

Townhome Owner's Association (TOA) Meeting Minutes — 9/25/17

Cureton Club House

Meeting called to session at 6:00 pm

Meeting called by: Tiffany Allen, board chair

Board Members in attendance: Tiffany Allen, William Dubé, Chesson Seagroves

• Upcoming annual meeting dates

Master HOA – November 14th, Cuthbertson High School

TOA – December 12th, Cureton Clubhouse

• Cedar Management email

Please be sure your recent email address is on file with Cedar Management.

Send an email to support@mycmg.com to update phone, email, or for any questions needing to be directed to Cedar.

• Announcement and introduction of board members

Change in Board member: Effective 9/11/2017, Cindy Dubé has stepped down and William Dubé has been appointed in her place.

• Explanation of difference between HOA and TOA and what TOA dues pays for

Townhome Owners are members of the Cureton Homeowner's Association (HOA) and Townhome Owners Association (TOA). The HOA is considered the "master" association. Approximately 1/3 of your dues are paid to the HOA and 2/3 remain with the TOA.

The HOA common areas and amenities serve the entire Cureton community. The portion of your dues paid to the HOA are for service, maintenance, and repair of these common areas and amenities; insurance; landscaping, printing/postage fees, legal fees, management fees (Cedar Management), reserve contributions, etc.

TOA dues are used for the service, maintenance, and repair of townhomes (buildings/garages); termite inspections; landscaping, printing/postage fees, insurance, legal fees, management fees (Cedar Management), reserve contributions, etc.

Reserves study are done for the HOA and the TOA to help the Boards plan for future expenses, which guides the dues structure.

• Explanation of differences between insurance and maintenance

The governing documents of the TOA, mandates that the unit owner is responsible for purchasing liability and property insurance for their unit – inside and outside walls. Typical things that an insurance policy would cover includes fire, lightning, windstorm, hail, etc.

The TOA is responsible for maintenance of the townhomes (with exceptions for doors, windows, etc.). An example of a maintenance issue would be wear and tear, siding that was broken by a mower, etc.

The Board recognizes the need for a simple list that townhome owners may reference to know what the unit owner is responsible for – and what the TOA is responsible for. The Board is working to compile a list and needs your help. Please send us the questions you have so we can make them as part of our FAQ page, which will be displayed on Cureton’s new website that is under construction.

• Sewer update

There have been 3 sewer incidents in the last couple of months.

1. The placement of a bush directly above the sewer line caused roots to damage the pipe. The TOA paid for repair of the damaged pipe due to its location in the TOA section of the line.
2. A crushed pipe was discovered after sewage backed up into a townhome. The TOA paid for repair of the damaged pipe due to its location in the TOA section of the line. The townhome owner was responsible for damages inside the home.
3. Pipes were damaged by tree roots at the “main” connection. Union County repaired the damaged pipe due to its location in the Union county section of the line.

Sewer incidents are complicated by the fact that the responsible party could be one (or more) of three parties – depending on where the damage is found. The section of pipe leading from the townhome to the cleanout is owned by the townhome unit owner. The section from the cleanout to the “main” is owned by the TOA. The section from the “main” to the County wastewater treatment facility is owned by Union County.

As a result of these incidents, the Board met with Union County Public Works and Cedar Management for guidance in developing an action plan. The TOA has contracted with ER Plumbing to locate and mark sewer cleanouts for each townhome by marking the foundation. The TOA is also getting quotes from the plumber to survey TOA lines with a camera (aka “tv”) to identify problem areas.

Sewer cleanouts - Page 15 of our CCR’s states that all homeowners are responsible for locating and cleaning their individual sewage lines. The sewer cleanout allows the unit owner or their plumber to divert sewage away from the house, in the event of an emergency. We learned after these sewer incidents that many of the cleanouts were difficult to find, as they had been covered by landscaping material.

Furthermore, the TOA urges residents check with their insurance agent/company to verify they have sewer back up coverage (if desired), as it is an extra coverage.

The Board’s research also found a possible preventative measure unit owners can take by installing a backwater check valve. For more information see: https://www.fema.gov/media-library-data/20130726-1627-20490-2015/how2007_sewer_4_11.pdf

• Landscaping issues

Addressed the 3 main concerns with the state of many townhome grass areas.

