

Cole Mill Townes Homeowners Association Board Meeting

Meeting Minutes

Virtual Meeting Conducted by Email 3/11/2020 – 3/15/2020

Present: Bruce Lewis, Sharon Terry, Angie Padgett

Bob and Joann Claytor have a contract to sell their unit (1103), but an issue about replacing their roof has come up. Bruce Lewis and Arnold Spell both told the Claytors and their realtor that the schedule for replacing the roof on the Cole Mill Townes (CMT) buildings has not yet been established for 2020. They indicated that the order of roof replacement would be determined each year based on the roof with the greatest need. Both noted that in the 2018 assessment of the CMT roofs, building 1100 was judged to have three to five years of remaining life.

In response, the Claytors made the following request, which was brought to the Homeowners Association (HoA) Board for consideration: the Claytors will pay for re-roofing their unit (1103) now, using Collins Roofing Co.; when building 1100 is re-roofed, the HoA will reimburse them for their expenditure.

On Wednesday March 11, 2020 Arnold called Bruce to discuss the Claytor's request. Bruce agreed with Arnold that the Board should approve their request. Since Bruce was out of town, he asked Arnold to seek the opinion of the other two Board members. Arnold did so that day; both agreed to approve the Claytor's request. On Thursday March 12, 2020, Arnold informed the Claytor's realtor that the Claytor's request was approved.

Having now returned home, on Sunday March 15, 2020 Bruce drafted a letter to the Claytors officially informing them of the approval of their request. Bruce sent the draft of the letter to the other HoA Board members for their review. Both agreed with the letter. On Sunday March 15, 2020 Bruce sent the approval letter to the Claytors. A copy of the letter is attached.

March 15, 2020

Bob and Joann Claytor
1103 Blackberry Lane
Cole Mill Townes
Durham, NC 27712

Dear Bob and Joann:

The board of the Cole Mill Townes (CMT) Homeowners Association (HoA) has approved your request to arrange and pay for the roof replacement on your unit (1103), subject to the following conditions:

- the shingles and other materials to be used will be the same as those used on the roof replacement on CMT building 600 in the Fall of 2019
- the roofing contractor you use will be the same as the one who replaced the roof on CMT building 600 in the Fall of 2019
- when the roofs on the other two units in CMT building 1100 are replaced, the CMT HoA will reimburse you for your cost to replace the roof on unit 1103.

Sincerely,

Bruce Lewis
President of the CMT HoA