

Mill Ridge Condominium Owners Association, Inc.

2015 ANNUAL HOMEOWNER'S MEETING

January 29, 2015

Call to Order

Marshall Evans, Vice President, called the meeting to order at 7:00PM. The meeting was held at St. Paul's Christian Church Fellowship Hall, 3331 Blue Ridge Road, Raleigh, NC 27612. Management reported that 96 members must be represented by their presence or proxy in order to conduct the annual meeting; only 52 members were represented with 14 members in person and 38 by their proxy. Management then reported that the Covenants allow for adjournment of the meeting and then reconvening the meeting within 30 days with notice only being provided to those members present at the aforementioned adjourned meeting. Paul Slovensky of 3326 Mill Run made a motion to adjourn the meeting and to reconvene the meeting after a few minutes recess at the current location. Laura Beth Nicholson of 3508 Mill Run seconded the motion which was approved unanimously by all members present. Prior to the meeting being called to order, those present enjoyed pizza, salad and beverage provided by the Association.

Quorum Established

Marshall Evans reconvened the annual meeting at 7:02PM. Management reported that 48 votes are required to reconvene the annual meeting per the Covenants and that there are a total of 52 members represented of which 14 members are represented by their presence and 38 by their proxy thus establishing a quorum.

Approval of Minutes

The 2014 annual meeting minutes held on January 30, 2014 were presented to the members present for their review and approval. Paul Slovensky made a motion to accept the minutes as written. Laura Beth Nicholson seconded the motion. The minutes were unanimously approved.

President's Report

Marshall Evans reported the accomplishments in 2014 as follows:

1. Annual termite inspection was performed in late August 2014 at a total cost of \$3,700.00.
2. Continued with the 8-Plex Improvement Project in 2014. Had previously completed the improvements for buildings #1, #2, #3, #5, #6 and #7. In 2014, we completed the improvements for buildings #4, #8 and #9. Therefore, we have completed the improvements to 9 of the 11 8-Plex Buildings. The plan is to continue with the last two buildings which are buildings #10 and #11 such that the project is completed in 2015. The cost to date is \$416,826.97 for an average of \$46,314.11 for the 9 buildings that have been completed. The original estimate was \$45K per building so the average cost per building is tracking very close to the original estimate.
3. Tree pruning and removal throughout the community cost \$8,400 in 2014.
4. The loan was refinanced in May 2011 for five years at a fixed rate of 5.95%. The loan amount was \$415,421.87 and the payments are \$8,025.34 per month. The loan balance was \$203,688.51 at the last annual meeting, the loan balance at this time is \$119,541.17 which is scheduled to be paid off in May 2016. (we have 15 more payments of \$8,025.34 and a final payment of \$4,093.21)
5. The tax returns for the fiscal year that ended 9/30/12 and 9/30/13 were filed; the audits for both fiscal years have also been completed; total cost \$5,250.00. Currently working on the tax return and audit for the fiscal year that ended 9/30/14 completed.
6. The master insurance policy cost \$38,807.00 for the period 5/1/14 through 5/1/15. The deductible is \$10K and Homeowners have been advised of this and to purchase an HO6 or Dwelling Fire Policy to cover the first \$10K of an insured loss. NOTE: THE 1ST \$10K OF AN INSURED LOSS IS THE RESPONSIBILITY OF THE HOMEOWNER; THE HOMEOWNER SHOULD PURCHASE AN HO6 OR DWELLING FIRE POLICY TO COVER THE 1ST \$10K OF A LOSS OR BE PREPARED TO PAY THAT AMOUNT OUT OF POCKET.
7. Completed the sidewalk project in early November at a cost of \$30K. Based on multiple surveys, some sidewalks were removed and not replaced if considered "redundant". Other sidewalks or sections of sidewalks were removed and replaced with new asphalt.
8. Studio deck repairs costing \$11K were completed in 2014 in preparation for the power washing and staining of the decks. At this time, 13 decks have been stained and 9 others are in process. (we pay for the paint and deck cleaner and Joe Edwards power washes and stains for \$200 per unit)

The projects planned for 2015 include the following:

1. Complete the 8-Plex Improvement Project i.e. finish building #10 and #11 this year.
2. Will complete power washing and sealing of all studio decks.

