

NOTE: Due to time constraints at the June 1 board meeting, there was insufficient time to discuss the last issue presented regarding owner responsibility for common element maintenance. There was a post-board meeting email initiated by board member, Shirley Hensley, addressing the inaccurate assumption stated at the board meeting. Excerpts of this email stream are included at the end of these minutes for clarification, plus editing comments provided to the secretary. Please see the Addendum following the official minutes below.

DRUOA BOD MEETING

Call to Order – The meeting was called to order by Harford Field on June 01, 2024, at 9:29am

Proof of Notice - Confirmed

Directors Present – Harford Field, James Duda. Barbara Hall, Shirley Hensley. Absent - Nick Tripi

Established Quorum – A quorum was established.

Approval of Agenda motion to waive reading of the prior minutes and accept as written by Harford Field and seconded by Harford Field and agreed to unanimously by board members present.

Report of Officers

- Year-to-date Income - \$52,000
- May – Income - \$12,000
- Year-to-date Transfer Fees - \$1,200
- May - Transfer Fees - \$840
- Year-to-date basic operating expenses - \$ **Is this a heading???**
- Year-to-date Maintenance and Repair Expenses - \$17,000
- May – Minor/Major Building Repairs and Paint - \$14,000
- Year-to-date Legal - \$85
- Cash Reserve/Savings Balance as of 06/01/2024 -\$32,000
- Reserve Study Budget - \$23,900
- Reserve expenditures against Budget - \$ **Is this a heading???**
- CD's - \$30,660 - 2 CD's are up for renewal - action taken to renew and lock in a better rate
- Accounts Receivable total - \$ 23,000 ending balance after Maintenance and Repairs \$18,900
- 2 Unit Owners are behind on dues – penalties and interest are applied
- In 2025 – Reserve will be funded at 70%. Increases are encouraged to achieve 100%

Old Business

Outstanding maintenance on which there are no bids:

1. Bldg 4 – Removed strips from walkway to the 413B – Consider Sanded Paint (owner responsibility) - Open from March 2024 **(This is disputed – please see addendum below)**.
2. Bldg 4 - Asphalt Transition from car to landing RH, add 1 level of stack stones to create level walking surface
3. Bldg 6/7/10 – Asphalt sidewalks to be resurfaced by Tate Ingram - Open -from March 2024 ****I don't think bldg. 10 has asphalt sidewalks, but I think building 8 does on the north side.**
4. Bldg 7 – Street light has broken and hanging globe with flickering light

5. Bldg 7 – crawl space hinges on left rear door need replacing (check all Bldgs.) Open -March 2024
6. Bldg 8/9 – address general Erosion and A/C Platform Erosion
7. Bldg 9 - Mount Guest Parking signs on the retaining wall
8. Bldg 10 - Water Intrusion Upper Left Half from roof leading down behind siding to U440 front door – Possibly under warranty. James will offer Roofing Company Information
9. Bldg 10 – Single pane window on second floor landing.
10. Downspouts – Tate to revisit previous work
11. Landscape Maintenance – Community Volunteers needed
 - a. Debris pick-up, mulch, repair flower beds behind 6/7/8/9 to be addressed by either owner volunteers or hiring landscaper.
12. One-Way sign at the top of the hill had been hit twice. Move from the LS to the RS of the road.
13. Pressure Washing – Unit Owner responsibility and limited to faucet location and hose length. Quarterly Clean-up can be scheduled. **(This is disputed – please see addendum below).**
14. Sanded paint for stairs – available at Sherwin Williams or Wet and Forget spray chemical for prevention
15. Speed Bumps - Harford and Dorothy should draft an email to Treena requesting speed humps. Portable humps can be considered until final solution is made. - Open
16. Asphalt sidewalks – Tate Ingram has a guy with the equipment needed to complete the job. – Open
17. Dryer Vent Covers – Create Community Announcement
18. Unit Owners - A/C Unit platform erosion is the owners’ responsibility. Create guidelines on how to stabilize platforms. **(This is disputed – please see addendum below).**
19. Trash Hut – look into video camera
20. DRUOA Committee Administration

New Business

Harford – Casa Complete Replacement or discuss with Casa proper blowing of leaves & debris to ensure no build-up around building or stairs’

James – Reserve Study, Package at closing table regarding Owner Responsibility, Referral for Roofing Company, Audit

