



## Annual BOD Election January 2021

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Due to the ongoing worldwide pandemic the Stephens Grove board along with Hawthorne Managements advisement and State Government guidance, the annual meeting was not held and the election of 3 new board members would be held via mail in ballots.

- The ballots were mailed out and residents were requested to return the ballots to Hawthorne Management by January 29<sup>th</sup>.
- Election for the 3 open spots on the BOD

There were 27 ballots returned which did not meet the number to obtain a quorum. Since there was no quorum, the majority of the remaining board members have the authority to appoint new members to the vacant seats for the same term as if they were elected.

The remaining board members have appointed Jason Ehrlich, Shannon Waterman and Amy Patz for 2-year terms.

The newly formed board will meet in February in an executive session to select their roles and responsibilities.

The next BOD Meeting is tentatively scheduled for Monday March 22nd 2021 at 7PM at the clubhouse. We will plan to meet outdoors to allow for social distancing. Look for further communication regarding this upcoming meeting.



## Board of Directors Meeting Minutes March 22, 2021

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Attendance:

BOD Present: Bob Brethen, Shannon Waterman, Jason Ehrlich, Kathryn Plunkett, Amy Patz

BOD Absent: none

Hawthorne Management Present: Cass Shapard (via phone)

7:05pm Meeting called to order

7:05pm Old Business -

Bathroom Update

- Renovation to start 3/23 and take approx. 1 wk. to complete

Pergola Update

- Pressure washed; old boards replaced

Pool Renovation

- New tiling swim lanes, new copings
- Question whether swim ladders repaired-Team to look into

7:10pm Financial Review

- Solid financial shape moving into 2021
- Review of 2020 expenses (see page 3)

7:25pm New Business –

Pool motor replacement

- Main pump went bad, replacing 3/23/21

Pool Opening

- Pool to open May 15 through Sept 12

Numbers for pool

- Based on current COVID rules: Deck capacity 50% (about 70 people), Pool 10% (about 40 people)

Swim Team

- Starts May 15, 39 swimmers registered so far
- Planning ongoing with consideration of ‘virtual’ meets
- Expand deck capacity to 130 people for meets to include swimmers and volunteers but likely not parents
- Discussed possible addition of second gate near baby pool to allow improved access/social distancing for swimmers lining up for events. This would only be used during meets.
- Practice schedule 530-630 <10 yrs. old, 630-730 11+ yrs. old



## Board of Directors Meeting Minutes March 22, 2021

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- Board to discuss allowing non-Stephens Grove children to swim

7:40            Open Forum

- Concerns raised regarding light strand across MacLauren: safety concern for first responders, aesthetically unappealing to some. This is a Town of Huntersville issue since it is a public street.
- Streets noted to be dark in areas: advised residents to contact Energy United or Town of Huntersville with pole number for light replacement. Can also email Cass/Hawthorne Management.
- Resident inquired about flooding near clubhouse due to irrigation leaking. Smart water lines had been damaged but have been repaired.

7:50pm        Committee Reports - None to report

8:05pm        Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on April 26th, 2021 in the Stephens Grove Clubhouse.



## Board of Directors Meeting Minutes March 22, 2021

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### **2020 Expenses**

#### **Pool**

- Pump Seals in main and baby pumps - \$575.00
- Pool Cover anchors replacing - \$850.00
- Ladder anchors for back left ladder - \$800.00
- Filter Sand change for 3 filters (one completed in 2019) - \$1400.00
- VGB Equalizers (10) (required by NC every 5 years) - \$680.00
- Acid Wash of pool surface - \$1800.00
- Fix underwater pool lights on the left side of the pool as you walk into the pool area. The lights work, but the circuit breaker trips – need seals replaced – \$910.00
- Pool Plaster (quartz) – contract signed - \$63,000.00
  - Included new travertine coping, waterline tiles, swim lane tiles
- Evaluate the tables at the pool for replacement
  - Two need replacement
  - 6 new tables and 16 chairs - \$4300.43
- Create more shade at the pool
  - 8 new umbrellas with stands - \$1436.85

