

# Cole Mill Townes Homeowners Association Board Meeting

## Meeting Minutes

5 February 2020

Present: Bruce Lewis, Sharon Terry, Angie Padget

Bruce indicated that he had called this meeting of the Cole Mill Townes (CMT) Board for three purposes: to establish further clarification of policies in the CMT Covenants concerning exterior maintenance, to respond to several requests from CMT homeowners that require Homeowner Association (HoA) approval, and to propose a streamlined process for addressing future homeowner requests.

Two additional clarifications were approved and added to the policy regarding HoA exterior maintenance issues (document attached):

- Awnings
- Parking pads

Several clarifications were approved for HoA Common Area issues (document attached).

The Architecture Control policy from the CMT Covenants was reviewed.

Four requests from Bob Claytor were addressed:

- Put a fence on the berm behind his unit – *denied; privacy screening on the berm is to be provided by landscape plants only and the construction of a fence on the berm would set an undesirable precedent*
- Remove a tree on the berm behind his unit – *a decision was postponed pending an evaluation of the health of this tree in the Spring; if the tree is diseased, it will be removed at HoA expense, if not it will not be removed*
- Expand the parking pad in front of his unit with Bob bearing the cost of this addition – *approved with the requirement that Bob submit plans and contractor name to the HoA Board, per the Architectural Control policy (Article V of the CMT Covenants)*
- Fill in (with concrete) the gutter in front of the parking pad in front of Bob's unit – *denied; concern that this would interfere with water flow in the gutter and not match the rest of the streetscape in CMT*

Two requests from Bruce Lewis were addressed:

- Add bushes to the landscaping on the outside of the berm behind his unit to provide denser screening, with the costs for plants and installation to be paid for by Bruce – *approved*
- Bruce wants to install a bird house in the planter in front of his unit – *approved*

An inquiry regarding the deterioration of the trim on the awnings was addressed – *Arnold will repair the awnings by removing the white cord trim along the bottom front of all awnings where the cord is separating; this was recognized as a short-term fix; all awnings will be replaced when necessary*

The following process for addressing future homeowner's requests was *approved*:

- Requests requiring HoA consideration will be submitted to Bruce
- If the request is simple/straightforward, Bruce will render a decision following the policies established in the Covenants and Board clarifications
- If the request is more complicated and/or requires application of the Architectural Control policy, Bruce will contact the other Board members via email for their vote
- If the request generates a need for policy clarification, Bruce will call a meeting of the Board to consider

Some of the landscape screening is beginning to thin out on the Common Area berms along Cole Mill Road and Rose of Sharon Road. Landscaping on these berms is the responsibility of the HoA. Bruce suggested that two areas should be targeted soon for additional plants in the berm along these roads – behind Bob Claytor's unit and behind Angie Padgett's unit. Other areas on the berm along Rose of Sharon Road should be considered in the future. These improvements will be dependent on the availability of funding.

## **Clarification of the Obligations of the Cole Mill Townes Homeowners Association Concerning Exterior Maintenance**

Section 2 of Article VI of the Covenants of Cole Mill Townes (CMT) enumerates the specific responsibilities of the CMT Homeowners Association (HoA) regarding exterior maintenance of the units. This section is relatively complete on the scope of these responsibilities. However, five areas are not directly addressed: decks, exterior doors, porch railings, awnings, and parking pads. The purpose of this document is to clarify the requirements of the HoA with respect to these items. Under Subsection f, Section 1 of Article V of the By-Laws of the CMT HoA, which covers the powers of the HoA Board, we assume the duty to provide this clarification.

With respect to the decks at the rear of each unit, the HoA will cover the power-washing, repair, and eventual replacement of these decks, subject to the following rules:

- Power washing for all decks will be done at one time, not on demand by the individual homeowner,
- The homeowner may request repair of their deck, with the final determination as to what work is accomplished left up to the HoA,
- The homeowner may request replacement of their deck, with the final determination as to this need to be decided by the HoA,
- The staining/painting of decks is a personal choice and will be the responsibility of the homeowner, who will bear this expense.

With respect to the front and back exterior doors of the units, the HoA will cover the repair and painting of the external surfaces. The HoA will *not* be responsible for the glass in these doors, per Section 2 of Article VI of the Covenants of Cole Mill Townes.

With respect to the railings on the front porches of the units, the HoA will maintain, repair and paint these railings when it is necessary as requested by the homeowner.

With respect to the awnings over the front porches of the three-story units, the HoA will repair these awnings when it is necessary as requested by the homeowner. Replacement for all awnings will be done at one time, not on demand by the individual homeowner.

With respect to the parking pads in the front of the units, the HoA will assume the responsibility for the maintenance, repair and resurfacing, if necessary, of the original pads. The addition of an additional parking pad will be the responsibility of the individual homeowner, who will bear the initial cost and all future maintenance expenses on these added parking pads. The addition/expansion of a parking pad must be approved by the HoA.

## **Clarification of the Obligations of the Cole Mill Townes Homeowners Association Concerning the Common Area**

Section 1 of Article VI of the Covenants of Cole Mill Townes (CMT) grants the Homeowners Association (HoA) the exclusive rights and responsibilities for the Common Area in CMT. The purpose of this document is to clarify the requirements of the HoA with respect to the Common Area. Under Subsection f, Section 1 of Article V of the By-Laws of the CMT HoA, which covers the powers of the HoA Board, we assume the duty to provide this clarification.

All landscaping in the Common Area is the purview of the HoA, and, generally, additions or removals of landscape plants in the Common Area will be paid for by the HoA.

No changes (additions or removals) to the landscape plants in the Common Area may be made without HoA approval.

If homeowner's request(s) for changes (additions or removals) to the landscape plants in the Common Area are approved by the HoA, the homeowner may be asked to bear the costs for these changes, depending on the nature of the request.

No structures (e.g. fences, playsets) may be placed in the Common Area without HoA approval.