Barbara – Community Improvement – Mulch over Pine Needles, Center Island Project Improvements, Gutters, Speed and Pet signs, Outstanding maintenance, Administration Association Filing System,

Shirley – Maintenance Man, Web Hosting, Owner Insurance Clarity, DRUOA Committee Administration

Action Items

Harford

1. Email to Owners Regarding Architectural Control – process to apply for approval
2. Add to Rules and Regulation – The number of cars each unit is allowed to have on the property
3. Parking – Guest spots and signs
4. Speed humps – follow-up with Treena. Signs just at the top of the hill before Bldg 5 and the curve
5. Replace Casa Landscape – Negotiate pricing, discuss/agree the extent of debris removal – away from pillars, A/C Units, away from buildings and remove debris from the ditch. Notified when they will be on the property and how often.

6. Harford and Shirley - continued work on DRUOA Committee Administration

James

1. Review Reserve Study
2. Create a package for the closing table so the buyer understands their full responsibility as an owner. Currently the only thing being shared at the closing table is the community association disclosure for Big Canoe. The HOA shares the Covenants and the website information at the closing table. When the owner asks for their fees they are asked to initial the front page of By-Laws.
3. To offer referral to roofing/siding company to address Bld 10 ULH Water Intrusion
4. Wet and Forget – exploring options to remove build-up on walkways and stairs. In 2 weeks, James will offer feedback on this product. This product will suppress mold growth.
5. Amenities – Is there coverage in the Association Policy
6. Audit – Email/Vet owners to see if someone is qualified to help
7. Transfer Treasurers Records to the Google Drive Folder

Barbara

- Community Announcements
 - A/C Unit Platform Erosion Announcement – Technician advises owner; the association offers guidelines on repair/materials. Acc Application required
 - Community Improvement Day Announcement
 - Parking Lot – Stored Covered Cars
- Bldg 10 U 440 – Anderson Window Replacement in process
 - Bldg 10 ULH – Water Intrusion from roof – roofing company referral from James
- Center Island Improvements –
 - schedule a community improvement day – End of the month.
 - move donated wood to intended location and installation.
 - Create Community Notice for volunteers
- Community Improvement –
 - Mulch – we have arranged for free mulch and delivery. Unit Owners are asked to participate in Community Improvements. Target date for delivery – end of the month. Create Community Notice for volunteers
 - Landscape – begin maintenance on planter beds behind 6,7,8,9. Address erosion in front of building 8 & 9
- Clean Space – Gutters Scheduled for June 29th. At this visit schedule 3 of 3 in early Decembers
 - Focus on downspouts
- Speed and Pet signs
 - Relocate so they are not hit by moving trucks
 - Pet signs for the Center Island Common Area
- Barbara and Harford – streamline filing system
- Barbara and Shirley working on New Owner Questionnaire
 - Add to Questionnaire –
 - i. Unit Owners - A/C Unit platform erosion, ACC application required
- Election process – Electronic Voting
- Barbara and Shirley to review everything on the outstanding maintenance list

Shirley

1. Find a general landscape maintenance service which can provide property maintenance 2 days a month to oversee the property, offer general maintenance and advise the Association when work needs to be done.
2. Will pay for web hosting and begin research on better pricing for current website.
3. Clarity on the difference between Association/Owner Responsibilities
 - Guidelines and Standards for Owners to follow
4. Shirley and Barbara to review everything on the outstanding maintenance list.
5. Shirley and Barbara working on New Owner Questionnaire
6. Shirley and Harford – continued work on DRUOA Committee Administration –
 - a. add moss control at building 4 to Landscape Committee
 - b. Create Application for Volunteers
 - c. Create folders for each Committee

Nick Not in attendance - Resigned

Adjournment – A motion was made by Harford Field and seconded by Shirley Hensley to adjourn. The motion was approved unanimously. The meeting adjourned at approximately 11:29am.

ADDENDUM:

Excerpts from the post board meeting e-mail stream and editing comments of the minutes discussing Maintenance responsibility initiated by Shirley Hensley, Board Member:

From Shirley to Board: I’m requesting clarity as to who is responsible for paying for what under our governing documents.

WHO PAYS FOR WHAT????

I’m not comfortable with the subject of maintenance responsibility of common area elements being placed upon owners in direct conflict with our governing documents. This was proposed late in the board meeting and there was no time for discussion. The attempt to pass the Association’s responsibility for common area upkeep, repairs and replacements, (as defined in our documents) to owners was beyond all historical tradition and definitely not required in our documents.