3. Will perform another sidewalk survey and plan repairs as necessary
4. Will perform street and parking lot survey and plan repairs as necessary

Financial Report

Vic Jones, Property Manager, provided as part of the annual meeting hand out the financial statements as of the end of the fiscal year September 30, 2014 and the current financial statements as of January 28, 2015. Vic reported that the reserves were increased from \$185K at the fiscal year that ended 9/30/13 to \$259K at the end of the last fiscal year which ended 9/30/14. Vic reviewed the year end financials and stated the following: 1) there was an operating account balance of \$127K 2) there was a reserve money market balance of \$151K and 3) the net profit after adjusting for the cash required to pay down the loan was \$73K. The financial statements for the period 10/1/14 through 1/28/15 were reviewed and the following was noted: 1) the operating account balance is 27K 2) the money market reserve balance is \$160K and 3) the net loss year to date is \$85K after adjusting for the cash required to pay down the loan. The net loss is directly attributable to the cost of the 8-Plex Improvement Project which is \$87K year to date. The cash flow will rebound once the special assessment funds start coming in on March 1st. The Board has already discussed borrowing from the reserve account to provide the necessary funds to continue with the 8-Plex Improvement Project in 2015 which is ahead of schedule. The 8-Plex Improvement Project was originally planned to be completed in 2016; however, the improvements to the appearance and well being of the community are so outstanding that the Board plans to complete the project ahead of schedule. It is certain that the improvements have and will contribute to the improvement in property values now and in the future. The outstanding loan balance as of 1/28/15 is \$120K and is currently scheduled to be paid off in 2016; the loan was refinanced in July 2011 at 5.95 percent.

Management Report

Management reiterated that the 8-Plex Improvement Project will restart as soon as the funds are available but that the plans are to complete the last two buildings this year. Other topics were discussed as follows: 1) members' dues can be drafted by the Association for those members who authorize the transaction; draft forms were available for anyone desiring to take advantage of that capability 2) the community web site is www.millridgenc.org and must be accessed from the URL line and cannot be accessed by doing a Google search 3) reiterated that the master hazard insurance policy provided by the Association has a \$10K deductible and that deductible amount must be covered by each homeowner either out of pocket or by purchasing a policy typically referred to as an HO6 and 4) there is a lack of knowledge on the part of homeowners about what to do when an insurable loss is sustained; the Board agreed with this assessment and will work on a procedure to be followed by all Homeowners when they sustain an insurable loss. The web site contains the legal documents such as the Covenants and Bylaws as well as the Board meeting schedule and the minutes. Management is available by phone 919-870-0337 or via e-mail vjones@vpjhoa.com.

Board Elections

The primary purpose of the annual meeting as stated in the annual meeting notice was the election of two Board members to serve for one year as the term of two current members expires at the annual meeting. The nominations for the one year term as provided in the proxy statement were as follows: 1) Mark Baritel of 3453 Mill Run and 2) Susan Wagner of 3347 Mill Run. Marshal Evans asked if there were any nominations from the floor and there were none. Each candidate introduced themselves and shared their reasons for volunteering to serve on the Board. As there were no additional nominations from the floor and only two nominees running for the two open positions, Paul Slovinsky made a motion to accept the two nominees by acclamation. Laura Beth Nicholson seconded the motion which was approved unanimously by those present.

New Business/Homeowner Forum

Several topics were discussed as follows: 1) Paul Slovinsky reported that folks from the apartment complex next door continue to use the natural area to walk their dogs and often times leave trash; Paul agreed to contact the apartment management regarding this issue 2) Linda Drye expressed her concern about the inability to cross Duraleigh Road to get to the shopping center across the street. Linda indicated that she has called the City regarding modifying the Duraleigh/Edwards Mill Road intersection to include a cross walk. Linda asked that other members also call the City in order to get their attention and to hopefully get them to act 3) Several Homeowners added their concern about the ever increasing traffic on Duraleigh Road which makes it extremely difficult to get into or out of the community. Mark Evans reported that he had called the City about the Duraleigh/Ebenezar Church Road intersection requesting that they remove the ability of motorist to turn right on red off Ebenezar Church Road onto Duraleigh Road. Mark expressed his feeling that the change would at least provide a break in the flow of traffic from Ebenzar Church Road onto Duraleigh Road thus allowing Mill Ridge residents an opportunity to exit the community. Mark also encouraged those present to call the City regarding this serious traffic problem and 4) that the Board work on improving communication with Homeowners. Marshall Evans indicated that he has setup facebook for residents to use. The address is "mrcoownerand renters" The Board has been compiling e-mail addresses and plans to setup a procedure to communicate with those Homeowners who would like to receive Association information via e-mail. The Board will review the topics that were brought to their attention at the monthly Board meeting.

