

Georgetown East Association, Inc.

June 14th, 2022 Board of Directors' Meeting Minutes

Dan Kistel called the meeting to order at 6:30 pm: Victoria Romero Lara, Jane Rakestraw, Gerard Bribiescas, Dan Kistel, and Robert Kelly, LCAM were present at the Ameri-Tech office conference room. Jean-Paul "JP" Antona and Alan "Roof" Douglass were present via webinar. Roth Block was unable to partake. Notice was posted on two neighborhood bulletin boards June 12th, 2022 in accordance with Association By-Laws.

Approval of Consent Agenda

Gerard moved to approve the consent agenda. Jane second. All in favor.

1. April 12, 2022, Board of Director Meeting Minutes
2. Manager's Report
3. Committee Reports: Architectural Standards
4. President's Report

Treasurer's Report

1. Deficiencies on report will go to green as we catch up on spending. Don't expect to do much more spending in those categories
2. Legal cost includes previous year
3. Did the landscape GL get the credit from the SH grant? Yes.
4. Discussion regarding detail of water bills from the City since January. 1100 Kensington - the Kensington Pond area; 1213 Georgetown is main entrance; 516 Georgetown Place is from corner of Beacon and Marshall to where the live oaks begin near the main entrance, along the oleanders
5. Bob will ask Mu-Grow to look at irrigation and do any repair if needed.
6. Jane: Do people use the coupon books? Yes.
7. Bob: Either a coupon book or direct pay with a lockbox fee.
8. Jane motions to approve the treasurer report. Gerard seconds. All in favor.

Follow-Up Business

Sidewalk Grinding & Replacement Update

1. Bob: that was completed two months ago. There was one outstanding area. Bob agreed to follow-up.

Stormwater System Repair Update:

1. Bob: I reached out to five companies for quotes. We only received two quotes. Two areas that need to be addressed: Roxbury Pond by the aerator control box and storm wall on the ditch near Marshall street on Kensington pond. Firm Foundation wants 6600 for each area. They will need to excavate to expose the pipe. They don't expect to exceed. Seminole Septic reviewed Roxbury. JBolt construction is coming in for \$11k total.
2. Victoria: One says investigation and not repair.
3. Gerard: Concerned about "not responsible for broken underground cables".
4. Bob: A lot of that could be boilerplate language.
5. Gerard: We only have \$4400 in reserves to address this.
6. Dan: Do the Roxbury one now and the Marshall Street later?
7. Jane: Would rather not spend money we don't have.
8. Bob: You are putting \$587 monthly into stormwater drainage.

9. Dan: We will table this topic until September.

Sidewalk and Gutter Pressure Washing Update:

1. Gerard: Last meeting we approved \$3250, which included sidewalks outside Georgetown but not the aprons. Extra \$12 per apron. We keep the same estimate to include apron but not the sidewalks outside of Georgetown. We can do outside sidewalk in two years. The aprons adjacent to sidewalks are on common areas
2. Victoria: We should let the community know the dates so they can schedule driveway cleaning.
3. Dan: We are not cleaning people's driveways. If something happens, it's on us.
4. Gerard: May we invite Billy with H2O to put flyers on people's doors to call him directly. In addition, I'll announce it in an email blast and place it on bulletin boards.
5. Dan: We are accepting the quote but with the change of service to include the specific 61/62 aprons and not the outside sidewalk.

Late Fee Implementation Update:

1. Dan: Jenifer said she has implemented the late fees requested in October of last year and started in March 2022.
2. Bob: I highlighted in yellow the fees that have been collected so far.
3. Victoria: Have we seen an effect?
4. Gerard: The Association gets charged for the homeowners' delinquency. Our Declarations (Article V, Section 7) permit us to collect a late fee. Last year's Board implemented the fee and notified the homeowners in October (2021).
5. Bob: They also get charged for bounced checks.

