

**CAMDEN PARK, INC. (CPI)  
BOARD MEETING  
9:30 AM, THE GATHERING PLACE**

January 18, 2022  
**MINUTES**

**PRESENT:** Members of the 2021 Board: Dan Freehling; Lee Grier; Doug Lamm, Larry Newlin; Judy Thomas; and Keli Allen, HRW Community Manager.

Terry Smull, Engineer with Giles Flythe to discuss Reserve Study.

**THE MEETING WAS CALLED TO ORDER AT 9:30 AM** by President Dan Freehling

**CONSENT REPORT:**

Consent Agenda including approval of the December 21, 2021 minutes and approval of non-controversial covenants and landscape applications.

**MANAGEMENT REPORT, HRW** – Keli Allen, HRW Community Manager

The financial package information reflects reporting through December 31, 2021.

Balance Sheet				
Account	Balance	Notes & Recommended Board Action		
Operating Cash	\$150,985			
Reserve Funds	\$512,518	\$3836 Reserves NSB MM \$72,118 Reserves PPB MM \$98,644 FIB MM Remainder-staggered CDs		
Accounts Receivable	\$9194			
Accounts Payable	\$0			
Prepaid Balances	\$27,936			
Net Operating Income or Loss	Monthly Net Income \$741	YTD Net Loss (\$28,782) \$5,349 YTD operating income (\$34,130) YTD reserve loss		
Income Statement				
GL Acct #	GL Description	Actual	Budgeted	Explanation of Variance
YTD	Administrative	\$6013	\$6500	Under annual budget \$487
YTD	Community Events	\$0	\$500	Spring and Fall brunch were cancelled due to COVID this year and not spent
YTD	Insurance	\$2439	\$3310	\$871 under budget
YTD	Utilities	\$97,001	\$98,248	Under annual budget \$1247 overall
YTD	Landscaping	\$256,131	\$270,952	Under budget \$14,821; used less mulch but did go over in tree maintenance. Board authorized excess mulch to be applied to sidewalks before using reserves

YTD	Contracted Services	\$1200	\$1200	Within budget; for pest control services
YTD	Repair & Maintenance	\$46,677	\$35,700	Over annual budget \$10,977; this was covered by excess budgeted mulch
YTD	Professional Services	\$25,897	\$22,600	\$3297 over budget of which is related to legal services re: maintenance
YTD	Reimbursable Services	\$6725	\$0	This is billed to owner's account; also show as an income so no impact to budget
YTD	Taxes	\$4946	\$2000	Exceed annual budget \$2946
YTD	Reserve Contribution	\$101,914	\$101,914	Full amount transferred from operating to reserves

As always, please contact me with any questions you may have regarding the enclosed information or any other matters related to your community. Thank you for allowing us the opportunity to provide management services for your Association!

**PRESIDENT'S REPORT** – Dan Freehling

Dan raised how does an owner report an emergency. Keli shared that all emergencies should be reported directly to Associa by calling the main office number at 919-787-9000. If an owner calls outside of business hours, the owner will be directed to the Emergency Call Center if there is a maintenance emergency. Manager on-call will be contacted and reach out to the owner for details to determine how to proceed with assistance.

**COMMITTEE REPORTS:**

**STREETS, UTILITIES & FACILITIES COMMITTEE** – Lee Grier, Chair

- Plans to repave N. and M. Avery (Raleigh Paving); consideration to do one row vs. two
- Plans to sealcoat S. Surrey and N. Pender (A&E Paving)
- Monthly plans to repair sidewalks, walkways and stairs
- Gazebo's plans are under way to examine/repair the roofs
- Discussion on process to report streetlight issues
- Discussed the need to communicate to homeowners about sewage issues
- Report in February on:
  - water meter and power box issues
  - ways to improve safety on certain walkways
  - power to gazebos
  - Potential vendor lists
  - Speed monitor

**TREASURER'S REPORT** – Doug Lamm

The board reviewed the year-end financials as presented by Keli.

**ARCHITECTURAL & COVENANT CONCERNS** – Judy Thomas, Chair

The committee reviewed two requests for modifications and one potential issue.

