjournment: Meeting Adjourned 8:33PM