

Fleetwood Plaza Regime Board of Directors Open Board Meeting

Thursday, May 16, 2019, 10:00am Regime Clubhouse

1. Meeting called to order at 10:00am by Kathy Simkin.
2. A quorum was established. Board members/Officers present were: Jeanette Whitmire (VP), Phil Taylor (Treasurer), Kerry Grant (VP), Kathy Simkin (President), Barry McDowell (VP), Bill Jacobs (VP), Rich Foss, Joe Brashier (Secretary)
3. A motion was made, seconded, and approved to adopt agenda for the meeting.
4. Minutes for the last Board meeting were unanimously approved.
5. Remarks from Kathy Simkin (President): Good morning, Fleetwood! The beautiful weather of spring finds us gathered again to discuss some of the business of our community. Our communal living has expanded to include some new owners and renters recently. We welcome Thomas Gauthier and Ronald Limberg who are leasing unit 901 from Davia Massey for three years. In addition, unit 204 was purchased by Teresa Fitzsimmons and Kimberly Pero from Fred Thomas. Welcome to all these new people. It is our hope that you will feel welcome here and find an area that interests you where you could volunteer.

Today we also welcome Joe Brashier as Secretary for the community meetings. Lori McGann needed to step out of that position. Thankfully Joe did not hesitate to say that he could help out with that. Thank you so much to Joe and all who are volunteering their time for the betterment of our community.

Spring is really a time for rejuvenation. When I checked the definition of rejuvenation, I found that it means “the action of restoring to a condition characteristic of a younger landscape”. This is most definitely what the drainage improvement project is providing for us. It was interesting to observe over the weekend how the rock channels that are completed carry the water efficiently down the banks and away from our homes. We are reminded that in the early history of Fleetwood, the building fronts were not crowded with large shrubs and trees plus flowers that owners planted in the ground. Work continues on the perimeter banks and backs of buildings to make our homes safer. All this is made possible through effective financial planning on behalf of the boards Fleetwood has had and who have protected the solid position we enjoy today.

In addition, we have many volunteers to thank for countless hours of meetings, discussions, and hand-on daily active involvement in this project and so many others. We will hear more about that soon as committee reports are shared.

6. Treasurer’s report (Phil Taylor) was sent to the residents in April 2019. There was no discussion and a motion to approve was made, seconded, and unanimously approved.

7. Board items since the previous meeting:
- 4/04/2019 Approved repairs due to damage to flooring and lower bath in unit 102 at owners' expense
 - 4/07/2019 Denied request for construction of a grill pad outside a unit
 - 4/28/2019 Approved request for leasing of 901
 - 4/29/2019 Approved lease request for unit 1702
 - 5/02/2019 Approved request for parking of a cargo trailer May 9-11
 - 5/07/2019 Issued a fine for lack of submission of a departure notice
 - 5/15/2019 Approved to change the verbiage in the Departure Notice.
 - 5/15/2019 Approved to revert lease numbers from 8 units to 6 units
 - 5/15/2019 Approved to change to electronic voting for annual association meeting. Residents still have the option to use a paper ballot.

8. Committee Reports

Building Maintenance (Bill Jacobs)—There have been problems with getting workers to do work. Especially noted is the topping off of in-ground garbage cans. Drainage work has been efficient. Inside drainage work is nearly complete and outside drainage work is half complete. 1000 Building to be painted once the building is brought up to standard. (see Appendix A)

Clubhouse (Bill Jacobs)- Sherese Rue has taken on general care of the Clubhouse, which has enjoyed good use for a variety of social gatherings. Movie night has been suspended due to lack of interest. (See Appendix B)

Pool (Bill Jacobs)— Opening of the pool is a week behind from last year. A two-foot strip has been painted at the top part of the pool. Bottom needs to be vacuumed and inspected. Yellow ribbon will be moved once it is clear to enter. (See Appendix B)

Grounds (Kathy Simkin)— The entrance to the community has been refreshed with new plants. Looking into other ideas for improvement and waiting to see growth of new plants before adding to existing plants. County extension agent made several recommendations, including the addition of wildflowers to the slopes. Santos crew has spread the wildflower seeds as part of their work, but it will be 60 days before the growth will be evident. This ad hoc committee will meet again next week for further discussion (day and time to be sent in an email). (See Appendix C)

