

**PALM LAKE HOMEOWNERS ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**MEETING MINUTES**

**APRIL 6, 2021**

President Ned Timmer called the meeting to order at 7:04 p.m.

Board members present: Ned Timmer, Fred Lenz, Marty Crosley and Mike Ketchum

Homeowners Present: Steve Hunter, Katherine Adams, Scott Ziegler and Bhavesh Vekaria

**SECRETARY'S REPORT**

Mike Ketchum presented for approval the minutes from the Jan. 14, 2021 Board Meeting. Following the presentation, a motion was offered and seconded to approve the minutes. Ketchum next presented the minutes from the 2021 Annual Meeting held on Jan. 16, 2021. An edit to the Treasurer's Report relating to Reserves was proposed and was accepted without objection. A motion was then offered and seconded to accept the minutes for website posting with PLHOA official approval to be requested at the 2022 annual meeting.

**ARB REPORT**

Ned Timmer announced he had received and accepted the resignation of ARB Chair Ben Ellis from the board.

Reporting on behalf of the ARB Chair, Ned Timmer presented and requested an ARB approval for the selection of a paint color for his home. Timmer then recused himself on the approval discussion and vote on the paint color. Following discussion on the paint color the board members, sitting as the ARB, approved the request.

Timmer updated the board on the recent efforts to address the placement without ARB approval of a playhouse in the backyard at 8631 Crestgate Circle. Following board discussion on the matter, Timmer indicated he would send a letter to the homeowners outlining the board's expectations regarding their compliance with Palm Lake rules regarding the required prior approval of play structures. Fred Lenz will also speak with the homeowners.

**OPERATIONS REPORT**

Fred Lenz reported the retention pond grading project was completed. The project had been delayed due to the first vendor, Drainage Solutions, not being responsive in addressing lingering issues presented to them which resulted in the hiring of another vendor to complete the job. Lenz indicated that only when heavy rains occur will we know if the pond is working as desired. Mike Ketchum noted that some sod had been damaged during the grading project and inquired if there were plans to replace it. Ned Timmer indicated he was in the process of arranging for replacement sod to repair the damaged areas. Timmer also mentioned that the sod along Palm Lake Dr. is in need of improvement and he, along with other board members would be reviewing what options exist.

In other projects., Lenz reported the stump grinding project was also successfully completed and issues with the operation of the front entrance gate were resolved with the change-out of a corroded battery. While no new gate motor was needed at this time, Lenz indicated that one would likely be needed in the near future.

As to any additional 2021 projects, Lenz indicated there would likely only be some minor tree trimming or undertaking those projects that are seen as an emergency nature.

Timmer added that Amazon had approached the PLHOA regarding gaining permission for the installation of an Amazon Key for Business device to facilitate their frequent entrances into Palm Lake.

#### TREASURER'S REPORT

Marty Crosley indicated that all Palm Lake homeowners had remitted their 2021 dues. As to the Special Assessment remittances, there are several homeowners who are delinquent and did not meet the Feb. 27<sup>th</sup> deadline for the payment of the first installment. Follow up on delinquent accounts will be underway utilizing the Palm Lake collection policy protocols for the delinquent accounts.

Crosley indicated he still needs to do more work on reconciling the 2020 financials and the Jan. – March 2021 ETD financials. Timmer encouraged Crosley to intensify his efforts to complete the work. Crosley responded he expected to have the work completed to submit by April 12th.

Crosley also acknowledged the receipt of a series of questions from a homeowner relating to the preparation of the PLHOA budget.

#### BEAUTIFICATION COMMITTEE REPORT

Reporting on behalf of Beautification Chair JoLee Timmer, Ned Timmer detailed the groups recent activities and highlighted her group's recent tour of the west wall and the Duke Energy Substation in order to ascertain what might be the best landscaping options to better hide the substation from Palm Lake residents. Ms. Timmer is anticipating a call from Duke Energy personnel this week to learn further what Duke might be willing to do to assist.

#### NEW BUSINESS

Ned Timmer announced a search will be underway in the next several weeks for an appointee to the board to replace Ben Ellis. The appointee would serve out the remainder of the Ellis term which expires in Jan. 2022. Additionally, Timmer will seek two appointees to populate the ARB Committee along with the Chair.

Ned Timmer recognized Mike Ketchum to report on the status of our Orange County Neighborhood Improvement Grant. Ketchum indicated he had already filed two of the required bi-monthly project status reports with the county and would be filing further bimonthly reports until the project's anticipated conclusion in early May.

Work on the perimeter wall along Palm Lake Dr. is targeted to begin on April 16 and take 5-10 days to complete. Installation of the low voltage lighting will then follow. Work on the remaining three perimeter walls will begin following completion of the Palm Lake Dr. wall repair.

With the perimeter wall repair project to be underway shortly, the board discussed its concerns over vegetation that is either on or covering the perimeter walls at certain Palm Lake residences. It was pointed out the PLHOA owns the wall and the board, as part of its fiduciary responsibility, must properly maintain it. The board's concerns center on the potential damage the vegetation poses to the structure of the wall and the vegetation's impediment to properly performing the upcoming repair of the walls. Timmer provided the board with the results from the recent wall survey which revealed the easements from the wall into the yards with walls adjacent to it are 102.5 inches (East Wall), 55.5 inches (South Wall), 91.5 inches (North Wall) and the West Wall is entirely inside of the easement area). A discussion ensued on the appropriate manner to approach and inform the affected homeowners of the board's concerns in order to reach an agreement on and cooperation with the board's wall repair plan. To gain valuable guidance on the appropriate manner to proceed, the board decided to seek a consultation with the respected local HOA management consultant, Michael Kulich.

With respect to the installation of the new streetlights on Crestgate Circle, Timmer reported we are awaiting a date for the work to start. He also revealed a new quote of \$16,000 had been received for the potential installation only of new streetlights along Palm Lake Dr. Operational costs would be additional. The new quote was considerably higher than the previous streetlight quote provided to the PLHOA.

Ned Timmer concluded the meeting by reporting he had received a complaint from a neighbor concerning the of walking of unleashed pets in Palm Lake. Timmer indicated he would be sending a reminder notice to residents stating pets must be kept leashed pursuant to the Orange County ordinance.

The meeting was adjourned at 8:46p.m.

Respectfully submitted,

Michael L. Ketchum, Secretary