#### **Landscaping**

- Remove dead bushes and plant new by the pool parking lot - \$1315.00
- Remove two trees growing over the clubhouse roof, plant two grasses - \$450.00
- Remove dead cherry tree on the isle (Cathness)
- Remove two metal posts by parking lot and tennis court
- Relocate the bike rack
- Update landscaping - Cathness entrance - \$1250.00
- Plant rose bushes on the left side of the Birchwalk entrance - \$330.00
- Irrigation repair - \$650.00 (yearly maintenance)
- Replace walkway timbers - \$4500.00
  - Re-use old timbers for wall behind basketball court, replace rotted timbers at playground - \$953.47
- Trim two trees in front of Clubhouse - \$500.00



## Board of Directors Meeting Minutes March 22, 2021

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### **Tennis and Basketball Courts**

- New tennis court wind screen, one with Stephens Grove logo – \$530.00
- Tennis Court and Basketball Court resurfaced – \$19,594.00
- New (2) basketball hoops - \$1200.00
- New (2) basketball padding - \$278.82
- Installed lock on Tennis Court gate - \$2092.94

### **Clubhouse**

- Paint interior of the clubhouse – \$530.18
- Power washed the exterior of the clubhouse and clean the gutters – \$475.00
- Paint the cupola

### **Miscellaneous work completed**

- Paint Stop Line at Cathness and Stephens Grove Lane
- Replaces rotted boards on the walk way bridges (boards donated)
- Replace rotted boards on the picnic bench located by the playground (lumber donated)
- Signage on Cathness and Birchwalk – \$1270.12
- Paint the 2 benches at the playground
- Reserve Study update - \$3200.00
  - Original study completed in 2011



## Board Of Directors Meeting Minutes April 26, 2021

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### Attendance:

BOD Present: Bob Brethen, Jason Ehrlich, Kathryn Plunkett, Amy Patz, Shannon Waterman

BOD Absent:

Hawthorne Management Present:

- 7:02pm Meeting called to order
- 7:02pm Approval of the previous month's meeting minutes; completed via e-mail.
- 7:03pm Financial Review
- Reviewed Financials, quiet month; income coming in as budgeted
  - Various expenses, see below under Old Business
- 7:05pm Old Business -
- Bathroom Reno Update**
    - await partitions and flooring installment
  - Pool motor and seals replacement**
    - \$3000.00 - completed 3/23
  - Pool Updates**
    - Opens Sat May 15 @ 1100, hours to be posted/shared
    - Can plan/pay in advance to keep open from 9-10pm (pay for lifeguard) 25 ppl/guard
  - Swim Team Updates**
    - June 22 @ Latta, July 7 @ SG (2 swim meet)
    - Capacity of 145 on deck
    - No concessions for safety, considering food trucks
- 7:15pm New Business –
- Review pool cover estimate**
    - quote is \$8000 (typically \$10-12k) - Approved
    - not billed until August (after dues collected)
  - Pool Pole lights**
    - Check functionality
  - Vaccine Clinic**
    - Yanicko family has offered to host clinic
    - minimum of 20 people needed
    - Advertise via social media



Board Of Directors Meeting Minutes  
April 26, 2021

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**Stephens Preserve**

- Town of Huntersville working on parking solutions  
between Cashion Rd and Stephens Rd

7:30pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on June 28th, 2021 in the Stephens  
Grove Clubhouse.



## Board Of Directors Minutes July 26, 2021

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Attendance:

BOD Present: Kathryn Plunkett, Shannon Waterman, Bob Brethen, Amy Patz, Jason Ehrlich

BOD Absent: none

Hawthorne Management Present: Cass Shapard

7:06pm Meeting called to order

7:06pm Approval of the previous meeting minutes - April (via email).

