

Panther Trace Townhomes

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting June 28, 2016 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order at 7:09 p.m. by Bastin Joseph. Cathleen DeHart, Hector Morales and Ileana Lazala were also present; therefore, a quorum was established. Timely meeting notice confirmed. Sara Hopp-Castillo arrived late. Pamela and Doug Pinner represented McNeil Management.

2. Approval of Minutes

Previous meeting minutes reviewed by board.

On Motion: Duly made by Hector Morales, second by Bastin Joseph and carried unanimously.

Resolve: Approve minutes as presented.

3. Financials Reports

Manager reviewed financial and management activity reports. Currently three homeowners are with the attorney for collection action.

4. Business Operations

Board reviewed and discussed four proposals from landscape contractor for upgrades at front entry and around mail kiosk. The board felt the proposals were too high and requested manager obtain additional proposals from other landscape contractors. After additional discussion, the board requested manager send current landscape specifications to the board for review. The board will review these specs within the next two weeks and return them with any adjustments to manager to bid contract. Board members and homeowners have been displeased with the general level of current service, most recently the mulch install.

Pressure Clean Building Exteriors – Board review bid submitted by Priority Pest Solutions to pressure clean the building exteriors. When vendor determines the cleaning schedule, owners will be notified by mail.

On Motion: Duly made by Hector Morales, second by Sara Hopp-Castillo and carried unanimously.

Resolve: Approve bid from Priority Pest Solutions.

Parking Lot Reflectors/Striping – Board reviewed proposal from Driveway Maintenance to restripe centerline and install new/missing reflectors. Manager will request they review paint staining while on-site.

On Motion: Duly made by Sara Hopp-Castillo, second by Bastin Joseph and carried unanimously.

Resolve: Approve bid from Driveway Maintenance.

Trash Collection – Board reviewed proposal from Republic Services to increase service for one dumpster at south end of property from three times weekly to five times weekly.

On Motion: Duly made by Cathleen DeHart, second by Sara Hopp-Castillo and carried unanimously.

Resolve: To increase trash collection for one dumpster to five times weekly.

Janitorial Service – Board reviewed proposal from We Get It Clean to increase service from two to four times weekly. After discussion, it was determined to try a three day service first and determine the effectiveness prior to considering four times weekly. The new contract will reflect \$600/month for the new 3 day service. Manager was asked to have trash can from pool equipment room moved to the mail kiosk area and chained.

On Motion: Duly made by Cathleen DeHart, second by Sara Hopp-Castillo and carried unanimously.

Resolve: To increase janitorial service to three times weekly.

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Gate Maintenance Agreement – Board reviewed proposal from American Access for annual preventative maintenance agreement on the gate with quarterly service. The current agreement expires on July 1, 2016.

On Motion: Duly made by Sara Hopp-Castillo, second by Bastin Joseph and carried unanimously.

Resolve: To renew the annual preventative maintenance agreement for the community entry gate.

Board reviewed and discussed revised Uniform Collection Policy.

On Motion: Duly made by Sara Hopp-Castillo, second by Cathleen DeHart and carried unanimously.

Resolve: To approve and sign the revised policy.

Board signed paperwork for new operating account at BB&T due to fraudulent activity in current account.

Board discussed cameras at pool and gate and determined an upgrade is necessary. Hector Morales agreed to act as the liaison for this project.

Pet Concerns – Numerous calls and emails regarding size and breed of pets within community have been received by manager. Governing documents were read aloud and board discussed options for violation enforcement. Board ruled that only behavioral issues will be dealt with rather than size or breed of pet. If an owner receives more than three animal complaints, the pet will be required to be removed from the lot.

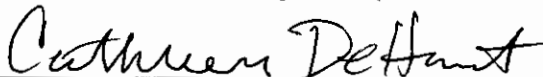
Roof Concerns – The board discussed roof issues within the community. Several more roof repair packages were received after the last community-wide mailing. Approximately 10 to 12 homeowners have submitted potential defective roof statements in response to the three mailings. With the small amount of potential problems submitted, the amount of time that has passed and the builder's ownership changes, the board determined there is not a reason to submit any claims to the builder from the Homeowners Association and will consider this matter closed. Manager will email a copy of the reserve study completed in 2009 to the board who may also consider updating the study. Additionally, the board requested manager locate a roof inspector who can review the current condition of the roofs.

Storm Drains – Homeowner in attendance indicated the storm drains may be clogged. The board requested manager obtain a proposal from an engineering firm to perform an inspection/clean-out of the storm drains.

5. Adjournment

On Motion: Duly made by Sara Hopp-Castillo, second by Cathleen DeHart and carried unanimously.

Resolve: Adjourn meeting at 9:00 p.m.



Prepared by Manager on behalf of Secretary