Adjournment

Paul Slovensky made a motion to adjourn the meeting. Laura Beth Nicholson seconded the motion. The motion was approved unanimously by those present. The meeting was adjourned at 7:50PM.

Mill Ridge Condominium Owners Association

BOARD OF DIRECTORS MEETING

March 25, 2015

Call to Order

Mark Evans, Vice President, called the homeowner forum to order at 7:00pm. The meeting was held in the office building at St. Paul's Christian Church on Blue Ridge Road.

Homeowners Forum

No homeowners were present at the meeting and no issues were presented by the Board members present in behalf of homeowners.

Executive Session

Mark Evans called the executive session to order at 7:05pm.

Quorum Established

The following Board members were present at the meeting: 1) Mark Evans 2) David Rancer 3) Susan Wagner and 4) Mark Baritel. Vic Jones, Property Manager, was also present.

Election of Officers

The Board elected officers for 2015 as follows: 1) Mark Evans-President 2) Mark Baritel-Vice President 3) Susan Wagner-Secretary 4) David Rancer-Treasurer and 5) Doug Parker-Member at Large.

Approval of Minutes

Minutes of the Board meeting held on 11/6/14 were reviewed. David Rancer made a motion to accept the minutes as written. Mark Baritel seconded the motion. The minutes were approved by all Board members who were present.

Architecture Committee Report

There were no outstanding requests.

Treasurer's Report

Vic Jones, Management Agent, provided the financial reports as follows: 1) the Balance Sheet as of 3/24/15 showing \$160K in the "reserve" account which is currently invested in a money market account, \$48K in the "checking" account and a credit balance of \$16K in the accounts receivable account and the 2) the Profit & Loss Statement as of 3/24/15 showing the fiscal year to date income and expenses and a net loss to date of \$23K which does not reflect the cash flow required to retire the debt principal. The Board also received the Vendor Transaction report showing all bills received and checks paid since 1/1/15.

Landscape Committee Report

The Board reviewed the proposed landscape contract from Hunt's Landscaping for the period 10/1/14 through 9/30/16. The Board's consensus was that Hunt's is doing a good job for the fee that they receive. Susan Wagner made a motion to accept the contract. David Rancer seconded the motion. The motion was approved by all Board members present. Management has scheduled a meeting with Hunt's to address the following issues: 1) new leylands on Duraleigh Road next to Ebenezer Road have apparently been damaged by a vehicle and need to be stabilized 2) top soil needs to be added to the areas where the sidewalks were removed and not replaced leaving a sunken area and 3) solicit a low cost bid to landscape the 8-Plex buildings.

Management Report

- The Board received the Work Orders Pending report and the Work Orders Completed report showing respectively the outstanding work orders as of 3/24/15 and those work orders that have been completed since 1/1/15. There are currently fifteen outstanding work orders. Nine work orders have been completed since 1/1/15 costing \$3,295.43.
- The 8-Plex Improvement Project status is as follows: 1) the work on Building #8 and #9 has been completed 2) work is scheduled to begin on the last two buildings i.e. Building #10 and #11 in a couple of months when the cash flow improves. The Board discussed borrowing funds from the reserves if necessary and the said funds would be repaid as the special assessment funds are collected. The Board deferred making a decision on borrowing from the reserve funds until it becomes absolutely necessary.

- Management reviewed the bids from Raleigh Heating & Air to install covers over the HVAC condensate lines that are installed on the brick fascia on several 8-Plex buildings. The bids proposed were as follows: 1) \$300 per unit to install a cover over the exposed condensate lines that were installed in a straight line vertical path on the wall and 2) \$1,400 to reroute the HVAC condensate lines that are run erratically such that a cover can be installed over the exposed condensate lines. The Board discussed the options and concluded that homeowners who did not obtain architectural approval for running the lines over the brick fascia are responsible for the cost to cover the condensate lines and if necessary to pay for the additional cost involved in rerouting the lines. Management will locate the memo that was mailed to all homeowners several years ago regarding obtaining architectural approval before running new HVAC lines. The Board agreed that it is and will be the responsibility of the each homeowner to reroute the HVAC lines in the approved manner; the Board also agreed that it would set a reasonable time frame to allow homeowners adequate time to resolve this issue. Management will survey the community to determine how many violations exist prior to the next Board meeting.
- With regard to FHA Certification, no progress has been made since the last Board meeting.
- Management reported that the deck staining project has been resumed and that 23 decks have been completed at this time. The contractor expects to complete the project in approximately 20 weeks if the weather permits i.e. 4 decks are scheduled to be completed each week.
- Management reported that the tree work approved by the Board will be completed today at a cost of \$4,400.00. The primary purpose of this project was to raise the canopy on the pine trees throughout the community, and to remove any broken or dangling limbs that posed a safety risk.

