



Elk Ridge Board Meeting Minutes

Date of Meeting: November 4th, 2022

Location: Blackberry Management Office- Conference Room

Attending Members: Robert Hodges- President, Amy Rotting- Vice President, Kimberly Wood- Manager, and Heather Wood Thomas- Assistant Manager

Absent Members: Kevin Murphy- Treasurer

Meeting was called to order at approximately 11:15am.

Status of Management Transition. Blackberry Management has transitioned over all utilities, landscaping, and gutter cleaning services. Blackberry has reestablished quarterly pest control service with Aberdeen Exterminating on 10/12/22. All files have been received from Elite Management. All homeowners have been notified of the management transition via email and letters have been left at each doorstep in the community to notify renters. Discussion was had about confirming that all homeowner contact information is currently up to date. Homeowners are ultimately responsible for providing their contact information to the HOA. Blackberry will compare current homeowner contact information on file with GIS records. Discussion was had about the Elk Ridge Townhomes HOA website, which was implemented by Elite Management. Board members would like to cancel subscription to the old website, which Blackberry will handle. Blackberry will have a section on the Blackberry Management website for Elk Ridge Townhomes to include all of the community documents for easy accessibility. Board members would like to add a schedule or calendar for community maintenance dates (dumpster pick up, annual termite inspection, gutter cleaning, etc.). Blackberry Management's website will go live by Friday November 11th, 2022.

Appfolio Update. Currently, 23 out of 38 units have activated their Appfolio accounts. Most have elected for autopay through Appfolio. Some homeowners are still sending their monthly dues via check to Elite Management, which are then forwarded to Blackberry Management. Blackberry has been assisting homeowners with setting up their accounts as needed.

Future Projects/Concerns. Roofing: Blackberry gave an update about a recent roof leak incident at Unit 9. Board Members determined that roof replacement will be an upcoming capital project. Board is unsure if roof replacements should be done per section, by date of construction, all at once, etc. Blackberry will obtain roof replacement estimates from Olde North State Roofing per unit, per section, and for all units at once. Board will determine how to proceed based on estimates. **Gutters:** Blackberry gave an update about a recent gutter issue at Unit 12. Unit 12's gutters were evaluated by Sandhills Seamless Gutters, determined to be smaller size (4") than ideal. Board members discussed gutter replacement for the entire community as an upcoming capital project, replacing gutters per unit on a case-by-case basis, or increasing the frequency of gutter cleanings. Board members elected to increase the frequency of gutter cleanings from quarterly to every other month. If gutter issues persist even with more frequent cleanings, then at that point the Board will reconsider gutter replacement. Blackberry to

obtain estimate for every other month cleaning from Sandhills Seamless Gutters. **Front door refinishing:** Blackberry gave an update about a work order received from Unit 12 requesting front door refinishing. During routine inspection, Blackberry has noted several other front doors in the community that could use refinishing as well. Board members approved front door refinishing on a case by case basis. Blackberry will obtain cost estimate for door refinishing. **Future capital projects:** Board members agreed that roof replacement is the priority for upcoming capital projects. Gutter replacement will be considered if more frequent cleaning does not resolve the current gutter issues. Discussion was had about foundation slabs and having a study performed to assess the foundation slabs. Board will revisit this topic at future meeting. **Community documents:** In the next coming months, Blackberry will create easy-to-read documents from the community's governing documents (Rules and Regulations, By-Laws, HOA vs Homeowner Responsibilities, etc.). These will be distributed to all homeowners.

Holiday Decoration. Blackberry suggested installing festive holiday greenery around the community front signage and mailbox area. The Board Members approved.

Financials. Blackberry provided report of the income statement and operating expenses for Board Members to review. Board members discussed the possibility of increasing monthly dues to keep up with rising costs of living and upcoming capital projects (roof replacement, +/- gutter replacement). The current monthly dues \$140.00 have not been increased in the past three years. In accordance with the community's declarations, the Board can increase the monthly dues up to 10% without association member votes. The Board decided to make a determination about increasing monthly dues based on the estimates that Blackberry will obtain for the cost of the community roof replacements. Blackberry will make recommendation about increasing monthly dues based on cost of this upcoming capital project. Discussion was had about the possibility of obtaining treasury bonds. Board would need to consult with an investment advisor. Robert will research more in depth, and this topic will be revisited at a future meeting.

Determine Next Board Meeting. In past years, the Board has held its annual meeting each February. The Board has agreed to continue with that schedule. Subsequent meetings to be determined as needed.

Meeting was adjourned at approximately 12:15pm.