

Gates Four Townhouse Association, Inc.

April 2016 Minutes

6775 Irongate Drive

Fayetteville, NC 28306

Website: www.gftha.org

1. Gates Four Townhouse Association, Inc.

2. Place: 6723-B Irongate Drive

3. Date: April 11, 2016 at 7 pm

4. Board Members:

Walter Quick, President	p	Lisa Greeno	p
Linda Szulc, Vice President	p	Carol Church	a
Walter Quick, Treasurer	p	Angie Brady	p
Margaret Jennings, Sec'y	p	Joe Lee	p
Jane Roach	p	Larry Daffin	p

5. Guests: None

6. Meeting called to order at 7:00 pm

7. Minutes of March 14, 2016 approved by email & posted to website. Board agreed that it is not necessary to print minutes for each member every month after they are approved and posted to website. One copy will be printed for archives. Agenda will continue to be printed for each member.

8. Financial Report by Walter Quick as of 3/31/16: Checks written: Emerald Gardens \$2,642.50 - Marvin Covington (PM 6747 Irongate) \$4,255.00 - Michele Stewart (Stamps, Website, HOA supplies) \$98.30 - NC Sec'y of State \$5.00 - Autry Legal (6561-A Surrey legal) \$350.00 - Tippett, Bryan & Merritt CPA \$180.00 - Marvin Covington (PM 6743 Irongate) \$2,020.00.

General Fund	\$31,177.54	Prior Bank Balance	\$46,318.34
Roof Fund	5,000.00	Expenses	9,550.80
Reserve Fund	4,910.00	Deposits	4,320.00
Balance	\$41,087.54	EOM Balance	\$41,087.54

These figures include the movement of funds from the General Fund to the Roof & Reserve Fund to bring in line with the 2016 Budget. \$3,425.00 went into the Roof Fund and \$585.50 went into the Reserve Fund. Joe Lee made motion to accept financial report, 2nd by Jane Roach and approved.

9. Committee Reports:

A. Legal (Quick/Jennings) 6719-B in foreclosure and dues are 2+ years past due. Lien has been filed, however, this will be long term and we may not collect; letter sent to mortgage company; notice of hearing on foreclosure posted on unit on 2/23/16 and hearing is April 4, 2016. A notice of sale should be forthcoming.

B. Preventive Maintenance (Roach): Marvin Covington has been contracted for PM and painting; Mason Gallagher is assisting him.

- 1) 6750 Irongate is done.
- 2) 6743 Irongate is done.
- 3) 6747 Irongate is done.
- 4) 6739 Irongate - Bid for PM only is \$2,605.
- 5) 6730 Irongate - Bid for PM only is \$2,295.
- 6) 6735 Irongate - Bid for PM and paint is \$4,200, however homeowner of 6735-A will pay \$350 of that for sunroom.
- 7) 3030/3034 Wetherby - Bid for PM and Paint is \$3,050. This unit was not on 2016 budget.

Motion made by Linda Szulc to accept bids for 6739 Irongate, 6730 Irongate and 6735 Irongate as noted; bid for 3030/3034 Wetherby also accepted and will be done in 2016 if funds remain in budget after Irongate units are done, motion was 2nd by Margaret Jennings and approved.

C. Non-PM (Quick / Roach)

- 1) 3001 Wetherby - light post and cap was replaced with wooden post to maintain uniformity of units at cost of \$185 in 2015 and Nick Simmons was paid.
- 2) 6561-A Surrey - soffit approved to be repaired; estimate \$180
- 3) 6722-C Irongate - wood rotten around wire to heat pump and problem with fuse box; estimate \$170
- 4) 6722 B & C Irongate - match paint color and chimney repair; estimate \$295
- 5) 6719-B Irongate - shingle damage on deck roof due to wind noted; estimate \$375 - this repair was not approved as unit is in foreclosure and responsibility of owner and/or mortgage company.

6) 6711-A Irongate - repair pipe vent boots & seal; estimate \$75

Motion was made by Linda Szulc to approve estimates for above items 2, 3, 4 and 6. Motion was 2nd by Angie Brady and approved.

7) 6730A Irongate - ceiling needs to be painted after recent roof repair; estimate \$225

8) 6714D Irongate - needs chimney repair; estimate \$375

Margaret Jennings made motion to accept estimates for above items 7 and 8. Motion was 2nd by Joe Lee and approved.

C. Roofs: None

D. Decks: 6748-B Irongate - Railings on concrete deck pending completion.

E. Grounds/Appearance: (Lee):

1) 6561-A Surrey - Attorney advised the HOA to cut the tree down and pay the legal fees incurred in this matter. Board had already agreed to follow legal advice.

2) Walter Quick surveyed trees in common area to determine which ones need to be removed (or inspected by NC Forestry for removal) and yellow caution tape was tied around trees targeted for removal due to disease or causing structural damage. (Homeowners may ask that trees they wish to have removed at their own expense be done at the same time to bundle and save on costs). 6744-A will have 3 of her trees taken down at her own expense.

3) Tree Removal:

a) 5 trees around parking lot for 6929 & 6731 Irongate

b) 1 tree between 6746 & 6748 Irongate

c) 1 tree beside 6742-B Irongate

d) 1 tree at 6561-A Surrey

e) 1 tree in front of 6750-B Irongate

f) 1 tree by patio fence at 6738-D Irongate

Motion made by Jane Roach to remove the above trees (a-f) at a cost of \$3,700. Work is expected to take place around end of the month.

4) 6710-D asked that gravel debris be cleaned up after deck construction was completed; Emerald Gardens will be assigned this task.

5) 6727-B asked that cross ties being used as borders be removed; Emerald Gardens will be assigned this task.

F. Parking Lots (Quick): We received estimate of \$14,868 to resurface the entire parking lot between 6729 & 6731 Irongate. We will get some estimates for partial resurface of just the bad sections.

10. Old Business:

A. BB&T signature card and Secretary of State were updated by Walter Quick and Margaret Jennings.

B. Joe Lee met with Duke Power and got new light bulbs in street lights and some limbs cut back to light the area better at night along Irongate Drive. He will report broken light bulb cover 6744 Irongate.

C. Termite & Homeowner Insurance - proof of both required from homeowner prior to scheduled PM. Letters sent and no compliance yet from 6730C, 6739A, 6739B, 6743B H/O Ins, 6750A. 2nd notice letters will be sent to these homeowners.

D. Form to request modification to unit is now posted to website.

E. Angie Brady is in charge of the website for the GFTHA.

11. New Business:

A. Elect a Treasurer as Walter Quick indicated that, according to the By-laws, he cannot be both President and Treasurer. The only office that can be combined is Secretary/Treasurer. Jane Roach made a motion nominating Margaret Jennings as Secretary/Treasurer and Joe Lee 2nd the motion; it was approved.

12. Motion made by Joe Lee to adjourn the meeting at 8:05 pm and was 2nd by Angie Brady.

13. The next meeting will be May 9, 2016 at 7:00 pm at 6723-B Irongate Drive.

Respectfully submitted by Margaret Jennings, Secretary.