

Woodwind Homeowner's Association

Minutes from Meeting with
N&H Enterprises, Inc. Property Manager
Wednesday, January 14, 2009

The Board and N&H met at N&H office at 872 Pleasantburg Drive, Greenville, SC. Present were Woodwind board members Maggie Cronin, Dale Illsley, Adam Moore, Ben Pauly; present from N&H, Taylor Davis.

Call to Order

Meeting called to order at 6:00 p.m.

Item: Minutes

Corrections made to December 17 Board Meeting Minutes: "Adam Moore" added as present at that meeting. "(until re-election)" deleted from "Board Terms" item.

Board approved minutes as corrected.

Review of December Financials

Item: Transfer to Reserve

N&H notes that \$35,000 transfer from Cash to Replacement Reserve has occurred.

Item: Payment for repairs to 722

Board notes that vendor paid for repairs on unit 722, yet punch list of remaining items remains on that unit. N&H notes 10% of payment should be withheld until job is completed to everyone's satisfaction. N&H states he will meet with vendor within the week and repairs will be completed.

Item: Reports

Board reviews Balance Reports, Cash Flow Report, Expense Distributions, Deposit Register, Aged Receivables Report. Board approves December financials.

Old Business

Item: Reserve Study by Miller Dodson Associates

N&H reports that Miller Dodson will conduct an onsite inspection of Woodwinds this month. N&H should have a hard copy of the report several weeks after the inspection. Miller Dodson will give a firm date for the onsite inspection within a few days; board will be notified of the inspection date. Jim Piper from Miller Dodson will conduct the onsite inspection.

Item: Foreclosures

N&H notes that foreclosure proceedings have begun on four (4) Woodwind Townhomes units.

Item: Retaining Wall at Unit 202

Wall was backfilled for \$100 by Griffith Landscaping.

Item: Deck staining for 600 Building

Board agrees to delay staining until warmer weather

Item: Siding

N&H notes that Woodwinds siding committee meets week of January 18 and committee will present ideas to N&H. N&H advises: after committee comes up with recommendations, Woodwind going to need written specifications. N&H recommends Woodwind have an architect or engineer write the specifications before Woodwind goes to contract. N&H will assist in getting specifications.

Item: Dumpster Repair

Board reports that Fennel crushed dumpster gate at Wentworth and Tradd.

Item: Dumpster Repair

Board reports that dumpster gate at Legare and East Bay needs longer latch.

Item: Pool Lights

Board reports one (1) fixture needs replacing. Board reports photo-sensors on flood lights are installed and working.

N&H reports an electrician will check pool flood and deep end lights in April.

Item: Minutes on Website

Board inquires about board meeting minutes being posted on website. N&H agrees to do so, after minutes have been approved at monthly meeting.

Item: Information on Website

Board requests that roof schedule be removed from website, as all roofs are finished.

Paint schedule also to be removed from website as schedule may alter after Woodwind committee's investigations of what to use for new siding and how to implement.

Item: Newsletter

Board requests newsletter be posted on website. N&H agrees to do so.

New Business

Item: Retaining wall at 202

Board reports that homeowner at 202 is thinking of doing something himself regarding his retaining wall. Board recommends shelving issue for the time being.

Item: Tree Removal at 202

Schneider Tree Care recommends leaving Hemlock at 202; recommends trimming tree to raise canopy, instead of removing.

Item: Tree Care

Board reviewed recommendations/estimate from Luther Marchant (Schneider Tree Care arborist) Recommendations were: **1)** remove Sweet Gum at entrance, **2)** Grind stump, **3)** Prune Hemlock at 202, **4)** Crown Clean Sweet Gum (back right of 102 -- remove lower dead branch over porch) and Water Oak (back of 104- remove large hanging branch over deck), **5)** Crown clean Water Oak at right of entrance to remove dead wood and branch stubs.

Board agrees to items 1 through 4 for total cost of \$1060.

Item: Termite Proposals

N&H presents proposals/estimates from 3 companies: Home Team Pest Defense, Spencer Pest Control, and Terminix. Board reviewed services, materials and costs for the 3 companies. Board chose Spencer Pest Control. N&H will contact Spencer and arrange for on-site inspection of Woodwind.

Item: Roof Replacement at Mail Boxes and Pool

Board agrees to wait on replacing mailboxes and pool roofs.

Item: Gutter hanging away at backside of pool. N&H to have handyman repair.

Item: Wood trim on mailbox buildings has deteriorated. N&H to have handyman repair.

Item: Entrance Traffic Control

Board discussed problem of high school traffic using Woodwind entrance as turnaround, or of parking within community to wait to pick up students. N&H suggested considering access control gates at entrance, and presented a rough estimate for a basic gate of \$20,000, not including turnaround modifications. N&H shared experience of helping another community install a gate, and reported it was complicated, but that community is very pleased with the results. N&H will ask Mauldin Fire Marshall about requirements for an access control gate and gather additional information for the board. N&H will also inquire of Police Dept if they will assist us in tracking license plate information of trespassers.

Adjournment

Meeting adjourned at 7:40 p.m.