

AMHOA BOARD MEETING AGENDA

July 11, 2020

**Covenant Community Church
Asheville, NC
Immediately following AGM**

- 1. Role Call**
 - Election results
 - Welcome new board member?
- 2. Financials**
 - New budget - fiscal 2020/2021
- 3. Road Repairs/Maintenance**
 - Repair plan for last fiscal year ending 6/30/20
 - Berm mowing & trimming
 - Snow removal
- 4. Old Business:**
 - Gate replacement & recent damage
 - Website improvements
 - Elise Fuller - HOA membership decline
- 5. New Business:**
 - Use of Social Media
 - Camera system at gate and mail boxes
 - Wallace submission - Mountain Mint Drive
 - Management company procurement
 - Board meeting schedule for next fiscal year
 - Request from Shelli Hill - Tiny library
- 6. Assessment of AGM results**
- 7. Adjournment**

AMHOA MEETING NOTES

To: AMHOA Board
From: Joni Lawler - Secretary
Subject: Board Meeting after Annual General Meeting – July 11, 2020
Attending: Neil King, Joanne Milbourn, Pete Goodson, Ken Lugo, Paris Etheridge, Joni Lawler and Amy Wallace

Neil King opened meeting at 11:51 AM

Welcome new Board Member – Amy Wallace

Financials - New budget - fiscal 2020/2021

Pete Goodson

Based upon assessment levels passed at the AGM the following budget was approved. Once work for 2019-2020 is better defined and pricing is received the line item allocations for roads will be revised for the 2020_2021 fiscal year.

ROADS

Road Repairs	\$76,000
Culvert & Tree Maintenance	\$ 7,000
Berms Mowing & Trimming	\$ 3,000
Winter Maintenance	<u>\$ 4,000</u>
Total Roads	\$90,000

GENERAL:

Electricity Misc. Ops	\$ 970
Trash Removal	\$ 5,305
Accounting	\$ 3,000
Legal	\$ 500
Insurance	\$ 750
Gate	\$ 1,000
Emergency	\$ 0
Total General	<u>\$11,525</u>
Total Expenses Income	\$101,525

Road Committee

Neil King

- King noted that up until May 8, 2019 we had a road committee chaired by Bo Wallace
- David Urion and Mike Carrier had volunteered to serve on the road committee. King had also offered to assist for the first year to help in transition
- We need a functioning road committee and the chairperson needs to be a board member. Milbourn volunteered to chair the committee for the new fiscal year. Milbourn to recruit volunteers to join her. King offered to participate for the next year

7/19/2020 JML

Motion : King moved to appoint Joanne Milbourn as Road Committee Chairperson, seconded by Amy Wallace. Motion passed unanimously

• **Road Maintenance**

Neil King

- In discussions with J&M Landscape and Maintenance for all-inclusive road maintenance
- J&M has their own equipment and is capable of mowing, trimming, cleaning culverts, repairing the berms and ditches and winter snow plowing and ice melt
- King distributed copies of the first phase repairs surveyed by King, Milbourn and Lawler. Hope to have prices today
- Once we have Phase I costs, we'll proceed to further define additional work based upon remaining budget
- Noted that no berm mowing/trimming or ditch cleaning has been done this year

Gate Arm Replacement

Ken Lugo

Motion: Lawler moved to authorize Lugo to proceed with replacement of the damaged gate arm at a cost of approximately \$800, seconded by Milbourn. Passed unanimously

Website

Joanne Milbourn/Joni Lawler

- Discussion around issues with the current website
- Not user friendly.
- Very difficult to upload PDFs.
- Contact list hard to update
- Many different feeds for the contact list making it difficult to have one master mail list

Motion: Lawler moved to investigate/evaluate options for a new website, seconded by King. Passed unanimously.

Juanita Carrier and Anthony Thogmarten may be willing to assist in this effort

Elise Fuller Letter:

Neil King

- Per Board direction at the last meeting King sent a letter to Aster Ridge homeowner Elise Fuller to confirm that she did not want to be a HOA member. She responded and confirmed her decision to not participate as an HOA member (Letter attached). All dues and road impact fee previously paid to be returned. Total approximately \$6,000

Motion: Lugo moved to approve refunds, seconded by Wallace. Passed unanimously

Facebook and Social Media

Neil King

- Not appropriate or official means of communication between members and the Board

Motion: King submitted a motion verifying that official communications with the Board and dissemination of HOA information, material, documents and request by and between members and the Board is limited to the use of email, telephone, or the community website (alpinemtn.net). Motion was seconded by Milbourn. Passed unanimously

Cameras at Gate:

Ken Lugo

Ken and Holly Lugo reviewed camera options for the gate. Most WiFi systems require internet service and routers which we do not have at the gate. Appears the best option is a wired system with at least two cameras. Have one proposal from Green Link for a wired system and waiting for ADT to submit a proposal. Ken and Holly to continue investigating options and report. Board agreed cameras are needed and we should move quickly

Motion: Milbourn moved to move forward with a system, seconded by Goodson. Passed unanimously

Wallace Road Improvement Reimbursement Request:

Board members again reviewed the Wallace's request for reimbursement of their expenses associated with improving Mountain Mint Drive after submission of receipts and bills. The request totaled \$14,500 plus an additional contribution from the HOA of \$6,000

Ken Lugo questioned why a survey was required for electric service and if overhead power was an option. Amy Wallace explained that Duke Power insisted there was no easement in place for running power either overhead or underground down Mountain Mint Drive. Furthermore, the advantages of underground service include less right-of-way maintenance (tree trimming & spraying), less risk of power outages and less area required for the easements. Cost to survey the easement was \$995

Motion: Milbourn moved to reimburse the Wallace's \$1,000 for the cost of surveying, seconded by Goodson. Passed unanimously (King and Wallace abstained)

Further discussion centered around member comments at the AGM regarding the condition of the road upon turn over from the developer. Everyone agreed that the HOA may have deferred some maintenance over the years and neglected to keep the road in the condition received upon turn over by the developer

Motion: Milbourn moved to reimburse the Wallace's \$7,000 for past years of deferred maintenance of Mountain Mint Drive. This reimbursement should be paid from current road reserves. Seconded by Lawler. Passed unanimously (King and Wallace abstained)

Amy Wallace agreed that the Boards contributions of \$8,000 towards their incurred expenses was acceptable and this consideration was appreciated. The Board also confirmed that funds would be allocated next fiscal year for continued maintenance of Mountain Mint Drive as determined by the Road Committee and Board.

King provided drafts of two motions for Board consideration regarding improvement of otherwise unimproved roads and right-of-ways

Motion 1: Move to reaffirm that HOA is not obligated to further "improve" road rights of ways beyond the condition received at turn over by developer, nor pay for any expenses associated with further improvements. Furthermore, the HOA is not responsible for providing utility services of any kind, in any manner, to any lot, or pay for any expense associate with such utilities.

Motion 2: Should a property owner(s) wish to further improve road right of ways providing access to their property(s) beyond the condition which existed at the time of turn over by the developer, or the condition existing at the time of purchase ("the Further

Improvements”), they may do so provided; i) the Board is first notified in advance of such desire, in writing; ii) the owner(s) agree to comply with reasonable specifications and requirements relating to construction materials, methods, drainage and surfacing, and iii) the owner(s) pay for all costs associated with the Further Improvements. Board shall be given a reasonable period of time (not less than 20 business days) to respond to any such request and to provide their requirements for construction of the Further Improvements. Upon completion of the Further Improvements (to the Board’s satisfaction), the HOA will thereafter endeavor to maintain said right of way(s) in reasonable condition and in a manner consistent with then current policies and procedures employed by the HOA relating to annual road repair assessments.

Notwithstanding the foregoing, the Board may, in their sole discretion, elect to participate in the initial costs associated with the Further Improvements by allocating funds from the general Road Repair and Maintenance budget but only to the extent such funds may be available without otherwise deferring needed, or budgeted road repairs throughout the community

Board deferred discussion/consideration on these motions until the next Board meeting

Property Management:

Neil King

King suggested that the Board should investigate/consider hiring a property management company to manage the HOA affairs under direction and supervision of the Board. Subject was tabled until next Board meeting

Board Meeting Schedule for next fiscal year:

- Pete requested that the AGM be scheduled later in the month of July to allow for more time to complete the annual Audit
- Meeting schedule for fiscal 2020-2021 is:
 - ✓ Tuesday 10/13/20 - 7 PM
 - ✓ Tuesday 1/12/21 - 7 PM
 - ✓ Tuesday 4/13/21 - 7 PM
 - ✓ Saturday 7/24/21 - Annual meeting 9 AM, Board meeting after

Request for Tiny Library

Shelli Hill submitted a letter requesting permission to install a tiny library (book exchange) at the mail boxes. Cost would be paid by the Hill’s, including installation

Request was unanimously approved. King will advise Hill of approval and ask her to coordinate the location of installation with Ken Lugo

King adjourned the meeting at 1:47PM

AMHOA ROAD REPAIR SURVEY - 2019_2020 FISCAL YEAR (Phase 1)

