

# MEADOWMONT COMMUNITY ASSOCIATION (MCA)

## BOARD OF DIRECTORS MEETING

17 APRIL 2020

**DIRECTORS ATTENDING:** Laurel Files, Gerald Miwa, Rollie Olin, Karen Powers, Bob Stoothoff, Tom Thornburg  
**STAFF:** Bill Ferrell (Manager)

### MINUTES

Bob Stoothoff, President, convened the virtual meeting on Zoom at 8:07 a.m.

#### APPROVAL OF MINUTES (Stoothoff)

The board approved, by acclamation, the February Board of Directors meeting minutes, as corrected. No meeting was held in March.

#### FINANCIALS (Tom Thornburg, Treasurer)

- *February and March Financial Reports:* Tom Thornburg reviewed the February and March financial statements, with the following comments: (1) There were no unusual expenses; (2) Income was lower than budgeted because some of the expected capital expenses (e.g., landscaping, tree work) had not yet been incurred and thus capital reserve funds had not yet been transferred into the income column. He noted that Line 3020, Members Equity – Restricted, on the Balance Sheet, is the Reserve Fund.

#### **ACTION:**

Bob Stoothoff moved, seconded by Gerald Miwa, that the *February and March treasurer's reports be accepted*. The motion was approved unanimously.

- *SunTrust CD:* Tom reported that the MCA currently has four CDs; the SunTrust CD was just up for renewal. Overall, renewal interest rates have been low, and the SunTrust rate has dropped from 1.73% to 0.5%. Tom, Bob, and Bill therefore made the decision to move SunTrust CD funds into the MCA's savings account (0.3% rate), and continue to look for a bank with a better rate. (The other CDs are all higher than or close to 2%.)

### COMMITTEE REPORTS

#### LANDSCAPING (Gerald Miwa, Chair)

Gerald Miwa reviewed the previously circulated March meeting minutes for the Landscaping indicating that the committee had consolidated the content of their work into three categories: maintenance, annual plan, and long-term plan. He responded to a few minor questions regarding clarification of some of the items in these categories. He then reported that the committee had discussed its decision and communication process for identifying expenses that should be taken to the full board for approval. The committee came up with a proposed decision tree that he presented as a motion out of committee (needing no second):

**ACTION:**

Gerald Miwa moved that the board *adopt the following process for approval of landscape expenses:*

1. *Budgeted items with costs <\$5,000: the manager has the authority to make the decision and will cc the committee but not the board;*
2. *Budgeted items with costs ≥\$5,000: require committee discussion/approval and cc board;*
3. *Unbudgeted items that will be charged to the capital reserve: require committee approval and board approval.*

The motion was approved unanimously.

Laurel Files inquired whether the \$5,000 “cap” for landscaping was consistent with decisions for other expenses, and Bill Ferrell responded that there was not a formal policy. Tom suggested that the board consider developing a formal policy on major expenditure decisions.

**EVENTS** (Rollie Olin, Chair)

Rollie Olin reported that the initial First Friday Events in the Meadowmont Village (Northgate Jams & You in April and Triangle Jazz Orchestra in May) have been cancelled because of the Coronavirus and will be rescheduled. The same will be done for Far From Done in June, if necessary. He hopes that once “normality” returns, we will be able to reschedule cancelled events for multiple Fridays in September.

**PRESIDENT’S REPORT** (Stoothoff)

**TASK FORCE ON FUTURE STAFFING**

Bob reported that he, Karen Powers, Tom Thornburg, and Bill were working on two documents—one on short-term staffing (e.g., should Bill be unable to carry out management responsibilities for a short period of time), and the other on long-term planning (viz., succession planning).

**SHORT-TERM RENTALS**

With Town business affected by the Coronavirus restrictions, there is no update on their work on a short-term rental policy.

**MANAGER’S REPORT** (Ferrell)

Bill’s previously circulated monthly report included common area updates:

- One *street tree* in the 600 block of Meadowmont Land was lost because of wind damage. Several street trees are being monitored to see if they’ll bloom this year.
- Annual *playground safety inspections* were completed; awaiting reports.
- *Repave of trail* below Hilltop was placed on hold due to weather.
- Six sections of *fence were replaced* between Pinehurst properties and The Oaks.
- New (and retroactive) Town policy has generated a new *structural report on our two retention ponds* that gives us until June 26th to remediate noted issues related to banking erosion, drainage rip-rap, stones loose on walls, height of grass at edges, water quality, water plantings, etc. It may cost several thousand dollars to get both ponds up to new code (new standards now set by Town). Bill will work with Foster Lake & Pond plus Myatt Landscaping to get bids and work schedules.

General notes included:

- *Brunch Bunch is cancelled* until Café Carolina re-opens.
- Four homeowners each have been sent a *15-day demand letter*, following 90-day past due notices; three of these have already been resolved.
- There are no updates on the *proposed new Village building*.

**GOOD OF THE ORDER**

Noting some limitations obvious during this Zoom meeting, Bob suggested that Bill go ahead with updating the MCA office computer.

*There being no further business, the meeting was adjourned by acclamation at 8:58 a.m.*

**Next Board Meeting**  
**FRIDAY, May 15, 2020**  
**8:00 a.m.**  
**Place TBD**