

Belhaven Townhome Owners Association, Inc

Annual Meeting Minutes

October 15, 2020

Meeting called to order at 5:04 pm.

Introduction of the Board of Directors:

President: Rod Johnson

Vice President: Burlena Price

Other members present: Valerie & Todd Yates, Burlena Price, Janice Greagor, Rod Johnson, Debra Patton Davis, Joseph Sanchez and Caroline Matoke. 4 proxies were received. 11 properties represented.

Introduction of Heritage Team:

David Caldwell and Elizabeth Marvin

2019 Annual Meeting Minutes were approved. Motion /Second/Carried

Old/Unfinished business:

- Reminder about following the CC&R's. Specifically, guidelines such as Architectural Control. Please make sure to review before any changes are made to the exterior of your property. Any changes to the landscaping or exterior of the structure must be approved by the ACC.
- Discussion on the sidewalk at the end of Belhaven Way near the retention basin.
 - Burlena spoke to the city. She was referred to the Parks Manager who indicated that they would do something about this area. They have said this before. Burlena has spray painted the cracks as they are a tripping hazard.
- There are some repairs that are necessary to the HOA's fence – the Board will address these issues.

New Business:

- Shrubs along Patterson
 - There have been some complaints that they obstruct view when exiting the subdivisions
 - Board has declined to remove them, however they have been severely trimmed back. The HOA's landscaping contract only includes a 2x/year scrub trimming and these have been trimmed back a few extra times this year.
 - 1 owner indicates that they feel there is a clear view when stopped at the stop sign.
 - Suggestion that the 1st one be removed.
 - They could be replaced with some landscaping boulders that will not continue to grow.
 - The Board will evaluate the options and address this issue.
- Review and approval of landscaping contract
 - Thompsons Landscaping has presented a 3 year contract for review. The terms are the same as previous contracts aside from the prices which have increased approximately \$3,000./year.
 - Rod recommends that the HOA accept this contract.
 - Comment that sometimes there is a benefit of working with the same company as they have knowledge of the HOA and its systems.
 - The HOA has a significant amount of sprinkler heads – over 300.
 - There are options down the road to replace the grass in the common area with rock to avoid the irrigation system, however this will be a costly transition.
 - Question about who is responsible to replace bushes along the driveway – each individual owner is responsible to replace the bushes on their property. The HOA's vendor will trim these bushes 1x/year.

- The HOA maintains the yards to the extent of mowing the grass, turning on the water in the spring, checking that the system functions properly, cleaning the filters, winterizing the irrigation system in the fall. Any repairs must be performed by the individual owners – Thompsons will assist individual owners; however they will be billed directly, not the HOA.
- Motion to accept the new contract/Second/All in favor with none opposed.
- HPM will sign the contract on behalf of the Board and return it to the vendor.

2021 Budget:

- Discussion on a possible HOA dues increase in 2022 as the HOA will be in a deficit in 2021.
- HPM is increasing management fee effective January 1, 2021. The current rate is \$7/door, however Belhaven is currently only paying \$4.25/door. It was determined by HPM that all HOA's would be brought to the current rate.
- Discussion on HOA management fees and the services offered by HPM.
- Comment that costs are increasing for management, landscaping, as well as other various vendors.
- Comment that if the HOA does not increase HOA dues that there could be problems in the future (i.e. the need for special assessments or large dues increases).
- Question about snow removal. The HOA's criteria is 3+ inches of accumulation for a snow removal service to be called out. Only the sidewalk that parallels the street will be cleared. It is budgeted for two times each year.
- No increase in HOA dues at this time, however they may be increase in the next few years based on the budget.
- Comment that the Board is responsible to ensure that they are forecasting that all future expenses will be covered.
- Question about what the increase will be – unsure at this time, however based on the current budget it will likely only be approximately \$20- \$30/quarter.
- M/S/C that 2021 budget be approved as written and posted on the website.

Nomination and Election of Board Members:

- Comment that the Board would welcome more members!
- Floor opened for nominations
- Rod and Burlena nominated
- Joseph Sanchez was nominated but declines at this time.
- Floor closed.
- All in favor of Rod and Burlena to serve for the 2021 term. None opposed.

Question about the new development. Their activity has killed some of the HOA's trees. HPM will contact them to discuss replacement – Belhaven will select the trees to be used. Also a question if a fence will be put up on the west side of the HOA's property line by the new development.

Meeting adjourned at 6:19 pm.

Minutes taken by
Elizabeth Marvin
Heritage Property Management