Communications (Barry McDowell) The Fleetwood website has been tweaked a little to make it more attractive as well as more user-friendly. The committee voted to change all voting to electronic voting (with option to do paper ballot as needed). This will start with the September 2019 Annual Meeting. (See Appendix D). In an open discussion, one resident brought up the "Next Door" application as a possibility for use. There was discussion on the Next Door. It was mentioned that use of this by Fleetwood could open up all of the residents to more social media that we want. It should be a personal choice to join Next Door, but not something for the entire community.

Emergency (Bob Hengst) There is no major report. The main issue continues to be when residents leave and forget to fill out the Departure Notice. (See Appendix E)

Financial Planning – no report

Insurance (Larry Simkin) The current coverage can be found on the website under “New and Informational Postings.” One resident asked if we could find out policy costs and changes sooner. As mentioned by Larry Simkin, we are somewhat at the mercy of the insurance carrier’s schedule. At this time new policies are coming out late summer and will be posted on the website. One resident noted that “seepage” is not covered by individual or Fleetwood insurance. Discussion about whether or not cost of policy can be found out sooner

Nominating (Jeanette Whitmire) – 2 Board slots will be open for voting at the September meeting.

Promotion (Dennis Nelson) – This committee has been rolled into Communications committee – Unit 1004 is unofficially on the market, but no other units at this time.

Sewer (Larry Rue) – Occasional problems are caused by build up of soap scum, lard, and grease. There was some blockage last week, but this has been resolved. Reminder to continue to be vigilant about items that go down the toilet (remember to post the signs on toilets).

Snow Removal (Jean Trochet) – no report

Social (Kathy Simkin) – A reminder of the ongoing Walking group and Puzzle group— Movie night has been temporarily suspended and will resume once there is sufficient interest. Birthday celebrations start May 23, and Karen Grochowski will do a water aerobics class after the pool is open. (See Appendix F)

Vista (Larry Simkin) – Some off-property vista issues have been looked at for the 300/400/500 buildings. There is still some tree work to be done. A reminder that on-site issues go through the Grounds Committee (hemlocks near the 1000 building need to be pruned).

Historian (Katy Parisi) – no report

Librarian – no report

Value Enhancement – no report

9. Old Business – none

10. New business - none

11. Questions and Comments – Thanks for following the new yard art guidelines. Window grid removal is progressing well and hopefully all grid work will be done in a timely manner. **The Board has established July 1st as the firm deadline for grids to be removed.** Residents can either remove them on their own or submit an online Building Request for the Building Committee to take care of it. One resident voiced disapproval

of the removal of grid work (feeling that residents were not afforded the opportunity to voice their opinion.) Feels that the Board is acting without regard to the residents). It was noted that only 3 of the 63 owners have expressed displeasure with the decision. It was also noted that a survey taken several years ago showed that 74% saw no need for the grid work.

12. Next open board meeting will be July 3 at 10:00am in the clubhouse.

13. Meeting adjourned at 10:56

Respectfully submitted,

Joe Brashier

Appendix A

Building Maintenance

Progress was made on the outstanding building requests. This has been done as soon as the weather broke in April. There are still open issues that were supposed to have been completed by now. As example topping off of the in-ground garbage cans with concrete caps has not been done yet due to the difficulty of getting a concrete contractor to actually show up and do the work. Also due to the hard time in acquiring local workers the garbage area rebuilds has been delayed.

The inside drainage work is 98% completed. The 2% remaining is to revisit each building and make any corrections/updates that have been discovered during the frequent rains we have had. The outside drainage work is half done. Buildings 100-800 have been done. Buildings 900-1700 are next. During this work behind the 200 and 300 buildings, two wood retaining walls had to be reconstructed due to wood rot and wear and tear.

The front of 501 had to be dug up and water-proofed due to water intrusion into the basement during the Good Friday rain event.