Notice to Owner / Notice to Contractor:

1. Dan: This was driven by the Mary Doyle incident. Out of that came recommendations. We are addressing everything to Georgetown in care of Ameritech. If we have a material shipping issue, we will say on the contract it will be delivered to this location. Everything ties back to Ameritech. The invoice will be paid until the final release of lien on anything that is \$1000 or more. We could chase smaller vendors away with a lower number.
2. Gerard: Bob, do we need a motion for the specifics for contracts or can this be handled in house by Ameri-Tech.
3. Bob: Contract specifics doesn't require a motion. It's a procedural thing. The procedure will not 100% guarantee it will happen again.
4. Gerard moves to require a final lease of lien prior to payment for any contract with materials exceeding \$1000. Jane Seconded. All in favor.
5. Gerard: Can we use the Duke Energy billing addresses for delivery sites (1207 Roxbury, 1208 Dartmouth & 1100 Kensington) for materials?
6. Bob: Yes.

Recent Walk Through and Non-Compliance letters:

1. Dan: Bob, Victoria, and I walked the property to get a general sense of what we are looking for. Bob did a more thorough walk-thru later. We reviewed the non-compliance letters. Based on that, we put together a non-compliance letter summary with categories. A lot of fence repair, roof cleaning, house painting.
2. Dan: May make some sense to send a letter out to homeowners to suggest cleaning roofs, repairing fences, etc. This letter is being prepped now. Then we say to Bob, we start walking with an eye of what we covered in the letter. Should be seriously bad, not mild cases.
3. Jane: I would like to add that where homeowner trees are blocking the sidewalks. If I have to go off the sidewalk to avoid the tree/bush, that's an issue.
4. Gerard: Would you like to help with the letter?
5. Jane: Yes, I'll help because I am a concise writer. Use bullet points.

Covenants, Conditions and Restrictions (CCRs) Retype/Format Update:

1. Jane: It looks really good. Looks so nice and readable.
2. Gerard: This re-formatting of the CCRs should go into the packets to new homeowners. By-laws are for the Board but the Covenants, Conditions and Restrictions are the homeowners' primary document. The attorney says we need to send this to the homeowners.
3. Victoria: Can we ask if they want a digital copy.
4. Bob: You must prove everyone received a copy.
5. Gerard: We will hand deliver it and those who don't get it we will then mail.
6. Gerard moves to approve utilizing the reformatted Covenants, Conditions and Restrictions and hand deliver or mail a copy to the designated homeowner on file with Ameri-Tech. Jane Seconded. All in Favor.

Policies & Procedures Task Force:

1. Gerard moves to approve the charter and guiding principles of the Policies and Procedures Task Force. Dan seconds.
2. Dan: This task Force will go through all the meetings and minutes, document it, present it to the Board to decide what is still current.
3. Victoria: What are we expecting to get out of this? Do we care? It's a big work and do we want to do something else like working on the walls?
4. Gerard: In the past there are decisions made on flowerpots, address numbers, no overnight parking, etc. The board can make motions and approve policies, but does the Board or community really know these policies. They are subcategories of the CCRs.
5. Dan: We get this laundry list, and we decide if each item makes sense, we can make an official revisional policy.
6. Gerard: Then we have a policy book we can put online.
7. Jane: We can do this in little bits. We don't have to do this right now.
8. All in favor.

New Business

Tree Removal:

1. Dan: We walked with Jason, an arborist with Danny's Tree Services. Three sweet gum trees at Roxbury Pond are all on HOA property. One arborist says they are good but prone to snapping in winds. Another tree at 515 where the tree is dying but standing. Sidewalk is bowing up around it. It's starting to interfere with the concrete wall of the house. Total cost is \$9000. Bob is working with Ira, the City arborist, to get another opinion on the sweet gum trees. The people who live by the trees like them.
2. Victoria: Do we have to do it?
3. Dan: No but once someone tells us we have a problem, we sort of must address it. The insurance provider says we should obtain another quote to determine the current safety of the trees.
4. Jane: Preferably an independent arborist who doesn't have an interest.
5. Gerard: Art Finn, is the former arborist for the city.
6. Gerard: We did trim the 3 sweet gum trees in 2020.
7. Bob: They look healthy to me, but I am not an arborist.
8. Victoria: If there is a liability, we should do it even if the owners like the trees.

General Questions & Comments from Residents - 3 minutes per resident: None

Adjournment: Meeting was adjourned at 7:56 pm by a motion from Jane. Seconded by Dan. All in favor.