

DRAFT

**Clear Hills Condominium Homeowners Association
Annual Meeting Minutes**

January 9, 2019

Home of Nick & Marie Schiller

Attendees:

Nick & Marie Schiller	Susan Schreiber	Dick & Bobbie Wissmiller	Margaret Fasano
Harold Murphy	Nancy Grader	Scott & Dana Cress	David Olsgard
Tom & Suzie Herburger	Doug & Kim Strand		

Meeting called to order at 7:01 PM

Roll Call: Sign-in sheet was used as roll call. Sheet is available upon request: attendees as noted above. There was a quorum – 20 proxies were received.

Proof of Notice of Meeting or waiver of notice: Notice of the meeting was delivered to all owners via email or printed notice.

Minutes: The reading of the minutes from the 2018 annual meeting was waived, and unanimously approved by the Board without corrections.

President's Report: Dana Cress read her report to attendees. The report was delivered to resident's mailboxes and email boxes prior to the meeting.

Treasurer's Report: As of Dec 31, 2018

Operating account balance is \$16394.91

Savings account balance is \$134,047.62

*Included in Savings is Reserve amount of \$78,400

Reserve study should be done in the next few days and posted on the web

Election of Directors: Ford Montgomery was unanimously elected to the Board.

Reports of Committees: No reports

New Business: The Board passed IRS Tax Resolution 70-604 unanimously

Owner's Forum: Reserve funding was discussed.

Meeting adjourned at 7:26 p.m.

Respectfully submitted by Marie Schiller, Secretary



Clear Hills Condominium Homeowners Association

Annual Chairman's Report 2018

Board of Directors

Chairman - Dana Cress
Secretary - Marie Godbey Schiller
Treasurer - Dick Wissmiller
Tom Herburger - Member at Large

Committees

Architectural Review - Dana Cress - Chair
Wilma Jane Balick & Janice Marvin
Pool - Dana Cress
Landscape - Dana Cress- Chair, Margaret Fasano - pool, Suzie Herburger - entry

Chairman's Report

Clear Hills Condominium Homeowners Association is in great condition because of the hard work of our Board and of our residents. Clear Hills is known for our park like grounds and they are looking top notch. Our financials are strong and impressive.

Unit at 7363 Eastmoor Terrace, which was empty for over 5 years, was purchased by Doug & Kim Strand. They are in the process of remodeling the building and grounds. WELCOME to Doug & Kim!

What follows is an overview of the work accomplished in 2018 and a look at what our future holds.

1. Pool furniture replaced (from Reserve funds allocated)
 2. New pool pots purchased
 - 2016 — 3. Additional entry lanterns placed on wall pillars
 - 2017 — 4. Boulders placed around perimeter to protect our bank & sprinklers from cars
 5. Martinez Landscape contract renewed at same monthly cost
 6. Water shut off valves were marked, and a map was created detailing valve locations. Plastic tags will be installed in March, 2019
 7. General Tree Service was contracted for disease control & fertilization of our perimeter hedges. (Staab Horticulture closed their business)
 8. Garden mulch was spread on HOA green space beds (May)
 9. Emergency Preparedness Committee studied recommended preparations and presented to our community.
 10. New pool filter was installed at pool by Gregco Pool (from Reserve funds allocated)
 11. Comprehensive list was compiled listing our community service providers.
 12. Fire hydrant was tested by Raleigh Water District and the shrubs around it were removed to provide a 3' perimeter as recommended
 13. LED bulbs were approved from Pacific Lamp Wholesale to replace our existing HOA lamp bulbs as needed.
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14. Silver Mountain Plumbing was scheduled to locate shut off valve for 7500 CHD unit.
15. Reserve Study for 2019 completed.
16. Budget for 2019 completed and approved by Board.

Respectfully submitted,
Dana Cress
CHCHOA Chair

12/21/18

**CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD MEETING MINUTES**

**Wednesday, January 9, 2019 following Annual Meeting
Home of Nick & Marie Schiller**

Welcome and Call to Order at 7:28 PM

Minutes from December 9, 2018 Board meeting - The board unanimously approved minutes from the December 12, 2018 meeting after waiving the reading

Board positions assigned:

Dana Cress, Chair

Ford Montgomery, Vice Chair

Treasurer, Dick Wissmiller

Secretary, Marie Schiller

Director at Large, Tom Herburger

President's Report – Dana Cress distributed the report prior to the annual meeting