Old/New Business

David Rancer asked that the shrubs in front of his building be cut down to ground level. He also reported that the sidewalk lamp in front of Building #11 near the 3637 unit is not working. Additionally, there are two vehicles in the parking lot that have expired plates. Management will post a towing notice on these vehicles and will have them towed if the owners do not respond with a plan to address the issue.

Adjournment

- There being no further business, the meeting was adjourned at 8:26pm.

Next Regular Board Meeting Date: May 13, 2015 at 6:45pm at St. Paul's Christian Church

Mill Ridge Condominium Owners Association

BOARD OF DIRECTORS MEETING

May 13, 2015

Call to Order

Mark Evans, President, called the homeowner forum to order at 6:52pm. The meeting was held in the office building at St. Paul's Christian Church on Blue Ridge Road.

Homeowners Forum

One Homeowner was present at the meeting as follows: 1) Sharon Williams of 3533 Mill Run. Sharon indicated that she was there to get up to date on the ongoing projects in the community. The Board fielded her questions and provided the information requested.

Executive Session

Mark Evans called the executive session to order at 7:10pm.

Quorum Established

The following Board members were present at the meeting: 1) Mark Evans 2) David Rancer and 3) Doug Parker. Vic Jones, Property Manager, was also present.

Approval of Minutes

Minutes of the Board meeting held on 3/25/15 were reviewed. Doug Parker made a motion to accept the minutes as written; David Rancer seconded the motion. The minutes were approved by all Board members who were present.

Architecture Committee Report

There were no outstanding requests.

Treasurer's Report

Vic Jones provided the financial reports as follows: 1) the Balance Sheet as of 5/12/15 showing \$160K in the "reserve" account which is currently invested in a money market account, \$51K in the "checking" account and 2) the Profit & Loss Statement as of 5/12/15 showing the fiscal year to date income and expenses and a net loss to date of \$3K which does not reflect the cash flow required to retire the debt principal. The Board also received the Vendor Transaction report showing all bills received and checks paid from 3/1/15 through 5/12/15. Doug Parker made a motion to proceed with the foreclosure of 3213 Mill Run. David Rancer seconded the motion. The motion was unanimously approved by the Board members present.

Landscape Committee Report

It was noted that the tree pruning and removal work was completed throughout the community on 3/25/15 at a total cost of \$4,400.00. Doug Parker asked Management to schedule the deep pruning and removal of shrubs around Building #11 and Building #10 in preparation for the repair work that will start in June.

Management Report

- The Board received the Work Orders Pending report and the Work Orders Completed report showing respectively the outstanding work orders as of 5/12/15 and those work orders that have been completed since 3/1/15. There are currently eleven outstanding work orders. Fourteen work orders have been completed since 3/1/15 costing \$773.58 in material and \$3,285.00 in labor.
- The 8-Plex Improvement Project is scheduled to resume in June on Building #11 which will be followed as closely as possible with improvements to Building #10. Management reported that the wood supports on these two buildings will be replaced with steel posts. The post design has been completed and signed off by JDS Consulting who recommended that the posts be replaced as part of the improvements to provide the additional structural support for the second floor roof. Bids were received from Peak Steel and Apex Steel; Peak Steel has been selected to fabricate the steel posts. The repair work on Building #11 is expected to take 8-10 weeks dependent upon the weather. Once repairs are completed, the painting of the building will be scheduled after which the gutters will be installed to complete the project for that building.
- With regard to FHA Certification, no progress has been made since the last Board meeting.

- Management reported that the deck staining project is ongoing and that 29 decks have been completed at this time. Two decks were not power washed and stained since the owners had completed that on their own. The contractor expects to complete 4 decks per week on average if the weather cooperates.

