

**Governors Village POA
Board of Directors Meeting
October 2, 2023**

Minutes of the Board of Directors for Governors Village Board Meeting, held at 10100 Governors Drive, Chapel Hill, NC 27517, on October 2, 2023.

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

II. **Call to Order**

Meeting was called to order on October 2, 2023 at 6:07pm.

Roll Call

Board Members present:

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

Board Members absent:

- Chris Gamber
- Tyler Ritter

Additional persons present:

- Kimberly Conen, Property Manager

Clerk present:

- Chloe Donohoe

Other Attendees:

- Mark Maxwell, Resident
- Dennis Uhlir, Resident
- Ellen Dwyer, 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. **Financial Update**

1. Kimberly reported that the Operating Total is \$135,049.56 and the Reserve Total is \$409,816.21 (as of 10/02/23).

2. Kimberly provided an update about the insurance claim for the storm cleanup. She is working with the insurance adjustors to request more funding.
3. Kimberly shared that the Board will be discussing a draft of the 2024 budget during Executive Session. She noted that the largest increase will likely result from the new Landscaping contract.

VI. Landscaping Committee Report

Mark Maxwell, Grounds Committee Liaison, provided an update on the work of the Grounds committee and landscaping vendors.

1. **Fall Flowers** – The Grounds chairs have identified vendors to install fall flowers. However, the estimates have come in higher than the allocated budget. They are looking at using some of the unused Enhancement funds. The Board asked Mark to return back to the liaisons from the different neighborhoods to ensure that the funding can be reallocated to the flowers.
2. **Entryway Beds** – Mark inquired about the maintenance of the entryway beds, which the Grounds Committee have been managing for the last few years. The Board discussed these beds and determined that they are actually the responsibility of Bold Real Estate. The Board asked Kimberly to inquire with Bold Real Estate about their landscaping plans for the entryway beds and report back on progress, before progressing to more formal action.
3. **Berm Clearing** – The Grounds Committee are reviewing several quotes for this project, which will be phased over time.
4. **Grounds Chairs Responsibilities** – The Grounds Chairs continue to work with Kimberly to prepare a draft job description type of document to present to the Board, which will refine their responsibilities.
5. **Landscaping Vendor** – Mark and Dennis presented the Grounds Committee’s evaluation of 4 proposals for the Landscaping contract. They shared that the RFP language is more inclusive of the landscaping needs of the Governors Village neighborhoods. The Committee unanimously recommended signing a contract with Bland to become the new Landscaping Vendor.
 - A. **MOTION** – TERMINATE THE CURRENT LANDSCAPING CONTRACT WITH BRIGHTVIEW AND MOVE FORWARD WITH A NEW CONTRACT WITH BLAND, PENDING THE AVAILABILITY AND APPROVAL OF THE 2024 BUDGET. This motion was made by Don Prost, seconded by Doug Fein, and passed unanimously.

VII. Old Business

1. **Violations** – Kimberly shared that her team has sent 192 violation letters, between the POA and HOA. Several Board members expressed concern about the cost of the letters, which typically is not recouped by the Board. Kimberly shared that the Board has discretion about how aggressively to pursue violations but recommended staying on top of them to prevent worsening situations.
 - A. Kimberly reviewed the process for issuing violations: First, a letter is sent alerting the property owner to the issue. If the violation is not addressed, the property owner receives another letter explaining that a hearing in front of the POA Board will be scheduled. If the violation has not been addressed within 90 days of the first notice, then a hearing is scheduled. After the hearing, at the discretion of the Board, a violation fee of \$100 per violation is accumulated for each day the violation is not addressed.
2. **Complaints** – Kimberly shared that she has not been receiving many complaints generally, other than landscaping related complaints.

3. **Pool Closed** – Kimberly shared that the pool closed on September 24 and is set to be fully packed up later this month. At this point, she will begin assessing and securing vendors for projects in the pool house, bathrooms, and fences.
4. **Storm Cleanup** – Kimberly shared more information about her appeals with the Insurance Adjustor due to the claim amount coming in a lot lower than the total cost of the completed repairs.
5. **Nominating Committee** – Brooke Crouter shared that the nominating committee is finalizing materials for the annual meeting in November. The bios and candidate list will be distributed electronically, but the 2024 Budget and Ballot will be sent via USPS mail.

VIII. **New Business**

1. **Budget Draft** – Kimberly shared about several new projects included in the 2024 budget, including tennis court repairs and identified problematic trees along the Spillway.

IX. **Open Forum**

At this Board meeting, 1 POA member appeared before the board to present their concerns.

Ellen Dwyer emphasized the need for the Board to prioritize the removal of the identified problematic trees, as many of them pose a direct and dangerous threat to her property. The Board asked Kimberly to get the quotes needed to execute this project quickly, to ensure the safety of the residents most at risk. The Board also asked Kimberly to review and ensure completion of the Tree Study, conducted a few years ago.

X. **Adjournment**

Don Prost adjourned the Regular meeting at 7:12pm.

The next regularly scheduled Board meeting will take place after the Annual meeting, held on November 6, 2023 at 6:00pm. An extra board meeting, to be scheduled soon, will be required to finalize the budget.

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