

Minutes for Chadwick Shores HOA Board Meeting March 21st, 2023

Call to Order @ 18:05

Roll Call

Trisha Smith, President
Marianne Carter, Vice President
Allison Duvall, Secretary
Rachel Carter, Communications Director
Matt McCrary, Director-at-Large
Milton Uzzell, Treasurer

Agenda items

1. President's Report:

- **Gate Updates:**
 - **Incoming Gates** were reset on posts on 3/9 by H&S. H&S took much longer than quoted to reinstall gates (quoted 72 hours after the gate posts were reset but took at least 3 weeks). Additionally, H&S quoted that they were going to use supports after the gate posts were reset to ensure they remained level while concrete set and supports were not used. After inspection the gate posts were identified to be unlevel before setting gates. After setting the gates themselves were level. After the gates were reset, Duvall's Fabrication assisted with gate adjustments. *Board voted to reimburse for 1 hour of time (\$75). 4 yes - 1 abstain*
 - **Outgoing Gates** are still working so posts were not reset as the incoming gate work was an emergency and not budgeted for in 2023. Currently there is no time frame to resetting these posts but the board will be budgeting this into the 2024 budget.
 - **Next Steps:** Duvall's Fabrication is installing wheels on both sets of gates to help balance the weight of the gates and decrease the load on the posts. Wheels have been ordered but no date yet on installation. Board is also going to work with PMC to identify additional contractors to quote the resetting outgoing gate posts.
- **Road Repaving by H&S:**
 - An update about the timing of this project was requested from H&S by 3/20 but unfortunately H&S provided no update. They have confirmed they are going to fix the spots that were patched last year and are sinking.
 - **Next Steps:** Continue to communicate with H&S to identify timing of project
- **Entrance Island Work:**
 - **Original Project:** As flooding and drainage issues have been continued problems at the front island the board voted during the February 2023

meeting to replace the mulch in the front part of the entrance island with sod. This was determined to be a more fiscally responsible option than continuing to have mulch used in this area or using rocks that would not wash away but were expensive. In addition to fiscal reasons the sod and regrading will also help with the drainage in this area reducing future flooding. The scope of the work included removing the existing mulch, regrading the areas and applying sod. For economical purposes the existing plants were removed and discarded as removing them and replanting them elsewhere in the community would have caused two problems: 1. There was about a 50% chance the plants would survive transplanting and 2. The cost of removing and replanting would have only saved the community about 25% of the cost of buying new plants.

- In the midst of this project 3 other minor projects came up. First, the drainage gate that is in the island was identified to be decrepit and in need of replacement - adding an additional \$100 to the original cost. Second, the street sign in the middle of the island was moved to the incoming gate side of the road. Third, the irrigation pump was not shutting off. A plumber was brought in to fix the problem which was found to be inadequate pressure to the irrigation pump. This added an additional \$250 to the final cost of the job.
- **Next Steps:** Along with mulch there were also rocks removed from the front island. The board is identifying ways to use these rocks within the community for future projects. They are currently being stored.
- **Dock Area Maintenance:**
 - Per our contract, new pine straw was laid by ECC at the dock. During the month of February it was found that one of the grills at the dock was broken and needed to be removed. Board determined that replacing the grill will cost about \$100 - \$200 (including grill and concrete). *Board voted unanimously to not replace the grill.*
 - **Next Steps:** Have the old grill post removed.
- **Resident Dumping in HOA ROW**
 - March 6, 2023 it was found that 2 different vacant lots along Chadwick Shores Drive had debris dumped on them. A quote was requested from ECC to pick up the debris and it was determined that each would cost \$250. This was included in the Feb. Minutes email along with a request for residents to pick up the debris. The first pile of debris (deck boards and posts) was picked up by an anonymous person. The second pile (tree trimmings, limbs etc) was picked up by Bill and Shelley Berry-Amlotte. The Board wants to thank both Bill and Shelley and the anonymous person on behalf of our community!
- **Philly Invasion Food Truck**
 - Shelley Berry-Amlotte has been working to line up food trucks to come to Chadwick Shores. The first one is Philly Invasion and will be set up at the playground on Sunday March 26th at 3 pm.

- **Drainage Ditches**
 - The new drainage ditches in the 400 block of Chadwick Shores Drive appear to have an “algae bloom”. ECC was contacted and came and looked at the bloom. Their assessment is that the new sod in these ditches is getting more water than expected due to the artesian wells that were identified during the work (found 2 leading to a total of 5 in this area). This extra water is causing the new sod to rot which in turn is causing the ‘bloom’.
 - **Next Steps:** ECC will come and scrape out the rotting sod and monitor drainage to identify next steps.
- **Rumble Strips**
 - An idea was presented to add rumble strips in the blind corners along Chadwick Shores Drive. This was presented as a potential solution to slow drivers while also alerting walkers when a car was near. After researching each rumble strip would cost around \$700-\$800 and would require either milling or drilling into the road (depending on the style of rumble strip chosen). Both of these would cause undue stress on the roads which would impact the integrity, longevity and drainage of the roads. *The board voted unanimously against both types of rumble strips.*
 - **Next Steps:** Another option that was discussed was adding mirrors in these corners allowing drivers and pedestrians the opportunity to see around the corner. This option was tabled so the board could research the cost of mirrors and identify any other potential options
- **Non-member list/ Billing issues**
 - A list has been compiled of all members & non-members of the HOA. With this it has been identified that 2 properties have not been billed correctly so the board is working with PMC to correct.
- **E-statements vs Paper**
 - Currently we are being charged \$2.00 +\$0.83 for every billing statement mailed to residents. It is proposed that we make a push for residents to shift to e-statements in order to save on these fees.
 - **Next Steps:** Email PMC to determine if there is a charge for e-statements.