MARK NUMBER	ROAD NAME	NEIGHBORHOOD			DIMENSIONS			REPAIR		COMMENTS/NOTES	PRIORITY
		LOWER	UPPER		W	L	N	SF	CODE		
1	Lady Slipper Trail	X				87	0		RB		1
2	Lady Slipper Trail	X				55	0		RB		1
3	Lady Slipper Trail	X				0	0			Repair rail fence (volunteers?)	2
4	Lady Slipper Trail	X				38	0			New concrete retaining wall to stop creek erosion w/guard rail	1
5	Lady Slipper Trail	X			10	160	1,600		O	Repave after heavy construction traffic ends	2
6	Lady Slipper Trail		X			195	0		RB		1
7	Lady Slipper Trail		X			74	0		RB		1
8	Lady Slipper Trail		X			50	0		RB	Culvert needs cleaning as well	1
9	Mountain Creek Drive		X			0	0		RR	Repair small washout area	1
10	Mountain Creek Drive		X			419	0		GR	Construct new guard rail	3
11	Mountain Creek Drive		X			130	0		RR		2
12	Wildflower Cove Drive	X				109	0		RR		1
13	Wildflower Cove Drive	X				146	0		RR		1
14	Wildflower Cove Drive	X				0	0			Repair crushed culvert pipe	2
15	Wildflower Cove Drive	X				86	0		RB		1
16	Wildflower Cove Drive	X				100	0		RR		1
17	Wildflower Cove Drive	X				296	0		RR		1
17B	Wildflower Cove Drive	X				40	0		RB		1
18	Wildflower Cove Drive		X			323	0		RR		1
19	Wildflower Cove Drive		X			772	0		RB	Extend culvert pipe located below 3rd curve	1
20	Wildflower Cove Drive		X			251	0		RB	Use larger grade stone	1
20B	Wildflower Cove Drive		X			379	0		RB	Use larger grade stone	1
21	Wildflower Cove Drive		X			222	0		RR		1
22	Wildflower Cove Drive		X			122	0		RR		1
23	Wildflower Cove Drive		X			0	0		RR	Repair small area of washout	1
24	Mountain Lily Ridge Drive		X			272	0		RR	Primarily rock dams. Only requires intermittent ballast stone	1
25	Mountain Lily Ridge Drive		X			0	0		RG	Gravel road portion between 1st & 2nd curve	1
26	Mountain Lily Ridge Drive		X			0	0		CP	Sink hole requires repair	1

MARK NUMBER	ROAD NAME	NEIGHBORHOOD		DIMENSIONS			REPAIR CODE	COMMENTS/NOTES	PRIORITY
		LOWER	UPPER	W	L	SF			
27	Wildflower Cove Drive		X		113	0	RB	Taper to pull off area	2
28	Scroops Road	X			98	0	RB		2
29	Scroops Road	X			590	0	PD/RR/RB	Use larger grade stone in berm portion	2
30	Scroops Road	X			60	0	RB		2
31	Scroops Road	X			552	0	PD/RR/RB	Use larger grade stone in berm portion, clean 2 culverts	1
32	Scroops Road	X			83	0	RB	Raise pull off area	2
33	Wildflower Cove Drive	X			59	0	RB	Raise pull off area	2
34	Wildflower Cove Drive	X			54	0	RB		2
								\$0	
REPAIR CODES									
CP	Cut out/remove asphalt, restore/compact sub-base. Replace with 2" asphalt								
O	Overlay berm to berm with 1 1/2" asphalt								
RR	Reshape ditch as required and line with rip rap ballast stone. Create rock dams in areas of steep slope to slow water								
GR	Install new guard rail								
RB	Raise berm to level of existing paving using compacted road bond to create a shoulder of not less than 24" wide. Slope away from asphalt								
RG	Regrade gravel road, add stone as required and compact								
PD	Pull ditch/berm to raise shoulder to level of paving and slope to ditch								

Alpine Mountain Home Owners Association, Inc.

P.O. Box 202
Black Mountain, NC 28711

May 22, 2020

Ms. Elise Fuller
217 Central Ave
Black Mountain, NC 28711

RE: Alpine Mountain Home Owners Association
Property at 104 Aster Ridge Trail, Swannanoa, NC 28778

Dear Elise:

Recently it has come to our attention that you may not wish to continue membership in our Home Owners Association. For many years the previous owner of your lot willingly participated in Association affairs and paid annual assessments.

In spite of questionable title exclusions attributable to your lot, it was our assumption you would continue membership. This assumption, correct or otherwise, was made during your acquisition of the property and your compliance with our construction approval process thereafter.

It is our hope you continue to see the value of membership in our Association. As we are in process of preparing for the Annual General Meeting, we respectfully request your confirmation before the mailing of meeting notice and ballot for the ensuing fiscal year.

Please don't hesitate to contact me if you have any questions or wish to discuss this matter further. We look forward to your favorable response.

Sincerely,

Neil King
President
Alpine Mountain Home Owners Association

cc: File

June 16, 2020

Alpine Mountain Homeowners Association
PO Box 202
Black Mountain NC 28711

RE: Alpine Mountain Home Owners Association
Property at 104 aster Ridge Trail, Swannanoa, NC 28778

Dear Neil,

Thank you for your letter. I do not wish to be a member of your association. I respectfully request all dues and fees be returned to me.

Sincerely,

A handwritten signature in cursive script that reads "Elise Fuller". The signature is written in black ink and is positioned above the printed name.

Elise Fuller

July 2, 2020

Dear Alpine Mountain HOA Board,

I am asking permission to sponsor a Little Free Library on the common area near the mailboxes.

The Little Free Library started in 2009 to share books in neighborhood communities. The motto is "Take a Book-Share a Book". If you are interested here is the link: <https://littlefreelibrary.org/>

The one I have purchased is approximately 16 X 16 inches and 24 inches high at the peak of the roof and will stand on a 4X4 timber.

If you grant permission I am open to placing it anywhere in the common area and I will make sure it has books in it for adults and children. My husband and I will do the install.

Thanks for considering my proposal.

Sincerely,

Shelli Hill

102 Lady Slipper Trail