Treasurer's Report – Dick Wissmiller

Current financials were presented at the annual meeting

Reserve Study is being finalized from Forensic Building Consultants

Committee Reports

Landscape – shrubs surrounding the fire hydrant on CHD have been removed by
Martinez Landscape per the recommendation of Raleigh Water District

ARC - none

Pool report – none

New Business - none

Old Business

Rules & Regulations – Marie & Dana

They will have an updated version in February

Shutoff valve location for 7500 CHD

Silver Mountain Plumbing will investigate with Doug Stanton

Board rotation

Special meeting will be called fix the 3-2 Board rotation

Owner Discussion Time

Meeting adjourned at 7:44 PM

Next meeting:

February 13, 2019 at 4:30 p.m. at the home of Tom & Suzie Herburger – 7382 Eastmoor Terrace

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Date: Wednesday, February 13, 2019

**Place: Home of Tom & Suzie Herburger
7382 SW Eastmoor Terrace**

Board Members Present:

**Dana Cress, Chair
Ford Montgomery, Vice-Chair (via Skype)
Dick Wissmiller, Treasurer (via Skype)
Marie Schiller, Secretary
Tom Herburger, Director**

Homeowners Present: Jim Cielinski, Bev Culp, Wilma Jane Balick

Welcome and Call to Order: Chair called the meeting to order at 4:30 PM

The board unanimously approved minutes from the January 9, 2019 meeting after waiving the reading.

President's Report: None

Treasurer's Report: Dick

Current financials -

Operating account: \$4,650.17

Reserve account: \$134,070.39

2017 financial review -

2017 financial review is complete

2018 is underway

2019 budget -

Reserve study for 2018 is still being finalized

Committee Reports:

Landscape - No report

ARC -The Board did not vote on the Strand's ARC application. The HOA lawyers advised that the issue must be put to a vote of the entire HOA as the raised roof the Strand's have requested will extend into the general common property.

Pool - No report

Old Business:

**Add Common Area section to the ARC page of the Rules & Regulations –
Marie & Dana are finalizing the changes**

**Investigate the location of Betsy Drakes' outdoor water shutoff – Dick
Doug Stanton's plumber will locate it the next time he is in the
neighborhood.**

Board rotation – Has been fixed to a 2-2-1 director rotation

New Business:

Homeowner topics:

Next meeting: March 13, 2019 at 4:30 PM at the home of Dana Cress

Meeting adjourned at 4:40 PM

**Respectfully submitted by:
Marie Schiller, Secretary**

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Date: Wednesday, March 13, 2019

**Place: Home of Scott & Dana Cress
7523 SW Clear Hills Terrace**

Board Members Present:

**Dana Cress, Chair
Ford Montgomery, Vice-Chair (via FaceTime)
Dick Wissmiller, Treasurer
Marie Schiller, Secretary
Tom Herburger, Director**

Homeowners Present: Janice Marvin, Suzie Herburger, Bobbie Wissmiller

Welcome and Call to Order: Chair called the meeting to order at 4:31 PM

The board unanimously approved minutes from the February 13, 2019 meeting, the 2 emergency meetings held on January 14, 2019 and January 26, 2019, and the special meeting held on January 23, 2019 after waiving the readings.

President's Report: Homeowners need to follow ARC rules for submitting architectural changes because it's burdensome to arrange and hold special/emergency meetings.

Treasurer's Report: Dick

Current financials -

Operating account: \$14,471.00

Reserve account: \$134,090.96

February 2019 financial statement will be posted to website soon

The board unanimously voted to renew our contract with Forensic Building Consultants for our annual reserve study for the next three years at the following prices:

2020 \$1200/year level 3 study

2021 \$1200/year level 3 study

2022 \$1800 level 2 (onsite) study

Committee Reports:

Landscape – Dana

Martinez fertilized lawns and will mulch when weather permits

Laurel hedge will be pruned this spring.

ARC – Strand request -

Pool – Dana - None

Old Business:

Add Common Area section to the ARC page of the Rules & Regulations – Marie & Dana are finalizing the changes

Investigate the location of Betsy Drakes' outdoor water shutoff – Dick Doug Stanton's plumber will locate it the next time he is in the neighborhood.

New Business:

Incorporating Board Code of Ethics into our Rules & Regulations – Marie Marie distributed a recommended code of ethics written by CAI for the board to review for our next board meeting.

