Providence Arbours Board (PAB) Meeting, February 13, 2020

(Note: The meeting was rescheduled from 2/6/2020 due to inclement weather)

Meeting was held at home of board president David Miller. Other board member in attendance was Maureen Furr. Don Everhart from Cedar Management was also in attendance.

Don reviewed our current financial status which included our fiscal balance sheet and the status of outstanding dues (receivable accounts spread sheet). At this time there are 2 homes with past dues from 2019. One of these has made a partial payment to become closer to up to date status. However, at this time a second home is past due for all of 2019 dues. Don was directed to send written notice.

It was noted that at the time of the report 32 homes have not paid their 2020 dues. This will be monitored and reported to the PAB ongoing status.

Questions for Cedar Management (CM)

1. What is Cedar Mgmts. primary responsibility to our community?

General discussion in regard to financial accounting and reporting, monthly inspections/surveillance and report of violations but the primary response was, as defined by the contract. However, within reason, they will work to support PAB requests for action where possible.

1. Where do you see the boundaries of your authority versus the authority of the HOA Board?

Limited authority except in urgent or emergency circumstances. An example may be response to authorize tree removal following a severe storm. Another may be maintenance or repairs to park equipment especially if condition presents a hazard.

1. When should CM take action independently of PAB? (i.e. recent letter wrt parking in the street)

In instances where CM is contacted wrt a civil violation that is outside of the PAB authority.

1. When does the current contract expire?

January 1, 2021. Automatic renewal annually unless cancelled per terms of current contract.

1. How long has CM had the contract with PAB?

1/1/2015

1. Are there any outstanding property liens imposed by PAB within Providence Arbours?

None

1. If so, what was the reason for the lien?

N/A

1. How often do you perform inspections / surveillance throughout the community?

Monthly

1. Describe history of surveillance and actions by our HOA?

As compared to other HOA communities that Don has responsibility for the issues and resulting actions are relatively few. Don described issues and board actions as “light”.

1. Share your (CM) experience in changing covenants?

Requires special meeting. Per covenants, at this time requires 75% of all home owners to approve. Meeting attendance is not relevant to determine percentage of vote. Only option to obtain vote for a home owner absent from Special Meeting is by PROXY.

1. Does CM have any suggestions wrt making such changes?

The use of a survey within community may be helpful prior to the Special Meeting and vote. However, changing covenants is considered by Don to be very difficult. The documents changes requires legal support and is ultimately recorded if the changes are approved by the required community vote.

1. Describe CM process when you receive an ARC request?

A specific department within CM receives and processes the requests. Requests are filed and available for future access.

1. What are your goals regarding timeliness of notification to PAB and eventually the home owner?

72 hours to PAB ARC when initially received from home owner and again, once PAB ARC makes determination and informs CM, 72 hours to notify home owner of decision.

1. Does CM have a history file of ARC request and how they were dispositioned?

Requests are filed and available to the PAB.

1. How far back does the file go if one does exist?

1/1/2015

1. What is your advice regarding apparent property changes that did not include an ARC request?

Violation notice. If this is not successful, fines and liens are an option. Items that result in “permanent” change such as the removal of a large tree create a challenge to assign consequence.

1. Is there a process in place in this regard or is it at the discretion of PAB?

No formal process exists that Don is aware of.

1. As you know this is a new board with no turnover from the previous board. Do you have any advice for us, the new PAB?
* Need to stager term of new board members. Since the new board all started at the same time consideration should be given to have members serve 1, 2 or 3 year terms. This will aid in future continuity.
* A past PAB President, David Enva has indicated that he is available for consultation and advice.
* A relevant “Reserve Study” does exist for our going forward financial plans.
* As an FYI, Don has been in contact with the DOT in regard to the “pot hole” at the exit lane of Providence Arbours road on to McKee road.

Meeting was adjourned.