In the definition portion of the Declaration, the following is defined,

Common Elements - means all portions of the property other than the units and all installations, fixtures, improvements or personally located on such portions of the property. - - - - *******(Please note the term “all portions of the property”).

Limited Common Element - means a portion of the common elements reserved for the exclusive use of one or more (but less than all) of the units as shown on the Master Plot Plan. - - - - - *******(I checked the master Plot Plan and the **ONLY** limited common elements noted on the plans is the deck areas of each unit). The actual language on the plat map is as follows:
 “Any decks shown hereon are limited common elements for the exclusive use of the owner of the unit to which the deck is attached”.

In Article IX of the Declaration, under the Section on Maintenance, the following is stated:

Section 9.01. Responsibility of Association. Subject to the provisions of Section 6.04, maintenance of the common elements shall be the responsibility and a common expense of the Association. (“Maintenance” as used in this Article IX shall refer to and include all upkeep, repairs and replacements).

*** (Please note the term “all upkeep, repairs and replacements”).

Section 9.02. Responsibility of Owner. (a) Maintenance of a unit shall be the responsibility and expense of the owner thereof and shall, subject to the provisions of Section 6.04 hereof, include, but not be limited to, maintenance of all limited common elements appurtenant to such unit, all fixtures, equipment and lines, wires, pipes, conduits or systems located within the boundaries thereof. All maintenance of all glass surfaces, lighting fixtures, shutters, doors, door steps, windows, mailboxes and other hardware attached to or forming a part of any unit shall be of the same type originally installed as a part of such unit unless replacement with a different type is approved in writing by the Board of Directors as provided by Section 8.01. No owner shall do any work which, in the opinion of the Board of Directors or its designated architectural committee, would impair the structural safety of such unit or the Condominium, reduce the value thereof or impair any easement or hereditament without first obtaining the consent of unit owners to which at least 2/3 of the votes in the Association appertain.

*** (Please note that the maintenance responsibility of the owner’s unit ends at his doorsteps, (thresholds) except for lines/pipes, light fixtures connected to the owners unit) as well as the owners deck (limited common element).

*** (Owner’s responsibilities for maintenance do not appear to include common element structures such as walkways (wooden or asphalt), handrails, stairs, pylons, support timbers, parking areas, etc.).

Budgets should include the necessary funding for repair, safety and cleanliness maintenance of access structures to units and common area maintenance. If power washing is used for safety concerns, it may necessitate more frequent painting of foot traffic areas but controlling the moss/algae must be a high priority item in protecting the board from litigation from falls due to neglect of maintenance responsibilities.

Email Response from Board President, Harford Field:

(from Harford) – “ Regarding owner responsibility, I think you misconstrued the comments. The point was that we are owner managed and all owners should treat the Association as they would a private home picking up trash and debris and offering improvement solutions. As I indicated, we are not a Sandy Springs condo in the suburbs.”

What follows is an editing comment provided during the review of the minutes, which was offered to the secretary from Shirley Hensley regarding the accuracy of the information in the minutes following Harford’s comments above:

“I didn’t misconstrue what was said. You heard it too and reported it accurately. The governing documents clearly defines what is common space and that it is the Associations responsibility. Writing in the minutes that the owners are responsible for Associations responsibility, as defined in our governing documents, is going to cause an

understandable negative reaction. If the Association chooses to recruit owners to help as opposed to charging higher fees and hiring it done, it remains the Association's responsibility. Painting sanded paint on someone's stairs is definitely not the owner's responsibility according to the documents, but if they choose to volunteer to do that, it will help to hold down fees. It's a cause-and-effect situation: either volunteers do labor for the community or expect higher assessment fees. The problem is that new owners have no idea when purchasing that this is the expectation until they are done with the purchase and get a bad surprise. This is what we are trying to remedy. I put myself forward as an example. We bought a condo so we could travel and never worry about doing outside maintenance. There are plenty of absentee owners who own here for investment. They don't want to and will never do any maintenance. That was their motivation in buying a condo. It is inevitable that eventually fees must go up to cover maintenance costs because there are too few fulltime owners who are willing, or able, to maintain this big property. Total owner management for all maintenance is a pipe dream. Even partial owner management is difficult to orchestrate as we are learning.

This addendum is submitted by Shirley Hensley to the minutes of the DRUCA Board meeting of 6/1/24.