Homeowner topics: None

The meeting was moved to the Strand's home to review a newly submitted ARC form for their unit. The ARC committee and the board unanimously approved their request.

Next meeting: April 10, 2019 at 4:30 PM at the home of Scott & Dana Cress

Meeting adjourned at 5:20 PM

**Respectfully submitted by:
Marie Schiller, Secretary**

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Date: Wednesday, May 8, 2019

**Place: Home of Ford Montgomery & Nancy Grader
7572 SW Eastmoor Terrace**

Board Members Present:

**Dana Cress, Chair
Ford Montgomery, Vice-Chair
Dick Wissmiller, Treasurer
Marie Schiller, Secretary
Tom Herburger, Director**

Homeowners Present: Bobbie Wissmiller, Harold Murphy

Welcome and Call to Order: Chair called the meeting to order at 4:32 PM

The board unanimously approved minutes from the March 28, 2019 meeting after waiving the reading.

President's Report: None

Treasurer's Report: Dick

**Current financials – April 20, 2019
Operating account: \$10,575.88
Reserve account: \$144,687.77**

**Reserve study for 2020 is under way and will be ready in July.
Board unanimously approved a \$500 minimum component cost for the reserve study and a .2% anticipated minimum rate of return on our reserve fund.**

Committee Reports:

**Landscape – Dana – Laurel hedge along Montclair was pruned by Rich's Tree Service. Grub killer and preventative was applied to all lawns by Jose.
ARC - none
Pool – is open, and board is getting bids for pool fence replacement**

Old Business:

**Add Common Area section to the ARC page of the Rules & Regulations –
Marie & Dana - A new draft will be distributed to the board and current committees for feedback
Locate shutoff for Betsy Drake residence - Dick - waiting for plumber to call back
Board code of conduct - Ford - Working on a draft**

New Business:

Homeowner topics:

Next meeting: June 12, 2019 at 4:30 PM at the home of Nick & Marie Schiller

Meeting adjourned at 5:28 PM

**Respectfully submitted by:
Marie Schiller, Secretary**

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, June 12, 2019

**Place: Home of Dick & Bobbie Wissmiller
7644 Green Valley Terrace**

Board Members Present:

**Dana Cress, Chair
Ford Montgomery, Vice-Chair
Dick Wissmiller, Treasurer
Marie Schiller, Secretary
Tom Herburger, Director**

Homeowners Present:

Bobbie Wissmiller, Wilma Jane Balick, Jim Cielinski, Bev Culp

Welcome and Call to Order: Chair called the meeting to order at 4:27 PM

The board unanimously approved minutes from the May 8, 2019 meeting after waiving the reading.

President's Report: None

Treasurer's Report:

**Current financials – May 31, 2019
Operating account: \$18,217.01
Reserve account: \$144,712.48**

Committee Reports:

Landscape - Dana

No lawn thatching will be done this year

ARC - Dana

Roof specs – new wording was approved and will be incorporated into a modified ARC document to be voted on at the next board meeting.

Pool fence replacement – options were discussed for replacement in 2020. Board voted 4-1 to replace with a wood fence versus steel.

Pool - Dana

Old Business:

Clear Hills water pressure – Dick

Getting opinions on raising the neighborhood water pressure. Waiting on Phillips Pump to inspect our pump system.

ARC changes - Marie

Final draft will be voted on at the July board meeting.

Locate shutoff at Betsy Drake's unit - Dick

Waiting for plumber to perform the locate

Board code of conduct – Ford

Working on a draft

New Business:

Cracks in the street are worsening on Eastmoor Terrace. These will be fixed when we perform the scheduled street repairs.

Owner discussion:

Meeting adjourned at 5:24 PM

Next meeting: July 10, 2019 at home of Nick & Marie Schiller

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, July 10, 2019

Place: Home of Nick & Marie Schiller

7756 SW Green Valley Terrace

Board Members Present:

Dana Cress, Chair

Ford Montgomery, Vice-Chair

Dick Wissmiller, Treasurer (via FaceTime)

Marie Schiller, Secretary

Tom Herburger, Director

Homeowners Present: None

Welcome and Call to Order: Chair called the meeting to order at 4:28 PM

The board unanimously approved minutes from the June 12, 2019 meeting after waiving the reading.

President's Report: None

Treasurer's Report:

Current financials – June 30, 2019

Operating account: \$15,850.28

Reserve account: \$148,956.62

June financials are posted to the website

Committee Reports:

Landscape - Dana

ARC – Dana

Submittal from Murphys to replace some siding and paint the same color. Approved.

