

Board Meeting Minutes

May 26, 2017 via In-Person, Skype, and Telephone @ 11:00am ET

Attendees: Leon, Tim Steve, Rick

Note: Margaret did not attend due to a time zone issue in the appointment

Color Codes: MPM Action, Specific Board Member Action, Funding Related, Clarification Requested

Loading Zone

- Discussion around new loading zone spaces took place. One owner noted that it can be very windy in this area. We need to better indicate that these spaces are a loading zone and are for a limited time (approx. 20 min). *Update: Spots to be identified with lettering / stripes week of June 5.*
- While there is no perfect place for a loading zone as each spot discussed has pros and cons, we will continue to monitor these spaces and the effectiveness of them for the time being.
- On a related note, Rick will be updating the Parking Rules / Policy. *Update: Revision sent to Board*

Towing

- There are two situations that may involve towing.
 - o **Immediate Need** – There may be occasions where a vehicle is parked in a manner which is blocking other vehicles or significantly impacting traffic flow on WP1 property. In this situation, the property management company will make reasonable efforts to locate the owner of the vehicle before towing. The timeline for this is on the order of *minutes to hours*.
 - o **Chronic Parking Violations** – There are other occasions where vehicles are not conforming to Parking Policy such as oversized vehicles in Lot 1, parking for extended periods of time in the loading zone, and parking in a handicap space without displaying a placard as examples. The property management company will attempt to contact the owner of the vehicle (leaving notes, knocking on unit doors, using PA system) to resolve the situation. The property management company will notify the Board and Unit Owner (if known) that towing is about to take place before towing the vehicle. The timeline for this is on the order of *hours to days*.
- Signs with contact information of the towing company will be put up. *Update: Waiting for signs from towing company*

Designated Smoking Areas

- Signs will be posted to indicate designated smoking areas. The two designated smoking areas will be on ground floor near the outdoor pool area, North of the building where the grills are located and on the ground floor on the South sun deck. Cigarette Butt Collectors will be placed in these areas. *Update: Items placed*
- Signs are to be posted near doors to lobbies indicating that no smoking within 20 feet of any entry way is permitted. *Update: Signs in process*

- Owners may choose to allow smoking (or not) on their balcony. If owners do permit smoking on balcony, please advise smokers to be considerate of other guests on other balconies who may not enjoy the smoke. **Leon to include this in the updated rules.**

HOA Past Due Accounts

- Only one unit is significantly behind in dues. The owner has agreed to a payment plan. If the owner is still behind in July, steps will be taken to start the process of placing a lien on the property.
Update: Actually Two owners were significantly behind on Dues, but one made a large payment and is still somewhat behind.

Attorney

- The attorney that WP1 has been using at the Floyd Law Firm has retired. We are still using this firm.
- He has verified that By-Laws that were modified by previous HOA votes are active. Our new attorney is verifying that they have been properly recorded.

Activity Reports

- Activity reports are being sent out to the board on a monthly basis. This seems to be the right cadence. **Tim to review with MPM the time requirements for this reporting.**

MPM Licensing

- The attorney has confirmed thru the SC Real Estate Commission that MPM is properly licensed. Tammy Marion is an employee of MPM who acts as on-site property manager and has a specific list of duties which she is to perform.

Bank / Investment Account Signing

- The bank and investment accounts have now been transferred to the appropriate signatories. The investment account is in process and will have Tammy, Margaret and Tim as signatories. Wayne Wright is helping to make this happen.

Common Area Locks

- The South door to the foyer has new lock on it with programmable codes. The codes have been sent out via email to owners.
- Steve has endorsed new AlarmLock system that fits on to wide stile doors; we have narrow stile doors currently. Steve has had very good experience with these doors with AlarmLock in a school system environment, but they are expensive. After discussion, **Rick made a motion (Leon Second) to allocate up to \$6500 for a new door outfitted with one of these AlarmLocks on it and to draw funds from Virtus if needed. Steve and Tim affirmed the vote.** The door to be fitted with this new lock will be on the North side of the lobby heading towards the outdoor pool and will have the same codes initially. **Steve will get additional quotes for this.**
- After the season, these locks will be evaluated to determine which path forward is the best fit for WP1.

Website

- Margaret has done some research and acquired quotes that were shared with the Board via email prior to the meeting.
- Tim made a motion (Leon Second) to allocate up to \$5000 to get the new website up and running and to draw funds from Virtus if needed. Steve and Rick affirmed the vote.

Alternate Board Members

- There was discussion at the HOA meeting in October that we have “Alternate Board Members”. While that has not yet been formalized in the By-Laws, there is nothing to prevent this action from happening. Essentially, these 2 positions would function just like a normal Board Member except without votes.
- Since Wayne Wright and Henry Jalbert ran last fall, Leon will reach out to them and ask them to join the board in this capacity. *Update: Wayne and Henry accepted and have already started participating in discussions.*

Strategic Plan Presentation

- Tim brought up the need to present the strategic plan at the board meeting. This will cover Expected Maintenance Costs and Expected Improvements in the Building. Tim to work on this and present at July meeting

By-Law Committee

- By-law committee will be working on suggested modifications brought up at last year’s meeting. It is anticipated that changes will be brought up for a vote this fall.