2. Vice President’s Report

3. Secretary’s Report

- **ROW Mailbox Ruts**
 - A letter requesting repairs was issued to residents who have had ruts develop in front of their mailboxes in the HOA ROA. This request has been made to help preserve the edge of the roads as the roads have started to crumble where these ruts are.
- **Gate Remotes**
 - As gate remote costs have increased it was proposed to increase the cost of remotes by \$15. This will allow the board to cover the cost of the remotes and to add the remaining amount charged to a new Gate

Reserve. Estimated off of 2022 remote sales (approximately 20 remotes per month) this new gate reserve will provide about \$3K to help cover maintenance or upgrade charges incurred due to the gates. *Board voted unanimously to increase the cost of remotes to \$75 effective 3/21/2023.*

- **Next Steps:** Ensure new price is reflected on the website, community sign and any other future communications.

- **Board's Roles & Responsibilities**

- Put together a general list of the areas of responsibility for each member of the board and define which roles will handle ongoing tasks (email maintenance, coordination of events with residents etc).

4. Treasurer

- **CDs/ Investment Opportunities**

- PMC brought to the attention of the board that in the current financial environment the interest rates on CDs was higher than normal (4%) and it makes sense to reduce our current cash balance below \$250K for security purposes. *Board voted unanimously to invest \$150K in a 6 month CD, \$150K in a 12 month CD & \$100K in a money market.*
- **Next Steps:** Send approval to PMC to make these investments.

- **Financial Report Review**

- 71% of dues have been collected as of 3/21.
- **Next Steps:** Contact PMC to identify where payment plans are in the Financial Report (whether in General Revenue or separately)

5. Director-at-Large

- **5 Year Strategic Plan**

- In an effort to get ahead of future costs the board is working to identify opportunities to monetize our current resources. This would allow our community the opportunity to create a parks fund that would be used for improving the community areas (the park and the dock area). Along with the park fund the board would also like to build up the road reserves to \$500K in order to ensure that there is a strong reserve for when there are major road repairs necessary (either due to a storm or just normal wear and tear).
- Ideas that were brought up included: seasonal events (like Oktoberfest); a craft fair in the field by the soccer goals; asking food trucks to pay a small fee to cover electricity etc; renting the soccer fields for clinics or community soccer events; a 5k run.
- **Next Steps:** Contact PMC to ensure that current insurance covers these types of events.

- **Spring Event**

- Will likely coordinate the Spring Event with community yard sale on April 29th.

- **ARC Requests**

- Received clarification about handling ARC requests from residents

6. Communications Director

- Proposed options for the next “Where does your money go” in the minutes email. Options included electricity, insurance, landscaping
- Board decided on electricity

7. Resident Questions

- **Little Free Library:** A resident contacted the board to determine if there was an opportunity to place a Little Free Library on Chadwick Shores HOA property. The board discussed this at length identifying both the positives of having this in a community space (opportunity for this to be seen by all, central location) and the negatives (another maintenance item that could incur future costs, the need for someone to be responsible for it when storms come). *The board voted unanimously against placing a Little Free Library on community property.*
- **Closed Meetings:** A resident emailed the board requesting clarification about why board meetings are now only open two times per year. This decision was made for multiple reasons. First, resident attendance has been very low for meetings outside of the annual meeting. Due to this the board has decided to start including a more robust detail of emails from the month prior allowing more residents to provide input and thoughts. Second, the January resident portion of the meeting was dominated by one resident asking the same questions that had been answered multiple times prior drawing out what could have been a much shorter meeting. As the board is made up of 5 volunteers who have families, careers and other obligations outside of the HOA board we want to ensure that their time is being spent in the best way possible. As most questions and comments can be handled via email this allows the board to focus their time and energy on projects that are beneficial to the entire community. If a resident has a topic or question that cannot for some reason be answered via email they are welcome to email the board and we will make accommodations to open the meeting up for that person to join.
- **Agendas Emailed to the Community Prior to the Board Meeting:** The same resident as above has requested that agendas be published prior to board meetings. This has not been an established practice and will not be something this board will be doing moving forward. Again as these board members are volunteers we would rather they spend their time actioning on projects rather than ensuring that agenda items are presented earlier than already expected.

Adjourned @ 20:13