



**ELK RIDGE TOWNHOMES ASSOCIATION
ANNUAL MEETING MINUTES**

Date of Meeting: Friday, March 24th, 2023

Location: Blackberry Management Office

Attendees:

Board Members- Amy Rotting, Vice President, and Kevin Murphy, Treasurer

HOA Managers- Kimberly Wood and Heather Wood Thomas

Homeowners- Three Attendees

Meeting was called to order at 10:02 am.

Notation of Quorum: Elk Ridge documents require at least 19 members of the Association to either be present or return a proxy in order to meet quorum requirements. The number of present attendees and returned proxies did not meet quorum requirements.

Board Report:

- 2022 Recap-
 - Management: Blackberry Management took over as the community's new HOA management company in October 2022.
 - Landscaping: The Association has hired a new landscaping company, Triple S Landscaping, who are less expensive than the previous landscaper. It was mentioned that litter has been noted around the mail kiosk area. It was also mentioned that vine overgrowth and leaf accumulation has been occurring in the back of the properties and around the fence and patio areas. Blackberry will speak with Triple S to address these concerns.
 - Gutters: After reported gutter clogging and overflow issues, the Board elected to increase gutter cleanings from quarterly to every-other-month. It was mentioned that underground downspouts may not be included as part of the current cleanings. Blackberry will address with the community's gutter cleaning company.
- 2023 Discussion-
 - Reserve Study: Blackberry presented and discussed a Reserve Study that was completed for the Association in 2017. The study mapped out suggested repairs and projects year by year. According to the study, roof replacement was recommended around 2028. Although it needs to be replaced sooner, there is still time to build up the reserve if needed. The Board will be discussing a new schedule for spending and the possibility of special assessments or increasing monthly dues for upcoming projects. No decisions were made at this time.
 - Roof and Gutter Replacement: The Board has agreed that roof replacement is a priority project for the community. Blackberry has obtained four estimates for roof replacement so far, both for shingle and metal roofs. It was discussed that gutter replacement will need to happen simultaneously. The community currently has 4" gutters in place. When they are replaced, it was mentioned that larger 6" gutters would be preferable. Discussion was held about potentially installing metal roofs instead of shingle. The cost upfront is more expensive than shingles, however metal roofs last significantly longer,

- require less maintenance, are easier to repair if needed, and also look more visually appealing.
- Exteriors: Blackberry has noted that numerous front doors are in need of being refinished and have obtained an estimate for the cost of refinishing per door. It was mentioned that some homeowners have previously refinished their own doors. According to the Association documents, the HOA is responsible for the exterior upkeep which includes front doors. This excludes glass storm doors. Moldy areas have been noted on some exteriors. Blackberry will schedule power-washing with Board approval and will notify all homeowners in advance. Several wasp nests have been seen on the building exteriors. Blackberry will handle getting them removed. There are some overhanging trees that are leaning over the fence and are growing from behind the fence and presumed property line near the railroad area. Blackberry can have Triple S trim the overhanging branches back. Blackberry will have to contact the neighboring property owner to have the trees cut down and removed.
 - Southern Pines Golf Club Renovations: The Town of Southern Pines recently approved the construction of ten golf cottages at the Southern Pines Golf Club, which is located behind Elk Ridge Townhomes. The 1,800-3,500 square foot cottages will be used as rentals for golf guests. Construction is estimated to begin during the first quarter of 2024. Concerns were brought up about the potential for foot traffic to occur from golf guests staying at the cottages who may try to walk through the community in order to get to Red's Corner. The Board will address this issue with signage, etc. if needed in the future.

Financials:

- 2022 Financial Report-
 - Income Statement: Discussed a general overview of the Income Statement which was provided to all homeowners in the Annual Meeting Packet. Records from Blackberry Management started in September/October 2022. Briefly discussed all community expenses.
 - Balance Sheet: An updated Balance Sheet was provided to the Attendees of the meeting.
 - Proposed 2023 Budget: Unfortunately, this Annual Meeting did not meet the requirements for a quorum. Blackberry Management will be sending out an online/mail vote to all homeowners who did not send back their proxies yet in order to ratify the Proposed 2023 Budget. The total Operating Income is \$63,940.00. Discussion was had about how the 2023 Proposed Budget compared to the previous year. Some of the changes include decreased management contract fees, decreased landscaping contract fees, and increased gutter cleaning fees. Discussed that the Proposed Budget is based on estimates for community expenses, but unexpected costs can occur. Also, any Net Income that is left over will go into the Reserves.
 - Dues/Special Assessments: In regards to upcoming projects such as roof and gutter replacement, meeting attendees discussed the option to increase the monthly dues instead of implementing a special assessment with the goal to gradually build the Reserve funds. The Board will discuss further at their next meeting.

Meeting was adjourned at 10:54 am.