Old/New Business

There was a general discussion about the financial state of the Association and the outstanding projects that will need to be addressed in the coming years as follows: 1) the loan that was initiated in 2000/2001 for \$911K is now down to a balance of \$90K and is scheduled to be paid off in 2016 2) the 8-Plex Improvement Project will be completed in 2015 ahead of schedule 3) the special assessment continues through 2016 to offset the 8-Plex Improvement Project cost 4) maintenance of the sidewalks, streets and parking areas will have to be addressed in the near term 4) the mail box stands throughout the community need to be repaired and/or replaced 5) drainage projects still need to be addressed 6) roofs were replaced in 2000/2001 with 25 year shingles which may need to be replaced as early as 2021 7) continue the painting of units periodically and perform deck maintenance periodically and 8) analyze the continuing issues with the garbage and recycle carts which includes a lack of storage options as well as the unsightly appearance of the carts. The Board agreed that it will be necessary to look at all projects and then begin the funding process based on the priority of each project.

Adjournment

- Doug Parker made a motion to adjourn the meeting at 8:25pm. David Rancer seconded the motion. The motion carried and the meeting was adjourned.

Next Regular Board Meeting Date: July 8, 2015 at 6:45pm at St. Paul's Christian Church

Mill Ridge Condominium Owners Association

BOARD OF DIRECTORS MEETING

August 12, 2015

Call to Order

Marshall Evans, President, called the homeowner forum to order at 6:57pm. The meeting was held in the brown building at St. Paul's Christian Church on Blue Ridge Road.

Homeowners Forum

One Homeowner was present at the meeting as follows: 1) Paul Slovensky of 3326 Mill Run. Paul expressed his concern about the possibility that the HOA was going to build a waste facility in the natural area at the top of the circle. Marshall Evans explained that there is now and has been a problem with the storage of garbage and recycle carts for years. Marshall explained that the Board is looking at ways to deal with this issue and that one option that will be considered involves building a waste facility in the natural area to service the community; however, this is only a concept at this point in time and much research will have to be done before this or any other option becomes a reality.

Executive Session

Marshall Evans called the executive session to order at 7:00pm.

Quorum Established

The following Board members were present at the meeting: 1) Marshall Evans 2) David Rancer 3) Doug Parker and 4) Mark Baritell. Vic Jones, Property Manager, was also present.

Approval of Minutes

Minutes of the Board meeting held on 5/3/15 were discussed. Marshall Evans made a motion to accept the minutes as written; Mark Baritell seconded the motion. The minutes were approved by all Board members who were present.

Architecture Committee Report

There were no outstanding requests.

Treasurer's Report

Vic Jones provided the financial reports as follows: 1) the Balance Sheet as of 8/11/15 showing \$160K in the "reserve" account which is currently invested in a money market account, \$22K in the "checking" account and 2) the Profit & Loss Statement as of 8/11/15 showing the fiscal year to date income and expenses and a net loss to date of \$15K which does not reflect the cash flow required to retire the debt principal. The Board also received the Vendor Transaction report showing all bills received and checks paid from 5/1/15 through 8/11/15. David Rancer made a motion to transfer up to \$50K from the "reserve" account to the operating account to fund the 8-Plex Improvement project and to restore those funds from the special assessment that will be collected for the remainder of 2015 and 2016. Doug seconded the motion. The motion was approved unanimously by the Board members present.

Landscape Committee Report

Doug Parker reported that the stump grinding in front of Building #11 had been completed. Doug also reported that he would contact Hunt's Landscaping about replacing a dead shrub at the front entrance.

Management Report

- The Board received the Work Orders Pending report and the Work Orders Completed report showing respectively the outstanding work orders as of 8/11/15 and those work orders that have been completed since 5/1/15. There are currently thirteen outstanding work orders. Fourteen work orders have been completed since 5/1/15 costing \$590.34 in material and \$1,953.00 in labor.
- The 8-Plex Improvement Project status is as follows: 1) repairs to Building #11 have been completed 2) painting of Building #11 has been scheduled 3) the gutter installation for Building #11 will be scheduled as soon as the painting of the building is completed 4) repairs to Building #10 are underway and are anticipated to be completed in 6-8 weeks and 5) painting and gutter installation on Building #10 will be scheduled as soon as the repairs are completed.
- With regard to FHA Certification, no progress has been made since the last Board meeting.
- Management reported that the deck staining project is ongoing and that 41 decks have been completed at this time. The contractor plans to ramp up the project such that 9 units will be completed weekly weather permitting.