- 1) Shade on the grass is caused by the trees as well as the buildings.
- 2) We currently have Bermuda grass planted which is a full sun grass.

3)Lack of irrigation. We don't have a proper irrigation system installed in townhome yards. If we planted a different grass at this time, it would not thrive due to no water.

Addressing the shade: The HOA has contracted with a company to trim all the trees in the fall, and will include TOA properties as well. This is step one to help with the shade issue.

Addressing the irrigation: There is currently one well that feeds the common areas of the community. The HOA is looking at the possibility of adding an additional well and is currently gauging the water gallon amount so we can see how many wells are needed. The goal is to cut down the cost for HOA water bills and possibly tap irrigation lines into those wells. If the HOA installs a well, our net price quote to lay the piping and install irrigation for the TOA areas will be about \$50,000. We will not know what all of our options could be until after the HOA annual meeting in November where they will vote on approving their budget for adding a second well.

• **Committee needs discussed**

Landscape committee – The head of HOA landscape committee has agreed to meet with a TOA landscape committee to help guide the process. Sherry and Mike McCoy and Cindy Dubé have volunteered for this committee. Additional members welcome.

ARC committee – need additional members.

(HOA) Social committee – look for upcoming activities to be posted; new members welcome.

Building committee - Our reserve study helps direct us in how to allocate our funds. There was discussion about roof and building maintenance. We would like to create a building committee with an owner who has professional experience who can help determine how our funds can/should be saved for building maintenance. If you are interested please let us know.

• **Introduction of Robert Wilberger, president of HOA master board**

Bob gave an update on the easement with the builder of the business going into the area across Sunset Hill Rd. from the Clubhouse. The property owner has come to the last 3 boards to ask for access, and it has not been granted. He is building a small shopping center, which Bob thinks will include a doctor's office and a bank. Bob talked to the developer to keep an open line of communication. He offered up the idea that if the builder had a concrete person out that he could take advantage of the concrete to fix the sidewalks, but no agreements have been made to allow an easement into Cureton property. If Waxhaw doesn't continue to allow commercial development then our taxes could potentially go up. If there is going to be an easement for ingress/egress by our development, that decision will be up to the city because Sunset Hill Rd. is a city street.

• **Open floor question & answer**

1. Resident question for Cedar Management: When requests are submitted through the support email, what is the time of response expected?

Answer: 24-48 hours for non-emergency. Violations will get an automatic email response. There will not be private information shared on how the violation is being dealt with.

For maintenance repairs, roughly 2 weeks for non-emergency maintenance is going to be typical. Work is not done without an estimate being provided first. Estimates under \$500 will be approved by Cedar Management; estimates over \$500 will require multiple bids to be provided to the board for approval. Once a contractor comes out and provides a bid, they are held to that amount, even if they have to come out multiple times.

2. Resident question: Do HOA governing documents apply to TOA?

Answer: We have our own TOA documents. The master HOA Communications Committee is in the process of building a new website. A completion date for the site has not yet been determined. Our governing documents, forms, meeting minutes, contact information, FAQs, etc. will get posted there.

3. Resident question about tree roots causing issues in the sidewalks, issue for a handicap resident.

Answer: It is our responsibility to notify the town about any and all sidewalk issues. If we tell them we have a liability problem, they need to fix within a timely manner. If you notice a sidewalk issue in our TOA area, please contact the Town of Waxhaw.

4. Resident request for a schedule landscaping service. This item should be sent to Cedar Management's email service. We each pay about \$8 a month for management company services, so if the board isn't providing answers to your concerns, go directly to Cedar management. Give Cedar the opportunity to resolve issues and answer questions.

5. Resident concern: Parking on Sunset Hill Rd.

Parents of the school at Forest Hill church are using Sunset Hill for extra parking during school drop off/pick up times. The street belongs to the city so we cannot regulate this. It was recommended that townhome owners contact the school directly to ask for assistance with this issue.

Parking spaces in front of the townhomes are not deeded with townhomes. If you were told this when purchasing your unit, it is not accurate information. Only garages and spaces designated in the rear for units with no garage belong to the townhome owners.

• **Adjournment**

The meeting adjourned at 7:48pm