

Villas at the Country Club
Notice of Meeting of the Management Committee Meeting
Held at 3:00 pm, Wednesday, Nov 13, 2024

Minutes for the Meeting

Committee Members Attending: Scott Houston (Chair), Ken White, Gordon Smith, Benjamin Young
Property Manager: Rich Wells (TPM)
HOA Observers: Cathy Moody, Craig Fowers, Sue Smith, Gary and Gwen Wickes, Phil Bryson, Dicksy Rhoads
Guest: John Morris, attorney representing David and Gladys Starling

Welcome

Scott Houston

1. **Review and approve the minutes** of the 2 Oct 2024 Management Committee Meeting for posting to the HOA Website, Documents page.
 - a. **Motion: Approve the minutes as published and posted on the website.**
 - i. **Unanimous Approval**

2. Discussion of the Starling threatened litigation:

Per the Starlings' recent open letter to the HOA, they have stated that they intend to file a lawsuit against the HOA. David had previously indicated that he remains willing to talk to the board, so the Management Committee is hopeful of coming to a mutually agreeable settlement.

3. Monthly Financial Report:

- a. Rich reviewed the monthly expenses; all the expenses were consistent with regular operations except the maintenance expense of approximately \$3,000 which was related to LD Property fixing the leaks in the parking garage. Those funds were expended and should resolve the leaks, we are waiting for the next rainstorm to verify that it is complete. Rich also confirmed that the funds for the reserve special assessment as well as the portion of the monthly assessment that is earmarked for reserves have been moved to the reserve account as directed the the Management Committee.

4. **Appoint a new Management Committee member** to fill the vacancy left by Bob Evans, who moved from the community during the summer.

- a. **Agenda item skipped. No action was taken**

5. Sub-Committee assignments/charters:

- a. **Mr. Houston shared a draft proposed sub committee charters, which is attached to these minutes and asked the sub committees to review and recommend any refinement to the charters.**
- b. Capital Projects Committee: **Ben Young (MC)**- Gary Crosby and Charles Stewart. Rich Wells as property manager rep to participate.

- i. The committee will review the capital project list to prioritize the projects, assure the scope of the projects is appropriate, consider the bids, and assure that the projects are within budgeted and available funds.
- c. South Building Interior Update: **Ken White (MC)** – Lorain and Dicksy Rhoads, Craig and Penny Fowers, Lorraine McChesney, Gwen Wickes.
 - i. Ken reported that an initial walk through of south building had already been done. The sub-committee had some initial ideas on carpets and lighting. Their estimate on lights was approx. \$10k. Ken reported that the committee was considering NOT repainting or replacing wallpaper. Ben Young reported that the Reserve Study had allocated about \$60,000 as an overall budget. The Committee to make a more complete report next month.
- d. Tennis Court Options: **Ken White (MC)**- Craig Fowers, Caralee Young, Marco Giglio, Charles Stewart
 - i. Ken reported that Craig Fowers has some good ideas and has already done some research work on this project. The subcommittee was invited to share their initial thought as part of next month's agenda.

6. Building Matters:

- i. Update on handrail installation and sidewalk repair/replacement
 - 1. Ken reported that the cracks in the sidewalk need to be fixed. It will entail replacing 1-2 sections. The new handrail had been removed due to shoddy craftsmanship and the vendor tasked with bringing back product more in line with the original scope discussions. Among other things, the handrail must be set into the concrete, not screwed into it.
- ii. Update on the central courtyard deck scope, bids, and timing
 - 1. There are now 3 competitive bids. Rich wants to have one final on-site meeting with the contractors with a member of the management committee present to confirm the scope and pricing. Because of the lateness of the season, it was unanimously decided to delay the project until the spring to avoid freeze-thaw issues.
- iii. Update on the stucco repair projects, scope, bids, and timing
 - 1. Similar report from Rich. This project will also be deferred to the spring to avoid freeze-thaw issues.
- iv. Other critical or high-priority deferred maintenance capital projects
 - 1. No changes to the reserve study as discussed below.
- v. Update on the mechanism for community members to bring requests to the attention of the Property Manager (TPM) and/or the Management Committee. All such requests should be channeled first through TPM,

who will act directly to resolve emergency and maintenance items directly via the web portal or telephone. In the case of capital projects, TPM will conduct analysis, solicit bids and bring recommendations to the Capital Projects Sub Committee and ultimately to the Management Committee for approval.

Rich Wells explained that the HOA portal already has two “buttons” that give the HOA members a way to report maintenance issues (Support Tickets) and to communicate on Capital Improvement projects (Architectural Requests). For maintenance items that need to be addressed on an urgent basis, the support ticket has a place to indicate urgency. Rich also reiterated that a call to TPM’s main line has a menu selection to report urgent issues. That line is monitored 24/7. Rich agreed to change the names on the portal “buttons” to conform to the language we typically use at at CCV when addressing these issues.

7. Discussion of Legal Matters:

- a. Status of the **Top Gun Roofing** legal matter. We have not responded yet to the most recent inquiry from the contractor whether the original settlement offer we made several months ago is still open.
 - i. Sharon Barnum has reached out a couple of times anxious to have her name removed from the lawsuit. Gordon has not yet engaged on this. Rich to provide a file on the matter to Gordon to evaluate,
- b. Status of the **Ben & Caralee Young matters**.
 - i. Gordon has been working on this and will send something to the Youngs shortly.

8. 2025 Annual Meeting planning:

- a. Begin the discussion of the proposed 2025 Monthly Assessments. Operations (\$285) + Utilities (\$175) + Reserves (\$265) = \$725.
 - i. It is proposed that these rates will be effective at the beginning of the fiscal year, March 2025.
- b. Ben provided an update of the 2024 reserve study which added a year by year cash flow assessment. Ken shared his desire that the Committee consider an approach to extend the time to reach the desired reserve account funding level to 7-10 year or to change our target to only 70% of the calculated reserve requirement. Because the 2024 projection of reserve shortfall was made using the low-cost estimates, Ben expressed significant concerns about only funding to 70%. Had the high cost estimates been used in considering the necessary reserve target, then the required balance would be \$2,247,138.70, 70% of that would be \$1,572,997.09 which is higher than the low costs requirement of \$1,154,042.27. Going below the low-cost estimates would run the risk of not having sufficient

cash flow to cover projects in certain years. Ben agreed to run some further scenarios.

- c. Revisit the notion of having the community vote at the annual meeting to support a 5–7-year payment plan to build up the underfunded reserve account rather than having special assessments every year.
 - i. This agenda time was not specifically discussed, but the Management Committee does plan to submit a couple of alternatives at the annual meeting
9. Consider a Management Committee-hosted holiday event for the HOA.
- a. The Committee is generally supportive of low-cost ways to foster community good will. Ben volunteered to host some kind of low-key holiday event.
10. Comment Period for HOA members (limit to a maximum of 5 minutes per speaker)
- a. Kathy asked those using the clubhouse please ensure that they do not prop the exterior door open.
 - b. Craig said he has some great ideas for the tennis court and is excited to get started.
11. Adjourn