- Management reported that Poop Away, Inc. has been engaged to service two pet waste stations in the community on a weekly basis. The contract is \$86.67 per month and includes the supplies for the pet waste stations.

Old/New Business

The Board reviewed a request from Beverly Cappadonia of 3511 Mill Run to have a community wide yard sale on Saturday September 19th with a rain date set for Saturday September 26th. The request was approved unanimously by the Board members present.

Adjournment

The Board meeting was adjourned at 8:00pm.

Next Regular Board Meeting Date: October 13th at 6:45pm at St. Paul's Christian Church

Mill Ridge Condominium Owners Association

BOARD OF DIRECTORS MEETING

October 13, 2015

Call to Order

Marshall Evans, President, called the homeowner forum to order at 6:50pm. The meeting was held in the brown building at St. Paul's Christian Church on Blue Ridge Road.

Homeowners Forum

One Homeowner was present at the meeting as follows: 1) Beverly Cappadonia of 3511 Mill Run. Beverly commented that the yard sale had been a success and presented receipts for reimbursement of the cost to advertise the yard sale.

Executive Session

Marshall Evans called the executive session to order at 6:55pm.

Quorum Established

The following Board members were present at the meeting: 1) Marshall Evans 2) David Rancer 3) Doug Parker and 4) Mark Baritell. Vic Jones, Property Manager, was also present.

Approval of Minutes

Minutes of the Board meeting held on 8/12/15 were reviewed. Doug Parker made a motion to accept the minutes as written; Mark Baritell seconded the motion. The minutes were approved by all Board members who were present.

Architecture Committee Report

There were no outstanding requests.

Treasurer's Report

Vic Jones provided the financial reports for the fiscal year that ended 9/30/15 as follows: 1) the Balance Sheet showing \$129K in the "reserve" account which is currently invested in a money market account, \$26K in the "checking" account and 2) the Profit & Loss Statement showing the fiscal year to date income and expenses and a net loss of \$38K which does not reflect the cash flow required to retire the debt principal. Vic noted that \$30K had been transferred from the reserve account to the cash operating so that the 8-Plex Improvement Project could continue ahead of schedule; the income from the special assessment will be used to replenish those funds. Vic reported that an additional \$20K will be transferred from the reserve account to the cash operating account on 10/14/15 for the same purpose as stated above. The total \$50K transfer was approved by the Board at the 8/12/15 Board meeting. The Board also received the Vendor Transaction report showing all bills received and checks paid from 8/1/15 through 10/12/15. The Board also received and reviewed the collection status report showing the action that is being taken to address accounts that are overdue. Five accounts have been turned over to our attorneys for collection.

Landscape Committee Report

Doug Parker reported that a meeting is being setup with Hunt's Landscaping to discuss options for re-landscaping Buildings #10 and #11. The options and cost will be presented to the Board at the next Board meeting.

Management Report

- The Board received the Work Orders Pending report and the Work Orders Completed report showing respectively the outstanding work orders as of 10/12/15 and those work orders that have been completed since 8/1/15. There are currently twenty three outstanding work orders. Five work orders have been completed since 8/1/15 costing \$1,455.00 for material and labor. The repair contractor will be addressing the outstanding work orders now that the 8-Plex Improvement Project repairs have been completed.
- The 8-Plex Improvement Project status is as follows: 1) the project has been completed for Building #11 including the repairs, painting and gutter installation 2) repairs to Building #10 have been completed 3) painting has been scheduled for Building #10 after which the gutter installation will be scheduled. The project for Building #10 should be completed on or before 11/30/15. There are some drainage issues on the parking lot end of both buildings that will be addressed now that the repairs are completed. As stated above, the Landscape Committee will solicit input from our landscape contractor to re-landscape the two buildings.

- With regard to FHA Certification, this project is being suspended until it is in fact deemed necessary to obtain the certification.
- Management reported that the deck staining project is ongoing and that 56 decks have been completed at this time. The project will continue until all decks have been power washed and stained.

Old/New Business

Marshall Evans reported that he is working on revisions to the Rules & Regulations and that a draft will soon be available to the Board for its review.

Adjournment

The Board meeting was adjourned at 8:30pm.

Next Regular Board Meeting Date: December 8th at 6:45pm at St. Paul's Christian Church

Mill Ridge Condominium Owners Association

BOARD OF DIRECTORS MEETING

December 8, 2015

Call to Order

Beverly Cappadonia, Member at Large, called the homeowner forum to order at 6:50pm. The meeting was held in the brown building at St. Paul's Christian Church on Blue Ridge Road.