Pool - Dana

Pool fence replacement – Dana

Bamboo replacement – Tom

Both 2020 budget items will be discussed in August by the budget committee. Dana appointed Dick Wissmiller, Tom Herburger, and Ford Montgomery to serve on the budget committee.

Old Business:

Clear Hills water pressure – Dick

Waiting on Phillips Pump to inspect our pump system. One more attempt and we will contact a new inspector.

ARC changes - Marie

New ARC documents and form were unanimously approved.

Locate shutoff at Betsy Drake's unit - Dick

Waiting for plumber to perform the locate

Board code of conduct – Ford

Board Code of Conduct was unanimously approved.

New Business:

Concern over dead trees in neighboring lot. The board has contacted the owner.

Owner discussion:

Meeting adjourned at 5:30 PM

Next meeting: August 14, 2019 at home of Scott & Dana Cress

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING

MINUTES

WEDNESDAY, AUGUST 14TH, 2019

PLACE: HOME OF DANA AND SCOTT CRESS

7523 SW CLEAR HILLS TERRACE

BOARD MEMBERS PRESENT:

DANA CRESS, CHAIR

FORD MONTGOMERY, VICE CHAIR (acting secretary for this meeting)

DICK WISSMILLER, TREASURER

No other homeowners present

Welcome and call to order: Chair called meeting to order at 4:42pm.

Minutes of the Emergency Board concerning the Strands home 7/22/19 were unanimously approved.

Minutes of the 7/10/19 regular Board Meeting were unanimously approved.

Chair report: The dead fir trees behind Balick house were removed.

Treasurer report: Operating account has \$17,751.22 and the Savings account has \$151,092.12.

Committee Reports:

Budget Committee Report: The HOA has the funds to go forward with the pool fence and associated work on concrete retaining wall and plantings this Fall.

Landscape Committee: Thatching of our lawns will be done in Fall 2019.

New business: Still looking for a Chair of the 2019 pool party.

Old business: Dick will begin the search for a new company to service our water system. The old supplier who installed the system has not returned calls and appears to be avoiding us.

Locating Betsy Drake's water shut off valve is postponed until Doug Stanton's plumber is on site at the Strands to help find it.

It was reported that the water meter for the neighborhood had malfunctioned for some time before June and July 2019. The result was an under accounting of water used by the neighborhood by about 50%. This saved the neighborhood some money and it will not be recovered by the Raleigh Water District. The bad meter has been replaced and is now registering correct amounts of water use for this time of year.

Go Daddy, who administers the HOA website, has sent a bill for \$179.88 for its' website builder program, which will be paid.

Meeting adjourned at 5:15pm.

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING

Wednesday, September 4, 2019 – 4:30 p.m.

Home of Tom & Suzie Herburger

7382 Eastmoor Terrace

Board members present:

Dana Cress, Chair

Dick Wissmiller, Treasurer

Tom Herburger, Director

- **Welcome and Call to Order – Chair called meeting to order at 4:32 p.m.**
- **Minutes from August 14th were unanimously approved.**
- **President's Report - none**
- **Treasurer's Report – Dick Wissmiller**
 - 1. **Current financials – August 31, 2019**
 - Operating account: \$19,516.85**
 - Reserve account: \$153,228.01**
- **Committee Reports**
 - 1. **Budget Committee & Reserve study reports update – 2020 recommendations passed**
 - 2. **ARC – Submittal from Wissmiller/Marvin for roof replacement - approved**
 - 3. **Landscape – Dana – Martinez will thatch our lawns this fall. Grub/Crane fly treatment was applied.**
 - 4. **Pool report – Sherri & Elaine have pool party scheduled for Sunday, September 8th at 5 p.m.**
- **New Business - none**
- **Old Business**
 - 1. **Pool fence replacement – committee to meet w/ contractors to confirm**
 - 2. **Locate household shut off at Drake residence – Dick will contact Silver Mountain Plumbing to schedule**

Next meeting: October 9, 2019 at home of Ford Montgomery & Nancy Grader

Meeting adjourned at 5:10 p.m.

