

Gates Four Townhouse Association, Inc.

March 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: March 14, 2016 at 7 pm
4. Board Members:

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

5. Guests: none
6. Meeting called to order at 7:00 pm
7. Minutes of February 10, 2016 approved by email
8. Financial Report by Walter Quick as of 2/29/16:
Checks: \$ 360.00 (2 checks) Tippett, Bryan & Merritt, Accounting
2,642.50 Emerald Gardens, Grounds Maintenance
1,760.00 Marvin Covington, PM on 6750 Irongate

General Fund	\$40,418.84	Bank Balance	\$40,445.84
Roof Fund	\$1,575.00	Expenses	\$4,762.50
Reserve Fund	\$4,324.50	Deposits	\$10,635.00
Balance	\$46,318.34	Balance	\$46,318.34

Margaret Jennings made motion to accept Financial Report; 2nd by Michele Stewart and was approved by vote.

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.
 - B. Preventive Maintenance (Stewart/Lee):

- 1) 6750 Irongate PM is done (\$1,750.00)
 - 2) 6747 Irongate PM and painting was approved by email for Marvin Covington to complete and is done. (\$4,255.00)
 - 3) 6743 Irongate PM - Marvin Covington gave bid of \$2,220 for this building. Walter Quick made motion to accept this bid and 2nd by Michele Stewart; voted and passed.
- C. Roofs: None
- D. Decks: 6748-B Irongate - Nick Simmons is still working on railings on concrete deck and will submit for payment when finished.
- E. Grounds/Appearance: (Lee):
- 1) 6561-A Surrey - NC Forestry inspected tree that homeowner asked to have removed and submitted report to board that the tree is fine and just needs to be pruned & English ivy removed; report was forwarded to homeowner that task would be directed to Emerald Gardens unless owner wished to remove tree at his own expense; we received letter from his attorney wanting the board to take this tree down or threatening legal action; letter was forward to our attorney for review and legal advice. Linda Szulc made motion to follow legal advice on this issue and was 2nd by Joe Lee; voted and passed.
 - 2) Board members will survey trees in common area to determine which ones need to be inspected by NC Forestry for removal; yellow tape will tied around trees targeted for removal due to disease or causing structural damage. Angie Brady at 6744B Irongate wants 3 of her trees taken down at her expense and will mark them herself.
 - 3) Trees may be planted in spring along Irongate to beautify and also in honor of Paul Johnson, our former President.
 - 4) A resident put household trash in with yard waste and we were nearly fined \$500 for that; Joe Lee was able to get the fine waived; residents are reminded to NEVER put household trash with yard waste for Emerald Gardens to pick up.
 - 5) All pine straw is to be kept away from the air vents at all times.
 - 6) NC Forestry told Joe Lee that we are 12" above normal ground water due to all the rain we've had.

10. Old Business:

- A. 6561-A Surrey - homeowner reported soffit needs fixed from repair made by previous homeowner; this was previously approved by board and we will ask Marvin Covington to get us an estimate for it.

B. 6722-C Irongate - wood rotten around wire to heat pump and problem with fuse box - we will ask Marvin Covington to get us an estimate for this. Margaret Jennings made motion to approve and 2nd by Joe Lee; voted and passed.

C. 3030 Wetherby - PM and painting was not done in 2013; Joe Lee to look at unit and report back to board; we will then determine if funds are available to do this unit in 2016.

D) 3001 Wetherby - light post will be replaced with wooden post to maintain uniformity at cost of \$185; post cap was on backorder; this was approved some time ago and Walter Quick will check with Nick Simmons on status of this.

11. New Business:

A. BB&T and Secretary of State signature cards need to be updated with new officers.

B. Duke Power will not install additional street lights and would be at our expense; Joe Lee and Margaret Jennings reported to Duke Power that 2 bulbs need to be replaced and 2 globes are falling off along Irongate.

C. Solar panels - discuss possibility of homeowners wanting to install. Taken off table and will address if requested.

D. Termite & Homeowner Insurance - letter will be sent at time of PM for compliance.

E. Window & door trim colors will continue to be addressed on individual basis and submitted to board for approval.

F. Repair and paint mailbox cubbies will be put out for estimate as need arises.

G. Form used to request modification to unit ... this form will be posted to our website.

H. Some painting of 6722 B & C to match paint color. We will ask Marvin Covington to get us an estimate for this. Margaret Jennings made motion and 2nd by Jane Roach; voted and passed.

I. 6723-A light globe fastener needs replaced; Joe Lee will look into finding these for replacement.

J. 6719-B is in foreclosure; Joe Lee reported damage with metal flashing on roof. Michele Stewart made motion to get estimate from Marvin Covington to repair this; 2nd by Joe Lee; voted and passed.

I. Move monies from General Fund to Roofing Fund and Reserve Fund to balance 2016 budget for these accounts - Michele Stewart made motion to approve and 2nd by Joe Lee; voted and passed.

J. Michele Stewart, President, is moving to Michigan and submitted her letter of resignation effective March 21, 2016.

1. Walter Quick was voted in as our new President and will also remain the Treasurer.

2. Jane Roach will be Committee Head for Preventive Maintenance.

3. A vote was taken for a new board member to fill Michele Stewart's seat; names submitted were Dorothy Vann and Carol Church. Carol Church was elected as the new board member. Margaret Jennings made motion to accept the new changes to the Board of Directors and was 2nd by Joe Lee; voted and passed.

K. The next board meeting will be Monday, April 11, 2016 at 6723-B Irongate Drive at 7:00 p.m. All future board meetings will held on the 2nd Monday of each month.

Meeting adjourned at 8:40 p.m.

Respectfully submitted by Margaret Jennings, Secretary