The gutters and downspouts need cleaning again. A work force is being sought to help in doing this. However once again finding workers is hard. The day labor pool at 7th avenue has seemed to have evaporated.

A complete painting and trim/panel overhaul of the 1000 building was started. The contractor who started this job had to be fired due to poor work. A new contractor will be hired to check the poor work and bring it up to "standard" before the building is painted.

The filling of pavement cracks and re-coating of the driveways got hijacked by an overly wet winter and spring. This will be rescheduled as a Summer activity.

Following are the building request completed in the last three months:

Projects done since 2/14/2019	Req. Date	Work Date
101 --> Garbage area entry door badly stuck	12/19/2018 11:19	4/24/2019
101 --> loose gutter	4/19/2019 9:42	5/10/2019
102 --> water after rain	4/15/2019 10:05	4/16/2019
102 --> lattice inserts	3/31/2019 8:53	4/16/2019
102 --> Water seepage	4/21/2019 16:11	4/22/2019
103 --> Grid removal and power washing of balcony and front steps	4/5/2019 13:53	5/2/2019
201 --> Tree limb on carport roof	12/20/2019	3/17/2019
202 --> SAFETY ISSUE BEFORE SOMEONE GETS HURT	5/3/2019 11:21	5/3/2019
203 --> New retaining wall in back	1/10/2019	2/15/2019
204 --> porch attention	4/29/2019	5/9/2019
303 --> New retaining wall in back	4/29/2019	4/30/2019
401 --> grids on front windows	3/23/2019 14:27	5/1/2019
403 --> Carpet Replacement	10/28/2018 17:15	4/16/2019
602 --> Shredded & blistered paint in front bedroom due to rain leak	3/28/2018 0:42	4/22/2019
703 --> Leak in roof on master bedroom balcony, where both roofs meet,	4/7/2019 19:06	4/10/2019
801 --> Garbage door locked request	4/14/2019 20:01	4/15/2019
801 --> Down spout issues	1/2/2019 11:27	4/29/2019
802 --> Loose step on front. Very dangerous if someone steps on it.	3/30/2019 10:45	5/2/2019
901 --> Storage Closet in carport	4/30/2018 14:54	5/6/2019
903 --> Front Door bad out of line	11/30/2018 13:50	3/4/2019
903 --> Sewer Line Blockage	4/14/2019	4/14/2019
903 --> Tree hitting building	2/15/2019	2/15/2019
904 --> Relocate of street light	3/10/2019	3/10/2019
906 --> Water in Basement	12/28/2018 18:29	5/2/2019
1001 --> Relocation of street light	3/10/2019	3/10/2019
1005 --> Ceiling of open porch	10/2/2018 21:14	5/2/2019
1005 --> Stairs	10/29/2018 16:31	4/15/2019
1005 --> Leak in roof	1/7/2019 11:25	5/2/2019
1104 --> leak in ceiling of unit 1102 sunroom	3/30/2018 11:50	3/26/2019
1203 --> guard rail repair	9/24/2018 12:48	4/22/2019
1203 --> Screen rear porch	10/15/2018 9:35	4/22/2019
1203 --> Extend side wall of rear porch to ceiling	10/15/2018 9:33	4/22/2019
1403 --> repair of step and new carpet for stairs and outside front door	8/10/2018 20:06	3/19/2019
1602 --> Basement Flooding from Freon Line entrance at side of building	12/28/2018 18:29	3/11/2019
1500 --> Pool Fence Cleaning	4/1/2018	5/12/2019
1500 --> Pool Tiles	5/20/2018	5/11/2019
1500 --> Pool overflow blocked	5/9/2019	5/13/2019

And following are the outstanding/pending maintenance items:

Project	Req. Date
203 --> Grids to be removed	3/24/2019 14:13
303 --> garden window wall leak	8/1/2018 16:54
303 --> water leak	10/16/2018 10:39
403 --> Porch Screens	3/25/2019 9:30
403 --> Hand rail on steps	3/25/2019 9:50
403 --> Broken Latch to Garbage Area	3/26/2019 16:48
403 --> Replace Porch Sub-flooring	4/25/2019 12:52
404 --> Deck carpet replacement.	12/1/2018 12:55
503 --> Carport Stairs	3/30/2018 17:09
603 --> Splatter of some substance on wall and door of carport	11/4/2018 20:57
702 --> Hinge on trash enclosure door	4/19/2019 6:19
802 --> Gutter replr	12/21/2018 10:48
704 --> rotten wood	6/20/2018 9:08
704 --> garbage area.	9/7/2018 14:32
801 --> Window lattice inserts	3/22/2019 20:08
802 --> Gutter replr	12/21/2018 10:48
803 --> broken and missing trim on bay windows	10/23/2018 16:37
902 --> Rot of door jamb	5/2/2018 21:14
1104 --> Foundation/wall gap in building 1100 northeast corner.	3/30/2018 11:43
1104 --> Downspouts are plugged	5/10/2019 19:01
1403 --> leaks around inadequate outside window caulking, west wall of porch, 4th window (counting from corner nearest pool)	7/7/2018 11:19
1602 --> Some screen panels in our back deck need to be replaced. 10/7	10/7/2018 12:05
1603 --> Garage bin	5/2/2019 9:11
1703 --> Brick Wall	1/30/2019 9:53
1500 --> Pool Wood Deck	4/1/2018
1500 --> Front Entrance Concrete	9/10/2018 13:59

W.E. Jacobs

Appendix B

Clubhouse/Pool:

The clubhouse is in good order. Usage has been normal with daily puzzle time and sporadic movie nights. Sherese Rue has joined the clubhouse committee and will be checking daily for supply usage and general well-being of the clubhouse.

The pool is in the process of being opened. A two-foot strip at the top of the pool side has been painted with a Bikini Blue stripe to deal with the peeling condition of the previous paint. The rest of the pool will be painted at a future date. The opening date has not been established yet. The pool will open as soon as the county inspector does his thing.

W.E. Jacobs

Appendix C

Report for Fleetwood Plaza on Grounds. Prepared by Kathy Simkin
May 11, 2019.

A group of volunteers interested in assisting with the grounds work here at Fleetwood gathered in March to discuss current needs, conditions, and limitations that face our community. As a result of the exchanges in that meeting the following plans were made:

- a meeting with a representative of the county extension office was set
- a "plan" for moving forward with maintaining proper drainage was reviewed
- a refreshing of the area under the Fleetwood Plaza sign at the entrance was outlined
- a concern that some of the plants removed during the drainage project was expressed
- an idea for a bench and attractive planting across from the clubhouse was mentioned

As a result of the discussion, it was recommended that a moratorium on planting anything in the ground was set into motion. This moratorium will remain in place until the end of July at which time it will be reviewed and possibly modified. There exists landscaping fabric in our building fronts where the drainage improvement has been completed. It was agreed that this fabric needs to remain intact for the time being. It was placed under the rocks and mulch for the purpose of keeping weed growth to a minimum.

Currently a search for someone who is an expert on the care of bushes and shrubs continues. The goal is to preserve and care for the bushes appropriately and to trim them properly.

Carolyn MacDowell planted pansies in the pots outside the clubhouse and added some near the water feature. Jeanette Whitmire and Kathy Simkin made a visit to Raymond's and consulted with an employee there about replacing the plants at our entrance where the Fleetwood sign is. The selected plants were put in that area by Santos and his crew.

The County Extension Agent suggested that wildflower seeds could be planted on the perimeter banks and at the circle area. Seeds were purchased at wholesale cost at Eden Brothers (a very interesting place in Asheville) and given to the Santos crew for scattering in bank areas as sections were completed with drainage work. Time will tell since the seeds take 60 days to sprout and produce blooms.

A meeting will be held in a week or so of those interested in discussing grounds concerns. An email will go out to announce the date and time of the meeting.

Communications Committee Report

For the May 16, 2019 Open Board/Officer Meeting

Two items:

#1. Communications Programs

All aspects of Fleetwood's communications program continue as outlined in the March 21, 2019 Open Board/Officer Meeting Minutes.

Additionally, the website has been slightly reformatted to present a more attractive and user-friendly appearance.