Homeowners Forum

One Homeowner was present at the meeting as follows: 1) Sharon Williams of 3533 Mill Run. Sharon indicated that she was present to catch up on what is going on in the community.

Executive Session

Beverly Cappadonia called the executive session to order at 6:55pm.

Quorum Established

The following Board members were present at the meeting: 1) Beverly Cappadonia 2) David Rancer 3) Doug Parker and 4) Mark Baritell. Vic Jones, Property Manager, was also present.

Approval of Minutes

Minutes of the Board meeting held on 10/13/15 were reviewed. David Rancer made a motion to accept the minutes as written; Doug Parker seconded the motion. The minutes were approved by all Board members who were present.

Architecture Committee Report

There were no outstanding requests.

Treasurer's Report

Vic Jones provided the financial reports for the new fiscal year 10/1/15 through 12/7/15 as follows: 1) the Balance Sheet showing \$110K in the "reserve" account which is currently invested in a money market account, \$54K in the "checking" account and 2) the Profit & Loss Statement showing the fiscal year to date income and expenses and a net income of \$43K which does not reflect the cash flow required to retire the debt principal. Vic noted that \$50K had been transferred from the reserve account to the cash operating account so that the 8-Plex Improvement Project could continue ahead of schedule; the income from the special assessment will be used to replenish those funds. The total \$50K transfer was approved by the Board at the 8/12/15 Board meeting. The Board also received the Vendor Transaction report showing all bills received and checks paid from 10/1/15 through 12/7/15. The Board also received and reviewed the collection status report showing the action that is being taken to address accounts that are overdue. Multiple accounts have been turned over to our attorneys for collection.

The Board reviewed the proposed budget for the current fiscal year. Vic noted the following regarding the proposed budget: 1) there are no funds included for mail box repairs or replacement 2) 52 studios are scheduled to be painted 3) deck staining for 50 decks is scheduled to be completed 4) \$50K is included in the budget for asphalt repairs and resurfacing 5) will also work toward replenishing the reserve funds that were borrowed to provide advance funding for the 8-Plex Improvement project 6) have budgeted \$7K for repairs to studios prior to painting and that may or may not be sufficient 7) there are no funds to address storm water runoff issues. Mark Baritell made a motion to approve the budget as presented. David Rancer seconded the motion. The proposed budget was approved unanimously by the Board members present.

Landscape Committee Report

Doug Parker discussed the general game plan to re-landscape buildings #10 and #11 after all the repairs to the buildings are completed. The committee will schedule a meeting with Hunt's Landscaping to solicit ideas and cost.

Management Report

- The Board received the Work Orders Pending report and the Work Orders Completed report showing respectively the outstanding work orders as of 12/7/15 and those work orders that have been completed since 10/1/15. There are currently nineteen outstanding work orders. Eleven work orders have been completed since 10/1/15 costing \$342.67 in material and \$1,834.00 for labor.

- The 8-Plex Improvement Project status is as follows: 1) the repairs to Building #10 have been completed 2) the painting has been completed with the exception of those items on the paint punch list 3) the gutter installation has been scheduled and is expected to be completed by year end, the project has been completed for Building #11 including the repairs, painting and gutter installation 2) repairs to Building #10 have been completed 3) painting has been scheduled for Building #10 after which the gutter installation will be scheduled. The project for Building #10 should be completed on or before 11/30/15. There are some drainage issues on the parking lot end of both buildings that will be addressed now that the repairs are completed. As stated above, the Landscape Committee will solicit input from our landscape contractor to re-landscape the two buildings.
- Management reported that the deck staining project is ongoing and that 56 decks have been completed at this time. The project will continue until all decks have been power washed and stained.

Old/New Business

The annual meeting is scheduled for Thursday, January 28th at St. Paul's Christian Church on Blue Ridge Road. The terms of all current Board members expires at the annual meeting; hence, the primary purpose of the meeting will be to elect two Board members for a one year term, and three Board members for a two year term. The Board approved serving pizza, salad and beverages prior to convening the annual meeting.

Adjournment

Being no further business, the meeting was adjourned at 8:10pm.

Next Regular Board Meeting Date: February 9, 2016 at 6:45pm at St. Paul's Christian Church