



EVERGREEN TOWNHOMES ASSOCIATION

QUARTERLY MEETING MINUTES

FRIDAY, APRIL 28th, 2023

Location: Blackberry Management Office

Attendees: Board Members- Teresa Remmenga, Miriam Rosenthal, Bridget Barreira, Caitlin Barreira-Kessay

Management- Kimberly Wood and Heather Thomas

The meeting was called to order at 4:29pm.

Management Transition:

- Blackberry Management took over HOA management officially on April 1st, 2023. All homeowners were notified via email of the management transition and were sent links to their Appfolio portals.
- Homeowners are responsible for contacting their banks to cancel ACH payments to previous management company CAS. April payments should be sent to Blackberry Management.
- Reestablished schedule for future Board meetings. All Board members agreed to meet Quarterly (April, July, October, January). Preferably, meetings will be held on Friday afternoons at 2:00pm.

Maintenance:

- HOA vs Homeowner Responsibility:
 - The Association's Declaration of Covenants state that the HOA is only responsible for Common Areas, and homeowners are responsible for their own roofs, gutter cleaning, power washing, and all other exterior maintenance.
 - Historically, the HOA has been doing community gutter cleaning and power washing.
 - To change the Association's documents to reflect the exterior maintenance done by the HOA, a 75% vote of all homeowners is needed. There are legal fees involved in changing the documents.
 - The other option would be to adopt a new Rule & Regulation stating that the HOA is responsible for the gutter cleaning and power washing. The Board members agreed to proceed with this option.
- Sewer Lines:
 - There was a question as to whether or not all units were on city sewer vs. septic systems. It was determined that all units are on city sewer. Access lines are located behind the units.
 - Discussed a recent plumbing issue that affected two units (15/16). Determined that if a back-up or plumbing issue occurs in an individual unit's sewer line, then it is that unit

owner's responsibility. If a back-up or issue occurs in a joint sewer line that services multiple units, then it is an HOA responsibility.

- Board member Teresa will speak to her connection at Benjamin Franklin Plumbing to determine the sewer line set up at Evergreen Townhomes.
- Exterior Maintenance List:
 - Heather and Miriam did a walk-thru of the property and established a list of exterior maintenance issues for upcoming projects.
 - Presented all of the noted maintenance issues to the meeting attendees. Blackberry Management will work to complete the items on the list.
- Utility Review:
 - Trash Service
 - Vendor: GFL (dumpster)
 - Schedule: Pick up every Wednesday
 - Discussed possibility of adding a gate to the dumpster corral. Determined that it may get broken frequently and may cause more issues.
 - Wooden corral fencing is warped. Added to exterior maintenance list.
 - Landscaping
 - Vendor: Triple S Landscaping
 - Schedule: Weekly maintenance, pinestraw and bush/tree trimming as needed.
 - Discussed having the rock/sand drainage area in front of Unit 20 addressed.
 - Discussed having an annual landscaping deep clean out behind the buildings every year to prevent excessive overgrowth.
 - Parking Lot Repairs
 - Vendor: PCS Pavement and Soft Washing Pros
 - Schedule: As needed
 - Discussed that tree roots are causing pavement cracks.
 - Discussed the possibility of repaving with a different material (permeable pavement/open grid pavers) as a future Capital Project.
 - Gutter Cleaning
 - Vendor: PCS Pavement and Soft Washing Pros
 - Schedule: Discussed future schedule for gutter cleaning. The Board agreed on twice a year, in the fall and spring.
 - Discussed that previously gutter cleaners left dripping dirt which strained the area underneath the gutters. Blackberry will discuss with PCS to ensure that doesn't happen.
 - Power Washing
 - Vendor: PCS Pavement and Soft Washing Pros
 - Schedule: The Board agreed that once a year would be sufficient.
 - Street Lights
 - Current streetlights are very dim. Blackberry will contact Duke Energy to request a bulb change.
 - Bridget suggested installing new lights for the community that are more cost effective and energy efficient. Blackberry will add this to the exterior maintenance list.
- Pest Control
 - During recent property walk-thru, there were several concerns noted regarding pest management (dead rodent behind middle building, excessive tree/vine/vegetation overgrowth behind middle building, snake in front of Unit 15, open crawl space area behind and underneath middle building).

- It was discussed that the community does not currently have an exterior pest control contract in place. The Board does not wish to establish one at this time. No issues with insects have been noted.
- The Board agrees that rodent control is a priority. The Board has elected to have the vegetation/vine/tree overgrowth behind the middle building cleaned out and removed as a first step. Blackberry will then obtain an estimate from PMi (Pest Management Systems) for rodent elimination. The estimate will be sent to the Board for approval.

Legal Matters:

- Community Name Change
 - The previous attorney who was responsible for filing the name change from Piney Woods to Evergreen made a grammatical error, and therefore the name change was never accepted or finalized.
 - Discussed that Blackberry's preferred HOA Attorney Parker Lee can facilitate filing the correct community name change documents with the Secretary of State.
- By-Laws
 - Discussed that the Association does not have any By-Laws currently.
 - Previous attorney drafted By-Laws for Evergreen Townhomes, but they were never filed.
 - It was discussed that currently the Board has four members, which creates a split vote. Blackberry suggested that the Board be restructured to three members. The Board agreed. Bridget and Caitlin will have one vote.
 - Attorney Parker Lee will draft amended By-Laws which will restructure the Board to three members.
 - Drafted By-Laws will need to be approved with signatures from the Board members.
- Unit 18
 - Discussed the possibility of taking legal action against the previous owner of Unit 18 for failure to pay dues in excess of \$6,000. It was agreed that the accrued legal costs would be more than the amount the Association is trying to gain from said owner.
 - Attorney Parker Lee can draft and send a letter to the current owner of Unit 18 for collection of the outstanding balance (\$2,500) and as a reminder of dues owed from this point forward.
 - It was discussed that if the current owner of Unit 18 refuses, the Association can then place a lien on the unit.
- Rules and Regulations
 - Blackberry provided a rough draft of Rules and Regulations for the Association. Feedback was provided on some of the rules noted (parking, grill usage). Blackberry will revise the Rules and Regulations and send them to the Board for approval.
 - Unit owners can create their own rules for their tenants, but tenants must also adhere to the Association rules.

Financials:

- Briefly discussed the provided income statement.
- Discussed that the Board has the authority to increase dues by up to 10%. No decisions were made at this time.
- Blackberry will create a future spending plan for the Association and give suggestions.

The meeting was adjourned at 5:59pm.