#2 Electronic Voting (Ballots)

At the last Open Board/Officer Meeting the concept of electronic ballots (voting), in lieu of paper ballots, for Fleetwood's Annual Meeting was raised. There was an initial positive reaction with no dissenting opinions offered. Since that Meeting the Communications Committee has considered all aspects of such a change. As a result, the following unanimous recommendation is being made to the Board.

Recommendation: That, beginning with the September 2019 Annual Meeting, electronic ballots be utilized for voting.

Background and Discussion:

1. The last two years the Annual Meeting packet has been distributed in electronic form. This has worked very well and has saved money and time.
2. As a result of the success with packet distribution, the suggestion has been made that voting be done in a similar electronic fashion.
3. Advantages would be:
 - A. a higher level of participation from owners (increased voting). Clearly, owners are comfortable with an electronic approach. (As an example, see recent participation experience below)

2017 Annual Meeting (paper):	8 in person + 33 proxy = 41 or	65%
2018 Annual Meeting (paper):	8 in person + 39 proxy = 47 or	75%
Last <u>electronic</u> survey (drainage financing):	55 electronic responses =	<u>87%</u>
 - B. lessened workload for volunteers, etc.
 - C. ease of submittal for owners (instead of having to mail a hard copy ballot)
4. Such an approach is consistent (allowed) with North Carolina law and our own Redbook.

5. There are only four (4) owners who do not use email. They would be provided paper ballots.
6. Paper ballots would also be placed in the Clubhouse for those who choose to use them.
7. As always, people could rescind their “advanced” ballot and use an “in person” ballot at the meeting.
8. Here is a link to what an electronic ballot might or could look like. It is a rough example, not a finished product. Board members should feel free to go ahead, “play with it” and try it... it’s only a working example.
<https://www.surveymonkey.com/r/FLW2M5V>

Communications Committee

Linda Beagles
Joe Brashier
Carol Briggs
Kerry Grant
Bill Irwin
Kenny McGann
Dennis Nelson
Van Wilson
Barry MacDowell, Chair

Appendix E

#1 Ownership of Two Units

The Emergency Committee is recommending the following to address those situations when an owner owns an additional unit, effectively owning two or more units.

Guideline - When two or more units are owned by the same person(s) **AND** the owners/renters are physically present at Fleetwood:

1. The units will be considered as one, single unit for the purposes of Departure Notices and required Winterizing.
2. However, the water shutoff requirement (when any unit is empty over 24 hours) will be applied separately to each unit.

Implementation -

1. When **EITHER** (or any) unit is empty for more than 24 hours, the water must be turned off.
2. When the owners/renters leave Fleetwood for more than 72 hours (essentially leaving all units empty), a combined departure notice must be submitted covering all units.
3. When the owners/renters leave Fleetwood for more than two weeks (essentially leaving both units empty), ALL units must be Winterized.

#2 Consistency of Wording

The current wording of various documents (Departure Form, Rules/Regs, etc.) use different terminology in reference to a one-day absence (which leaves a unit empty). In some places “overnight” is used. In other places “24 hours” is used. The different wording could be problematic in some situations.

After discussion it is believed that a “24 hour” benchmark for an empty unit makes more sense.

Recommendation: Changes all Fleetwood documents to use “24 hours” as the wording and expectation.

Bob Hengst, Emergency Chair
Barry MacDowell, Liaison

Appendix F

Report on Social Events at Fleetwood
May 2019

There is not a specific social committee this year at Fleetwood. However, events take place daily to bring people together. Examples of those include:

- walking group which currently leaves the plaza at 9 AM
- puzzle group at 4 PM at the clubhouse
- movie nights at the clubhouse when interest warrants

The birthday celebrations that have been enjoyed in seasons past are about to launch again. Thank you to Susan Brashier and Nancy Hicks for handling the details involved with those parties. Thanks too to the people who have offered to host these gatherings. The first party for birthdays is next Thursday, May 23rd.

This summer we can look forward to some organized social time in the pool. Karen Grochowski is planning a water aerobics class. More details on this will follow as the pool opens and plans are finalized.

Kathy Simkin