1. Modification of Courtyard Wall at 9 Bladen:

The McCraw family, new residents at 9 Bladen, requested approval to alter the east courtyard picket fence to establish a rectangular courtyard. The current fence is set diagonally and diminishes the courtyard. They will match the new fence to the existing one. The fence adjustment will enlarge the courtyard on their property and will be harmonious with other courtyards on the street. Neutral stone pavers in Champlain Gray will be installed in the courtyard and along a pathway from the courtyard gate to the driveway. GM Stonework and Landscaping, recommended by Fearrington Village Real Estate, will do the work. The committee had no objections and suggests approval.

## 2. Replacement of Roof at 3 Caswell:

The roof at 3 Caswell is in disrepair and in need of replacement. The resident, Ann Polk, wishes to have the repair done as soon as possible due to weather concerns. She has engaged a local roofer and selected architectural shingles by CertainTeed Landmark Series in Georgetown Gray as recommended by the Camden Park Board. There does not appear to be any issue with this application, and the committee suggests approval.

## **LANDSCAPE** – Larry Newlin, Chair

Leaf season was prolonged this year due to warmer and drier weather. The protocol for leaf blowing was changed to reduce debris blown on siding. Next year we hope to have an informal conversation prior to leaf season between interested residents and Jen Broughton of Evergreen Partners to answer questions and discuss concerns.

We had one landscape change request which was approved.

Travis Black, our Bartlett Tree Experts rep, will meet with the committee on January 26. The week of the 24th Bartlett will be pruning every other Willow Oak on or near West Camden, the street.

The West Camden pruning will generate about 5 truckloads (50-60 cubic yards) of wood chips. Sixteen volunteers will replenish wood chips along East Camden. Wood chips enhance microbial activity in the soil and help keep our trees healthy.

This winter (date TBD), Bartlett will apply Boost NK Liquid 20-0-6 in South Camden to red maple, willow oak, magnolia, leyland cypress, and crepe myrtle trees in the common areas. Also this winter (date TBD), they will treat willow oak, red maple, poplar, and cherry trees with horticultural oil throughout the Camdens to help smother overwintering insects. Horticultural oil is an approved organic method of suppressing damaging insects.

Mulching by Atlantic Mulch will begin in February and should take a month to complete throughout the Village. They will flag those residences that have opted out of mulching. They have been instructed to apply a thin layer to help minimize thatching issues with the triple shredded hard mulch.

As part of Greenview's 4-step application lawn care program, they (TruGreen as subcontractors) are scheduled in Jan-Feb to apply 15-0-5 Urea based fertilizer with .29 percent Prodi amine (pre-emergent); post-emergent weed control as needed. I do not anticipate the post emergent will be needed with this application.

The committee is exploring ways to improve communication with Camden Park residents. We would welcome residents' suggestions.

## **OLD BUSINESS:**

Dan will be finalizing the Welcome Book revision pages, so they can be distributed.

## **NEW BUSINESS:**

The board reviewed the current Reserve Study with the engineer and talked about having a paving study completed. A study was done in 2015 to identify current condition with core samples and Giles-Flythe drafted specifications for the board to use in obtaining bids for the roads. The alleys in the previous paving study is almost complete. The Reserve Study will be updated after a new paving study is completed to outline which roads or alleys to be completed in each phase going forward so board can budget and plan accordingly.

Giles-Flythe will prepare an estimate for having a new paving study completed for board review.

There was much discussion about common area water/sewer line repairs to be built into the study as the infrastructure ages. Keli looked at history and provided cost of plumbing repairs over the last ten (10) years. Lee shared current situation and cost associated to repair the problem. Dan motioned revising study to include \$10,000 every two (2) years for common area water/sewer line repairs. Lee seconded. Motion passed to update study and change this line item from \$7500 every five (5) years to \$10,000 every two (2) years.

## **NEW RESIDENTS/HOMEOWNERS or RENTERS**

- Edward McCraw, 9 Bladen, closed November 10<sup>th</sup>
- Gabrielle Gay, 22 West Madison, closed November 29<sup>th</sup>
- Ann Polk, 20 Yancey, closed December 8<sup>th</sup>
- Maria Antonieta, 4 Yancey, closed December 13<sup>th</sup>

## **THE MEETING WAS ADJOURNED AT 12:35 PM**

## **NEXT CAMDEN PARK BOARD MEETING:**

February 15, 2022 – Tuesday – 9:30 AM – Gathering Place – small room