Respectfully submitted by:

Dana Cress for Marie Schiller, Secretary

MINUTES
CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING
Wednesday, November 13, 2019 – 4:30 p.m.
Home of Scott & Dana Cress (traded w/ Ford Montgomery)
7523 SW Clear Hills Terrace

- **Board members present:**
Dana Cress – Chair
Dick Wissmiller – Treasurer
Tom Herburger – Director
Ford Montgomery – Director (by Face Time)
Owners present: Bobbie Wissmiller & Harold Murphy
- **Welcome and Call to Order at 4:30 p.m.**
- **Minutes from September 4, 2019 meeting were approved as submitted**
- **President's Report - none**
- **Treasurer's Report – Dick Wissmiller**
 1. **Current financials – Operating balance \$13,251.23 Savings \$157,500.08**
 2. **2020 Budget – Tom & Dick submitted proposed budget for 2020 (attached). Budget was approved as submitted. NOTE that our HOA fees will increase in January to \$450 per month.**
 3. **Insurance update – Vern Newcomb our agent sent proposal for 2020. Our premium was increased by \$611.18. (see attachment for details). Vern shared concern that our rates could increase and/or exclusions made if we have units with galvanized pipes and/or roofs over 20 years old. Dick will be sending out a questionnaire to owners asking about pipes & roof ages. The Board approved the motion to accept the current proposal for insurance.**
- **Committee Reports**
 1. **Landscape –**
 - **Dana is meeting with Martinez on Friday to discuss the following:**
 1. **Schedule for mulching our lawns**
 2. **Blowing – need to stop blowing debris into/under shrubs**
 - **120 tulip bulbs were planted at entry by Dana, Suzie, Dale & Janice!**

- **Old Business**

1. **Update on pool fence replacement – Tom reported that he & Dick have received bid from Murray Leismeister of Custom Concrete Construction to remove bamboo & install a concrete retaining wall from east side of pool building and around the corner to gate. Estimate was for \$4500. The fence replacement is estimated at about \$8000. \$12,000.. is reserved for 2020 replacement. Our operating contingency will cover any overage.**
2. **Clear Hills water pressure – Dick has meeting scheduled 11/14 – 10 a.m. with Steve's Pump Service to perform maintenance inspection of our pump. They will discuss increasing our pressure and concerns for impact on homes with galvanized pipes.**
3. **Locate water shut off for Betsy Drake residence – Dick will meet with Silver Mountain Plumbing.**

Meeting was adjourned at 5:20 p.m.

**Respectfully submitted,
Dana Cress
Board Secretary**

**Next meeting December 11, 2019 at 4:30 p.m. at home of Nick & Marie Schiller -
7756 GVT**

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, December 11, 2019 - 4:30 p.m.

Home of Ford Montgomery & Nancy Grader
7572 CHD

- Welcome and Call to Order at 4:30
- Board members present: Ford Montgomery, Tom Herburger, Dana Cress & Dick Wissmiller
- Homeowners present: Bobbie Wissmiller
- The board unanimously approved minutes from the November meeting after waiving the reading
- President's Report – Annual Meeting scheduled for January 8, 2020 at Garden Home Community Center – 7 pm in Room 20
- Treasurer's Report – Dick Wissmiller
 1. Current financials – Operating account balance - \$19,207.24
Savings account balance - \$159,636.19

Insurance – Dick reported questions were asked this renewal by the insurance company about galvanized piping. In 2021 and beyond, there is a possibility that leaks from galvanized piping may be excluded from coverage. Owners are encouraged to verify whether or not they have galvanized pipes and to eliminate those pipes as soon as possible to avoid any leakage claims being denied by the insurance company in the future.

- Committee Reports –
 1. ARC – Strand submittal for siding – Board approved unanimously
- Old Business
 1. Update on pool fence replacement – Tom gave a detailed report of bids & scope of work. Project cost estimate \$16,683. Board voted to allocate \$20,000. to cover possible contingencies (attached). ARC attached for community.
 2. Clear Hills water pressure report – Dick submitted detailed report regarding 11/14/2019 meeting with Steve's Pump Service. Board plans to add a reserve study item to cover replacement of future upgrades to include building a structure above ground (over the current underground vault) to house an upgraded system. (report attached). Dick will get bids for this addition to our reserve study.
 3. Locate water shut off for Betsy Drake residence – Dick will meet this month with Silver Mountain Plumbing.

- **New Business – Board voted to change Board meeting time to 2nd Wednesday of each month at 10 am (instead of 4:30 pm)**

Meeting was adjourned at 5:20 pm

**Respectfully submitted,
Dana Cress**

Next meeting to follow Annual Meeting on 1/8/2020 - Garden Home Community Center