

**23.03.14**  
**Agenda RP8 Open Board Meeting**  
**5:30 pm**  
**Clubhouse**

1. Call meeting to order.
2. Meet Elizabeth Campbell DC Capital HOA Management Co.  
15 mins for homeowner questions  
Dismiss Elizabeth Campbell D C Capital HOA Management Co.
3. Minutes Feb. meeting no meeting was held because the second Tuesday was a holiday.
4. Feb Financials
5. Job Description
6. Welcome letter
7. Piedmont offer
8. Roofing
9. Grounds
10. Clubhouse
11. Mailboxes
12. Carport Sale May 5th and 6th Headed up by Wendy Vincent ([walkntn@gmail.com](mailto:walkntn@gmail.com))
13. Open Floor for Resident questions and comments

## 23.03.14 Minutes of Open Board Meeting

**Call to Order:** Meeting was called to order at 5:30 PM by Linda Simmons. Board members present were Carole Dahlinger, Linda Simmons, Jane Trotter. Also present was Elizabeth Campbell of DC Capital HOA Management Co.

**Meet Elizabeth Campbell:** Homeowners had an opportunity to meet Elizabeth Campbell of DC Capital HOA Management Co. and ask questions about her business as a Financial Property Manager. We will be starting to use her company June 1, 2023.

**Minutes of Feb, Board Meetings:** No meeting was held because the second Tuesday was a holiday.

**Feb. Financials:** Linda reported that we only just received the financial report, today, so we didn't have an opportunity to review it, yet. Please look for the Financial Review in the 23.03 Newsletter.

**Job Description:** The HOA Board updated the Onsite Manager Job Description as follows: The Onsite Manager will maintain a list of contacts and insurance policy updates and will also set a reminder to request quotes in advance of the date the contract or policy lapses. Additionally, the Onsite Manager will maintain a list of HOA approved vendors and will collect 3 competitive bids on all projects exceeding \$1,500.

**Welcome Letter:** Our new Welcome Letter was introduced to the homeowners and will be posted to the website.

**Piedmont Offer:** The HOA Board of Managers are trying to negotiate a better offer with Piedmont.

**Roofing:** Distinctive Roofing is still working on evaluating the amount of damage and cost to repair. Some roofing can be repaired via simple repair solution, while others will require replacement and insurance claims.

**Grounds:** After getting three vendor bids, we will be using Kailey's Tree Service in amount of \$5,400 for downed trees cleanup.

**Clubhouse:** The Board passed a resolution upon the request of the Clubhouse Committee to install a glass shower door in master bathroom.

**Mailboxes:** The Board passed a resolution to purchasing 50 new mailboxes, so we have a supply to replace damaged mailboxes. We negotiated a price of \$18.50 per mailbox with Ace Hardware and were required to purchase at least 50 to get this price.

**Carport Sale May 5<sup>th</sup> and 6<sup>th</sup>:** Linda reported that the carport sale will be headed up by Wendy Vincent ([walkntn@gmail.com](mailto:walkntn@gmail.com)).

### Floor Opened to Residents

There were no questions or comments from residents since they were allowed to ask questions and comment throughout the meeting.

**Meeting Adjournment:** Linda made motion to adjourn meeting at 6:24 PM. Meeting was adjourned with unanimous approval.

Respectfully Submitted by Jane Trotter