

Gates Four Townhouse Association, Inc.
 Minutes for July 2016
 6775 Irongate Drive
 Fayetteville, NC 28306
 Website: www.gftha.org

1. Gates Four Townhouse Association, Inc.
2. Place: 6723-B Irongate Drive
3. Date: July 18, 2016 at 7 pm
4. Board Members:

Walter Quick, President	P	Lisa Greeno	P
Jane Roach, VP/PM Mgr	P	Carol Church	P
Margaret Jennings, Treasurer	P	Angie Brady, Website Mgr	P
Margaret Jennings, Sec'y	-	Joe Lee, Grounds	P
		Larry Daffin	A

5. Guests: Helen Rees & Louise Hollis
6. Meeting called to order at 7:00 pm
7. Minutes of June 20, 2016 approved by email & posted to website.
8. Financial Report by Margaret Jennings as of 6/30/16: Checks cleared:
 Emerald Gardens \$2,642.50 --- Bryan & Merritt CPA \$180 --- Marvin Covington \$4,200 for 6735 Irongate PM --- Marvin Covington \$2,150 for 3022/3026 Wetherby PM --- Marvin Covington \$725 for 6714 Irongate non-PM --- Marvin Covington \$3,115 for 3030/3034 Wetherby Paint & PM (includes \$65 for 6722-D non-PM).

General Fund	\$24,154.54	Prior Bank Balance	\$42,866.04
Roof Fund	5,000.00	Expenses	13,012.50
Reserve Fund	4,910.00	Deposits	4,211.00
Balance	\$34,064.54	EOM Balance	\$34,064.54

Joe Lee made motion to accept financial report, was 2nd by Jane Roach and all approved.

9. Committee Reports:

A. Legal (Quick/Jennings) 6719-B Irongate 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; sale was scheduled for July 11, 2016.

B. Preventive Maintenance (Roach): 6750, 6743, 6747 6739, 6730, 6735 Irongate & 3022/3026 & 3030/3034 Wetherby are done for 2016 Painting & PM. All 2016 Painting & PM is finished.

- 1) 6735-A Irongate - Owner reimbursed GFTHA \$350 for additional paint for room addition during PM.

C. Roofs: None

D. Decks/Porches/Fences: Board members will do a visual inventory to inspect fences original to townhomes.

E. Grounds/Appearance: (Lee):

- 1) Guests had concerns with bushes getting trimmed and debris on the ground; will be reported to grounds crew.

- 2) Board will look into providing a checklist of tasks to be performed by grounds crew.

- 3) Tree stump at 6561-A Surrey needs to be ground; President will look into getting this done.

10. Non PM:

- 1) 6715-A Irongate - fascia repair; was reviewed by President and maintenance team. Margaret Jennings made motion to have this repaired and was 2nd by Joe Lee. Estimate for repair is \$420 and possibility of \$250 more if rotting underneath is found.

- 2) 6722-D Irongate - porch light installation was done at cost of \$65.

- 3) 6811-B South Staff - Unit under contract and inspection list required repairs at cost of \$2,110; these are done.

- 4) 6714-ABCD Irongate - flashing on all chimneys was inspected & repaired as needed at cost of \$725.

- 5) 6710-B Irongate - roof was leaking by chimney; repair \$1,380 approved by email. Additional \$700 was approved on 7/17/16 by email for interior damage caused by roof leak; this is done.

- 6) 6715-B Irongate - painted 4 steps & rail \$125 approved by email.

- 7) 6727-A Irongate - pending sale inspection repair list \$940 approved by email and these are completed.

8) 6740-A Irongate - light globe fixture rusty and needs repair and replacement bulb. Joe Lee made motion to have this done and was 2nd by Angie Brady; all approved.

11. Old Business:

A. Termite & Homeowner Insurance - proof of both required from homeowner prior to scheduled PM.

1) 1st Notice letters were sent to 3022/3026/3030/3034 Wetherby with no compliance to date; we did receive termite compliance from 3030 Wetherby;

2) 4th Notice letter sent to 6739B Irongate with no compliance to date; 4th notice included notice of fine per day per the Rules & Regulations, Section J(1) \$5/day for 30 days and then \$10/day thereafter; to small claims court after 60 days. President will talk to homeowner.

B. Complaints regarding tenants in 6714-C Irongate. Letter was sent to owner and tenant addressing these issues.

C. Complaints of children riding bicycles & other mechanical things in driveways and parking lots; letter was sent to residents at 6700 Irongate; homeowner denied it was her children.

D. Speeding in Gates Four. Letter was sent to GFHO Association President; he contacted Walter Quick and will arrange a meeting.

E. Stop light at Lakewood / Towbridge entrance. Letter was sent to GFHO Association President; he contacted Walter Quick and will arrange a meeting.

F. Adding a FAQ section to our website with all items discussed and to include the following:

1. EMERGENCIES ONLY (roof leaks) - call President at 910 426-1455 or Vice-President at 910 424-5883. All non-emergencies reported through "contact us" button on website or send letter to Board at 6775 Irongate Drive, Fayetteville, NC 28306, Attn: Townhouse Association.

2. Reminder to homeowners of their obligation to provide proof of annual termite coverage and current homeowners' insurance on their townhouse to Secretary each year.

12. New Business:

A. Officers met and reviewed PM schedule for corrections and updates; Jane Roach will forward to be posted to website.

B. Angie Brady posted the GFTHA fee coupon to the website.

C. 6811-B South Staff, 6727-A Irongate and 6735-A Irongate under contract for sale.

D. Secretary request - Asking all residents to please report any residents that you may see moving in or out of the townhouses so that we may get a welcome packet to them and gather contact information. Email whatever you may know to marget21452@aol.com.

Joe Lee made motion to adjourn meeting at 8:40 p.m. and was 2nd by Jane Roach; all approved.

The next meeting will be held on Monday, August 15, 2016 at 7:00 p.m. at 6723-B Irongate Drive.

Respectfully submitted by Margaret Jennings

Secretary/Treasurer GFTHA