

Holiday Beech Villas Annual Meeting

July 16, 2022

10am Clubhouse

Meeting Minutes

In attendance at Clubhouse (23 units represented at time of voting): David Bender, Bryan Martin, Preston Halstead, Daniel Tutko, Paul Magalski, June Reckert, Judith Mitchell, Walt Howard, Leslie Mayeron, Richard Mayeron, Jeanette Greene, Leah Duncan, Roger Martin, Victoria Martin, Margo Lenmark, Steve Berndt, Brian McLaren, Matt Crudello, Judith Marcum, Sysy Camejo, Nina Eiskowitz (left before the voting), Chris Nelson, Logan Myers, Christina Myers, MK Brennan

In attendance by Proxy:

- Through Walt Howard (14 units represented at time of voting) – John Purifoy, Lu Sperzcak, Ronald White, Mohammed Benjoullen, Chris Whitman, Michael Bonestell, Janice Marriott, Charlene Magalski, Taylor Fleckinger, Rick Lence, David DuMond, Martin/Brandi Furlan, Christopher Fisher/Margaret Barrett,
- Through Bryan Martin – Jacqueline Carrelha, Marlene Rockwell, Jim Cook
- Through Paul Magalski - Nina Eiskowitz

Observing via Zoom: Jim Cook, Briggs Allen, Mohammed Benjoullen, Michael Avery, Allison Walker, Mike Wood, Donna Gray, John Purifoy, Dan ?, Charlene Magalski

Tellers – Chris Nelson, Victoria Martin

Officer/Committee Reports

Bryan Martin: Vice-President Comments

MK Brennan: Manager

- Financial Report
 - End of fiscal year balances
 - Operations Income: \$326,990.83
 - Operations Expenses: \$301,159.20
 - Transfer to Reserves: \$20,200
 - Special Assessment income: \$225,385
 - Special Assessment expenses: \$337,651.20

Bank balances

- First Community Checking - \$20,183.11
- First Community Reserves - \$46,787.40
- First Community Capital Projects - \$3,366.70
- Truist Checking – \$174,889.85
- Truist Note - \$279,225.87
- New Budget

HOLIDAY BEECH VILLAS CONDOMINIUM OWNERS ASSOCIATION, INC.
PROPOSED BUDGET
2022 - 2023

INCOME:						
Dues:						
65 (1 BR) units @ \$ 255.00 / month x 12						198,900.00
23 (2 BR) units @ \$ 370.00 / month x 12						<u>102,120.00</u>
TOTAL INCOME:						301,020.00
EXPENSES:						
Utility Expense						
Insurance						
Premiums.					26,000.00	
					840.00	
Telephone						
Spectrum						
Internet.					50,400.00	
Water, Sewer,						
Recycling.					102,000.00	
Electrical.					<u>10,000.00</u>	
Total Utility						
Expense					189,240.00	
Office Expense						
CPA.					1,000.00	
Attorney.					2,000.00	
Office					200.00	
Supplies.						
Postage.					250.00	
Computer & Website					<u>500.00</u>	
Maintenance.						
Total Office						
Expense					3,950.00	
Taxes/Payroll						
Manager					15,000.00	
Maintenance personnel					20,000.00	

Property & Sales Tax					<u>1,500.00</u>	
Total Taxes/Payroll					36,500.00	
General Maintenance						
Landscape Maintenance					9,000.00	
Snow Removal					6,000.00	
Building Maintenance					26,000.00	
Driveway Maintenance					<u>4,000.00</u>	
Total General Maintenance					45,000.00	
Clubhouse						
Social/Supplies					75.00	
Gas, Fuel					<u>1,600.00</u>	
Total Clubhouse Expenses					1,675.00	
Subtotal of Expenses					276,365.00	
Capital Improvement						
Reserve Fund					<u>24,655.00</u>	
Total Capital Improvement					24,655.00	
TOTAL EXPENSES					301,020.00	