7:07 pm **Financial/Budget Review:**

- numerous maintenance items occurred this year (repairs, etc.)
- following guidelines for reserve study, placed \$42,700 into reserves
- New pool cover \$8k, pool perimeter lights moving to LED \$3800
- July dues collections pending

7:17pm **Old Business:**

- Pool rental modifications- no pool parties after 11pm
- AC repairs \$1,233.38 (refrigerant line broken)
- Baseboard repairs in clubhouse- Cass to follow up w/flooring co.
- Irrigation/leak repairs- repairs in process

7:20pm **New Business:**

- Review Pool Management contract: Contract with Swim Club Management up 2021, typically 3-year contracts. Need company estimates (Trident, Aquatech, Swim Club Mgmt) and to decide whether we stay with SCMG
- Facility Needs/Updates:
  - **Arlo cameras:** new cameras operational to monitor playground
  - **Pole Lights** TBD Wed 7/28 LED lights on perimeter
  - **Pool lights** (underwater) Light ring to secure (no cost)
  - **Basketball hoop-** Needed a part to install hoop, spacers to prevent further breakage
  - **Cracks in tennis court-** Company denies fixing current cracks. Next time take before and after pictures. Wait until spring to repair (after winter)
  - **Trashcan quote** from Byrd's group- landscapers would manage trash. Expense approved
  - **Vents for bathrooms-** humidity high in bathroom, over time wear on paint/walls, etc. Contractor recommended additional vent





Board Of Directors Minutes  
July 26, 2021

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8:00pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on August 24th, 2021 in the Stephens Grove Clubhouse.



## Board Of Directors Minutes August 24, 2021

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Attendance:

BOD Present: Bob Brethen, Amy Patz, Shannon Waterman, Jason Ehrlich

BOD Absent:

Hawthorne Management Present:

7:00pm Meeting called to order

7:00pm Approval of the previous month's meeting minutes (done via email).

7:01pm **Financial Overview**

- all expenses up to date
- as of 07/31/2021 over \$25,000 in HOA dues are late

7:05pm **Old Business -**

- 2 LED pole lights out to be replaced (covered under warranty)
- approved trashcan quote - \$1,300
- basketball backboard hoop replaced - fixed
- under water pool lights fixed

7:05pm **New Business –**

- **Pool Management Proposal:** Swim Club Management, Aquatech, Trident proposals pending
- unprecedented shortage of lifeguards (pandemic, return to college) has made us alter hours and brought up question of “swim at your own risk” options
- if we consider pool hours without lifeguards, need to consider who would lock up, clean bathrooms, secure furniture. Also, consider who would enforce the rules and the liability costs.
- What would pool access look like? Magnetic key cards are costly and who would police?
- Look at what other neighborhoods are doing
- **Landscape Company:** renewed contract for 2022. Need to give 90 days notice before end of contract (revisit in May 2022)
- **1-800-Junk:** need to clean out pool closet to make room for furniture. Or Jason E might be able to find a trailer and take to dump
- **Arlo Camera:** working on access for BOD members to help monitor



Board Of Directors Minutes  
August 24, 2021

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- **Halloween 2021:** Review Trick or Treating move to Saturday  
10/30 vs 10/31

7:37pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on September 27th, 2021 in the  
Stephens Grove Clubhouse.



## Board Of Directors Minutes September 27, 2021

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### Attendance:

BOD Present: Bob Brethen, Amy Patz

BOD Absent: Jason Ehrlich

Hawthorne Management Present: None

7:00pm Meeting called to order

7:00pm Approval of the previous month's meeting minutes (completed via email).

7:01pm **Financial Overview**

- No review

7:05pm **Old Business -**

- **Pool Management Proposal:**

Swim Club Management group (3 year contract)

Aquatech (2 year contract)

Trident (1 year contract)

Trident has taken management of the pool as of Oct 1<sup>st</sup>. SCMG notified Hawthorne Management that they pulled the contract submitted and were not going to re-bid.

Amy - motion to accept Trident contract, second by Bob, passed 3 – 0. Shannon provided proxy vote to accept Trident.

7:25pm **New Business –**

- No new business discussed

7:27pm Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on October 25th, 2021 in the Stephens Grove Clubhouse.