

**Governors Village POA  
Board of Directors Meeting  
September 11, 2023**

Minutes of the Board of Directors for Governors Village Board Meeting, held at 10100 Governors Drive, Chapel Hill, NC 27517, on September 11, 2023.

I. **Establish a Quorum** – A quorum was established.

II. **Call to Order**

Meeting was called to order on September 11, 2023 at 6:08 pm.

**Roll Call**

Board Members present:

- Don Prost, President
- Michael Barefoot, Vice President
- Ruth Benton, Treasurer
- Dan Chegash, Secretary
- Tyler Ritter
- Doug Fein
- Brooke Crouter

Board Members absent:

- David Weikert
- Chris Gamber

Additional persons present:

- Kimberly Conen, Property Manager

Clerk present:

- Chloe Donohoe

Other Attendees:

- Barry Bassett, Resident

III. **Proof of Notice**

Board meeting date and location were posted on the community website calendar.

IV. **Approval of Meeting Minutes**

For the purpose of publishing our minutes promptly, the board members present at today's meeting unanimously consent to correcting/approving these minutes by email correspondence, to be completed within 10 days. If it should be determined that a "special meeting" is technically required for approval, we consent to this virtual meeting, to be completed at noon on the 10th day following today's meeting.

V. **Open Forum**

At this Board meeting, no POA members appeared before the board to present their concerns.

VI. **Financial Update**

- a. Kimberly reported that the Operating Total is \$192,497.30 and the Reserve Total is \$398,709.86 (as of 9/11/23).

- i. Kimberly and Ruth Benton, Treasurer are going to reconcile their financial documents regarding the Reserve.
- b. **Homeowner Aging Report** – Kimberly reviewed the Homeowner Aging report distributed to the Board, noting several delinquencies. She explained that letters were sent to all delinquent homeowners in August. The Board discussed options for moving forward. Don Prost agreed to make personal contact with each delinquent homeowner and report back to Kimberly on his conversations.

VII. **Grounds Committee Report:**

- a. Mark Maxwell, Grounds Committee Liaison, provided an update on the work of the Grounds committee and landscaping vendors.
  - i. The Grounds chairs are working with Kimberly to review the current Budget and prepare landscaping recommendation for the future Budget, including additional non-enhancement projects that were not accounted for in the current Budget. Those projects include addressing the following: the 2022 Dam complaint, roadside berm clean up, dead trees, a drainage ditch of concern, creek flow bringing debris into the lake, eroding concrete tunnels, and painting.
- b. The Grounds Committee is requesting a clear understanding of their approval limitations.
  - i. The Board emphasized the need to revisit this issue once they attempt to access past Grounds information.
- c. **Applications for Landscaping Contractor RFP** – Several applications have been received to fill the Landscaper Contractor position. The Landscaping Committee will be reviewing the applications and presenting their recommendation at the October Board meeting.
- d. Barry Bassett shared information about the pool closing. He emphasized the need for winterizing the pool, bringing the hoses inside, storing the umbrellas in the attic, and addressing concerns with the electrical panel.

VIII. **Old Business**

- a. **FSR Delinquency and Collections Charges** – Kimberly shared a delinquency report with the Board, which includes certified letters filed while FSR was the property manager. Kimberly noted inconsistencies in charges.
  - i. **MOTION – KIMBERLY SHOULD PURSUE THE DELINQUENCIES AND MONEY OWED TO THE BOARD.** This motion was made by Brooke Crouter, seconded by Don Prost, and passed unanimously.
- b. **Signage** – Kimberly recognized Debbie Smith for coordinating the signage process and saving the Landscaping Committee nearly \$3,000.00.
- c. **Violations** – Kimberly shared that 90% of the violations were for mailboxes and they have mostly been addressed. They will be following up within the month to address any missed ones. The Board discussed the confusion around the ARB Rules for large construction bins and requested that Kimberly review the ARB Rules and report back on the related rules. Kimberly shared that she will be presenting a draft of updated Rules at the October meeting. Brooke noted additional violation items for Kimberly to track, including for sale signs and grass height.
- d. **Complaints** – Kimberly shared that there have been some civil disputes between neighbors regarding trespassing and property clearing. Kimberly emphasized her role for the Board: If the complaint turns into a property line dispute, it becomes a civil issue and Kimberly will step back. If the complaint is an HOA issue, then Kimberly will be involved.

- e. **Storm Cleanup** – Kimberly shared that the Insurance Adjustor has received the total file; however, they are waiting on a final invoice. The repairs were extensive, but Bartlett was supportive of their insurance claims process. Kimberly will report back once the final reimbursement amount is reported.
- f. **Nominating Committee** – Brooke Crouter shared the status of the nominating committee’s recruitment efforts. The committee is conducting background checks and requesting bios. They plan to post everyone on October 4<sup>th</sup> ahead of the Annual Meeting.

**IX. New Business**

- a. **Pool Closure** – Kimberly shared that the pool will close September 24. She has received requests for extension, but this requires several components, including additional inspections and extended contracts for pool care and staffing. Therefore, she requested that the Board consider as a part of the pool planning for next year. Kimberly has noted several issues and is working with Aquatic Management to get those addressed.
- b. **Budget Draft** – Kimberly reported that she is planning to include the following items in the draft of the next budget: tennis court repairs, tree cutting in the spillway, and replacement of the clubhouse bathroom doors.
- c. **Welcoming Committee** – Michael Barefoot and Brooke Crouter are working on identifying leadership and transitioning duties of the welcoming committee.
- d. **Communications Committee** – Michael Barefoot and Brooke Crouter are determining new processes. Tyler Ritter offered to be a part of this effort. Kimberly shared that she plans to add a calendar to the Community Focus of NC website for 2024.

**X. Adjournment**

Don Prost adjourned the Regular meeting at 7:22pm.

The next Board meeting is scheduled for October 2, 2023 at 6:00pm.

These minutes were prepared by Chloe Donohoe, BOD clerk. Approved by a majority of the Board and posted to websites on September, 22, 2023.