

Grace Ridge Homeowners Association, Inc.

Board of Directors

Minutes of Monthly Meeting

Tuesday, August 17, 2021

1. CALL TO ORDER

Jennifer Polce called the meeting to order at 7:04pm.

2. ROLL CALL

Board members present:

- Jennifer Polce, John Austin, Jason Overcash, Angela Millspaugh-Staples

Board members absent:

- Brent Eudy, Ric Harris

Representative from Cedar Management Group:

- Amanda Frye via Zoom

Resident Present:

- There was one resident present.

3. MINUTES

- John motioned to accept July minutes, Jennifer seconded, motioned carried, all in favor.

4. FINANCIAL REPORT

Ric Harris was not present but emailed financial report to the board.

- **Revenue improved to budget by \$10,517**
- September budget amount of \$7,050 was billed in the July Q3 billing a
- Unbudgeted late payment fee of \$2,583 have been charged to members

- **Reoccurring Expense is over budget by \$2,330**
- Cedar Administrative charges over budget by \$1,176. This is because of their % of the unbudgeted late fees charged to members. In our revenue's this expense is offset with added revenue of \$2,583 from late fees
- Pool contract over budget by \$2,634. This is due to the way service installment payments are made, by the end of the year the budget will catch up.
- Insurance over budget by \$2,430. in February an annual payment was made. Like the pool contract by the end of the year the budget will catch up

- **Non-reoccurring Expense is over budget by \$772**
- In August replaced the work out room tread mill (Fitex T70 \$2,729). This was an unbudgeted expenditure.

- **Accounts Receivable** - with a balance at \$5,581 improved to 12/31/20 by \$868, down 15.6%. 33 members have past due accounts. 25 of the 33 are less than \$300

- **Cash** - with a balance at \$64,163 improved to 12/31/20's balance by \$11,971 up 18.7%
- **Correction-** made to Misc. expense and clubhouse maintenance.

- Jennifer motioned to accept the financial report. John seconded, motioned carried favor, all in favor. Request made that the financial reports be presented in this format for note keeping purposes.

5. SPECIAL COMMITTEES

- ARC-no ARC committee members present. According to Cedar there are several requests that are pending.
- Community Engagement- October Yard Sale is just around the corner.
 - a. Amanda from Cedar will be putting an ad in the Salisbury Post the weekend prior to the sale.
 - b. It will also be posted on the GR Facebook page.

6. OLD BUSINESS

- Camera/Thermostat Installation-**Leave Open**
- Clubhouse Policy Changes
 - a. Cedar sent out info for board approval.
 - b. Balances in account-Cedar question to the board. Can they still rent out clubhouse if they have a balance on their account? Response from the board... resident needs to be current to be put on the calendar for rental.
Jennifer motioned to add the policy that residents need to be current on dues to make a reservation to use the clubhouse. John seconded, all in favor.
- New website-**Leave Open**
 - a. Cedar was given approval on the design for the new website.
 - b. Jennifer and Amanda will discuss and make the final proposal of the design basing it off the Walnut Creek page.
 - c. Next board meeting we will discuss what needs to be changed/added.
- Basketball Court-**Leave Open**
 - a. Jennifer will be signing Authorization Act with the Sheriff's Department for non-residents.
- Covenants and Restrictions Violations
 - a. Jason motioned to move to the end of the meeting, Jennifer seconded, all in favor.
- Speed Study-**Leave Open**
 - a. Planning on the week of the 30th. Contact person is Mr. Goldstein.
- Replacement of treadmill-Closed due to purchased and set-up.
- Swim Club-**Leave Open**
 - a. Cedar will obtain new vender quotes.
 - b. Issues with Swim club not fulfilling agreement i.e., garbage issue of not emptying the trash and proper cleaning of the pool area.
- GR Entry Signs-**Leave Open**
 - a. John has obtained a quote from Harwood Signs.
 - i. \$650.00 per sign
 - ii. \$1150.00 for double sided

- iii. Removal and replace all three signs \$2500.00
- iv. John will obtain a quote on reflective option.
- v. Board to submit font ideas.
- b. Landscaping and lights at entrances-**Leave Open**
 - i. Cedar will provide a quote on lighting for the GR entrances. Through discussion it was mentioned that solar wouldn't be bright enough to see the signage. John will get a quote on the GR entrance reflection signage option.
- Overgrowth at empty lot on Random-**Leave Open**
 - a. Letter was sent
 - b. No response received by the owner
- John motioned to move Residential Concern up on the agenda due to a homeowner present with concern. Jason seconded, all in favor.

7. RESIDENTIAL CONCERNS

- Homeowner's key was deactivated due to a pool violation. Resident is asking that key be turned back on since the violation took place more than 30 days prior. Also, Resident made mention that repairs to their home, due to damage is in the process of being fixed.
 - a. Jason motioned at 8:02 that we move to closed session to discuss residential concern. John seconded, all in favor.

8. NEW BUSINESS

- AR Attorney Collection Procedures
 - a. Cedar goes through sets of collections.
 - b. \$300.00 mark for late fees.
 - c. 15-day demand letter
 - d. Referred to Attorney
 - e. Foreclosure Letter
 - f. Cedar to Board
 - i. Jennifer motioned that Cedar handles all AR, Jason seconded, all in favor.
- Proposed Frisbee Golf and Grill(s) for Common Area- Leave Open
- New Vacuum for the Clubhouse
 - a. Jennifer motioned for Ric to buy a vacuum for clubhouse.
 - i. \$300.00 or less
 - ii. Jason seconded, all in favor.
- Signs to be put out at least for days before board meeting. Jennifer will place signage GR 3(off Cress school entrance). Staples GR1 and GR2) off Grace Church Rd.)

9. RETURN TO OLD BUSINESS

- Covenants and Restrictions Violations
 - a. Article VI Section I- Regular Meetings
 - i. As a board we are not bound by the 3rd Tuesday of every month.
 - b. Article V Section IIII

- i. Swap the last two sentences
- c. Article VI Section V
 - i. Delete
- d. Article VII Section II
 - i. C3 needs to reflect our current process
 - ii. 2F Cause all appropriate officers-bonded to insured
 - iii. G. May 1st to October 1st
 - iv. H. Semi/to monthly in all sections of Grace Ridge (conducted monthly). Also change the associate or active agent will contact. Jason asked what constitutes a quorum (most of the board).
 - v. H. strike the entire board to majority of the board (NC present law)
 - vi. Any such meeting must be by quorum of the board.
- e. Cedar will update for review on what needs to be changed on the word document, change for September meeting, call meeting. In order to change the majority of the board member must approve and 1/10th of membership (25 homeowners) agree to changes by signed proxy vote.
- f. Jennifer and Jason will follow-up with Cedar
- g. Jason motioned for changes, John seconded, all in favor.

10. NEXT MEETING DATE

- Scheduled for Tuesday, September 24, 2021, at 7:00pm.
- John motioned to adjourn the meeting at 9:04 with addition to needed addresses for closed session residents from July meeting. Jennifer seconded, all in favor.

The board meeting adjourned at 9:04 pm.

These minutes were approved by the Board of Directors.

Angela Millspaugh-Staples, Secretary

Date