MK Brennan: Manager

- **General Maintenance Report**

Over the past year, there have been many changes here at Holiday Beech Villas. Really, over the past two years, there have been many changes. For new owners, a brief history might be helpful. In November 2019, our long-term manager, Renee, retired and Carl Marquadt was hired and remained in that position until September 2020. He resigned due to some family obligations. Appalachian Management was then hired and started in November 2020 to oversee the operations but not the renovation work at HBV. They also moved the payables and receivables to their own system. Due to a scaling back by the

owner of properties to oversee, Appalachian Management ended their service on October 31, 2021. Melissa Schavce was hired as Property Manager and MK Brennan as Office Manager starting on November 1. On January 13, 2022, Melissa resigned due to personal issues. MK has been serving in both roles since then and the Board has been looking for a property manager. In January 2020, the maintenance person was let go by Appalachian Management and they used sub-contractors for some maintenance items. An overall maintenance schedule was limited until September 2021 when the current maintenance person, Blair Reep, was hired by Appalachian.

Gratitude to the majority of the homeowners for timely payments. With the change to Appalachian Management's accounting system, there was a lot of information that then had to be double checked and entered into our accounting system when they left. This included getting some homeowner accounts up to date and having everyone change the address to which payments were sent. Currently, I can count on up to 90% of the payments being received by the 10th of the month. This truly helps for scheduling my time as well as paying the bills.

Currently, we have placed a lien on a property and will be pursuing foreclosure on it. Another property is close to having a lien placed on it.

Maintenance work completed or planned – there is more on a maintenance list created following inspection of all buildings as well as a previous list created that was recently found in the old files

- A building roof – awaiting proposal of the roof replacement
- B, C, E decks/stairs – awaiting final plans from structural engineers for the replacement/rebuild of one set of stairs at C and a set at E as well as deck reinforcement/rebuild at B, C, and E and then a request for proposals will be sent
- D water issues – D212, 112, 111 all with water damage; source seems to have been found with a flashing issue for D212 and 112 and investigation continues for 111. It is not clear if they are related and the insurance company has inspected. Their review is pending. In the meantime, requests for proposals will be sent for the repair of the flashing. It will be requested with the B, C, E deck/stairs RFP.
- F building roof – half of it needing replacement done
- K building parking lot – sinkhole repaired
- Lower Holiday driveway – assessed for repair; to be scheduled
- Frozen pipes – repaired at A and F buildings; plan to wrap hot water heaters in crawl spaces with blankets and insulate the pipes more
- G building sagging floor repaired
- Overall lighting - have made note of lights not working and checked all the wiring to them; one electrician able to reschedule coming to assess one of the lights at the E building and is working to get parts and schedule a time to replace parts of it.
- Landline phone service – restored at F and G buildings; new fiber optic lines installed
- Tree trimming – working to schedule this in the next week or two pending availability of company who gratefully were able to come take care of a downed tree in the F lot earlier this spring
- Electric panel inspections – homeowners will receive 30 days' notice for when this can be scheduled as well as the cost for the inspection
- Chimney inspections – request was sent to homeowners with chimneys about the type of fireplace they have and information about any

inspections they have had. Continue to follow up with those whose information is pending and will schedule the inspections this fall.

- Fire extinguisher inspections – an annual inspection that is scheduled in September
 - Pressure washing – front decks will be started next week; please contact office at hbvillas102@gmail.com to request having back decks done.
 - Painting – ongoing painting of bare wood at C; after many months of our brown paint not being available, Lisa at New River was able to match it thanks to the Augustus' having a quart of our old paint available. We provide the paint for homeowners to have so that they can paint their front doors or other areas needing painting. Plans to paint the edges of stairs with yellow paint.
 - Snow plowing – have arranged for plow services for the upcoming winter and will have a small snowblower to help keep decks clear
- **F Building Update**

From Jeff Uptagrove on July 13: As we head into next week we have been able to slightly beef up our manpower. A lot of your question marks will be handled as I put as many hands there as I can find to make a push to try to complete all projects remaining. I am working with Brad on a priority list to take care of the more immediate requirements ahead of the general work to be completed that isn't as impactful to the owner base. Specifically I'll address the emailed concerns below.

F124 – The window and door have not been replaced. They will be completed next week as well as any handrail concerns.

F225 – The window and door will be replaced next week. The storm door was not removed by us however, it was removed by Jim. If there is a storm door to go back it will need to be provided and will be billed with the other doors and windows that have yet to be billed once I'm given the final count of everything installed not within additional change order work.

F226 – All issues with your unit I would like to have rectified as well next week so that you will be able to paint sooner than later. I'll come look at the extensive damage relative to your entry door installation with Brad on Monday so we can determine the repair.

If everything holds as it is today I should be able to have a pretty solid crew tied to all things HBV from Monday through completion.

- Dumpsters – Please post the Dumpster Protocol in your unit if you rent

Old Business:

- Approve Minutes of Last Annual Meeting; Motion made to approve and seconded; all present approved
- 5-year Project Plan Update

2022-UPATE
Five Year Plan of Projects At HBV from 2017
Not including Renovation of Buildings

- Fix lighting at F building and E building: COMPLETED BY 2019
- Paint A building and K building railings and trim to keep up with building after renovation COMPLETED BY 2019
- Fix rotted window sills at C building as well as having roofer fix flashing around chimney COMPLETED BY 2019
- Re-gravel and re-grade all parking areas DONE IN PREVIOUS YEARS
- Raise and/or reinforce back of E, B and F buildings deck DECKING AND STAIRS AT B, C, AND E TO BE REINFORCED/REPAIRED, F NOT NECESSARY WITH RENOVATION NOW
- Continue to monitor the renovated buildings to make sure we're keeping up with maintenance. We don't want to ignore these buildings so they aren't maintained and go back to the way it was. ONGOING
- Design and build new stairs for F building close to units F121, F122, F123 NOT NECESSARY WITH RENOVATION NOW
- Paint E and F buildings, front and back FRONT OF E BUILDING COMPLETE. FRONT TOP RAILINGS OF F BUILDING COMPLETE; F NOW NOT NEEDED WITH RENOVATION IN PROCESS
- Continue to find a solution for the natural spring at the ABC parking lot AT THIS TIME THERE IS NO VIABLE SOLUTION
- Continue to monitor natural spring at H building to make sure it's not running in to the foundation COMPLETED – NEW WATERPROOFING SYSTEM INSTALLED INCLUDING FRENCH DRAINS AND SUMP PUMPS 2020
- Replace remaining of F building roof. COMPLETED 2022
- Continue to pick up trash around the grounds due to people leaving garbage outside so the raccoons and bears can get it and spread it ONGOING
- Continue to educate owners what they need to let their renters what to do and not to do. ONGOING
- Continue to check units during the winter for water leaks, renters doing things with the heaters that they shouldn't and all other stupid stuff renters do to possibly harm HBV buildings ONGOING
- Create additional parking at the F and D buildings on newly purchased property COMPLETED 2019
- Take down Beech tree in front of D building which is dying from Beech Bark Disease and is considered a danger to the D building ONGOING – PLANNED FOR 2022
- Continue to check railings and re-enforce loose railings ONGOING

New Business:

- Walt Howard
 - Moved to add vacant 1 year term Board position to the election; motion seconded; passed 34-5
 - Moved to open the floor for nominations; motion seconded; 14 yes, 19 no
 - Moved to have emails of homeowners available to others; not seconded
 - Moved to consider having remote voting in the future; motion seconded; 25 yes, 4 no
 - Move to have public comment moved ahead of the elections; not seconded
- Policies update – discussion held, especially related to parking

Election for New Board Members and Policy revisions: ballots distributed; tellers met in office to count

Homeowners Comments

Announce New Board and Policy Revisions

- Board election results: reported the percentage based on the % interest per unit as required on the Voting Record Sheet. The % determines the winners.
 - elected to 3 year terms
 - Daniel Tutko –39.35%, 37 votes
 - David Bender –38.05%, 32 votes
 - Preston Halstead –35.8%, 30 votes
 - elected to 1 year term
 - Rick Lence –33.25%, 32 votes
 - others
 - Walt Howard –13.04%, 12 votes
 - Chris Nelson –3.8%, 4 votes
 - Briggs Allen –1.1%, 1 vote
- Policy revisions approved – 45 votes cast; 17 were no for parking

Adjourn: motion to adjourn, seconded, all approved. Meeting adjourned at 12:45 pm