

Wednesday, November 18, 2020

CCHOA is managed by Cedar Management Group (CMG). Contact information:  
Email: support@mycmg.com, or call 704-644-8808.

**\*\* MINUTES ARE AVAILABLE ONLINE AT CHALCOMBECOURT.COM. \*\***

**Due to Covid-19 there were no Board meetings in March, April, May, June, July, or August 2020.  
Permitted as noted in By Laws, Section 5/11 (b) bi-monthly meetings (i.e. six per annum)**

### **I. Call to Order**

The meeting was called to order at 6:30 p.m. Board members Mary Ann Hubbard, David Goodrum, Carol Ann Roberts, Ronnie Armeen, and Gail Stewart were present. Nicole DeRiso, our Cedar Management Group Community Team Leader, was also present.

### **II. Reading and approval of prior meeting minutes: (Contact CMG to request Minutes by email.)**

The Minutes from the meeting held on October 28, 2020 were read and reviewed by all Board members present. After a motion by Ronnie Armeen and seconded by Carol Ann Roberts, the Minutes were approved by all Board members.

### **III. Treasurer's Report**

The treasurer's report was presented. **For the month of October 2020: revenues:** \$28,866; **expenses:** \$28,475; and **net gain:** \$391. **Year-to-date through October 2020: revenues:** \$292,105; **expenses:** \$315,599; **net loss:** (\$23,490); and **total cash assets:** \$104,325.76. Residents may request a copy of the report by contacting CMG for a request form. The completed form indicating the reason for review should be returned to CMG. Following Board approval of the request, the audit report will be mailed or emailed to the requesting resident(s).

**Insurance Update:** The master insurance policy premium for the period covering November 17, 2020 through November 17, 2021 is \$46,173.67. Due to our large number of claims for water damages in our community, our master policy has a \$15,000 deductible for covered water-related claims and a \$5,000 deductible for all other covered claims. It is very important for homeowners to maintain/replace relevant appliances as needed. We highly recommend that each homeowner have condo insurance that will protect you for these amounts should you have water or other damage in the future.

### **IV. Standing Committee and/or Special Topics Reports (Chairpersons, please let a Board member know if you have a report.)**

**A. Pool and Clubhouse** – Bunny Patelos and David Goodrum, co-chairpersons. For pool issues call Mike Molle at Aqua Tech (704-975-2530).

1. Pool Keys – Only one pool key is issued per condo. If you need a pool key contact CMG. New keys are \$8.50, and replacement keys are \$25.

Pool key replacements must be picked up from the CMG office. They will not be mailed.

2. Pool Volunteers – Needed daily during the summer to make sure that chairs and umbrellas are properly arranged and that the pool gate is locked.
3. Clubhouse: Contact CMG to reserve the clubhouse. A \$125 deposit is required.

**B. Landscape and Grounds** – Trimming of shrubbery is on-going. Residents are reminded to sweep entrance areas and stairways.

**C. Welcome** – Contact CMG for welcome packages and parking stickers/pool keys.

1. Guest parking – Residents are requested to encourage visitors to park in areas away from the buildings. Overnight visitors must display a visitor's tag on the visor of their vehicle. Please consider speaking with neighbors to resolve visitor parking concerns.
2. Auto Violations – All residents' vehicles must have a CCHOA sticker, or your car is at risk of being towed at the owner's expense. Our towing company is Dellinger Wrecker Services.
3. Parking – **All residents must obtain a resident parking decal from CMG. The decal must be placed on a window in your car so that it can be easily seen from the outside.** Please park straight and next to the other parked cars so that the distance between cars is not excessive. Parking places in front of the buildings are most in demand, so please do not waste parking space. **Visitors are to park away from the buildings.**

D. **Rules & Regulations** – All residents are responsible for reading and following the Rules and Regulations and covenants governing Chalcombe Court. You may obtain a copy from CMG by calling 704-644-8808 or sending an email request with your email or mailing address.

E. **Safety – Remember to lock your vehicle and remove any items from sight.** CMPD works with the community regarding safety issues and updates, and officers attend community meetings to keep residents informed. Officer Brian Sudimack is the Community Coordinator for CMPD Response Area 1. **Remain vigilant, and report suspicious activity by calling 911. Lock vehicles and keep belongings out of sight. If you plan to be away overnight or for an extended period, notify a neighbor and consider leaving a key. Also consider canceling newspaper delivery or have a neighbor collect your papers. Leave deck/patio lights on at night. Keep entrances cleaned up. Report lights out to CMG.**

## V. Old/Unfinished Business

A. **Pool/clubhouse update:** Aquatech Pool Management Company takes care of pool maintenance and treatment.

B. **Water/roof issues: Reminder: Owners are responsible for exterior holes cut in building for hot water heater vent and will be billed if this occurs. Use flexible venting pipes attached to the water heater. IT IS RECOMMENDED THAT WATER HEATERS MORE THAN 10 YEARS OLD BE REPLACED. IT IS ALSO RECOMMENDED THAT RESIDENTS ALSO INSTALL AN OVERFLOW TRAY AND CUT-OFF SWITCH IN CASE OF A LEAK FROM THE WATER HEATER. FOR SECOND AND THIRD FLOOR UNITS, A HOLE AND PIPE SHOULD BE INSTALLED FOR ALLOWING WATER OVERFLOW TO RUN THROUGH THE PIPE TO THE GROUND. IF YOU INTEND TO MAKE SUCH AN INSTALLATION, YOU WILL NEED TO CONTACT THE BOARD FIRST. AS A REMINDER, NO LARGE HOLES IN THE BUILDING ARE PERMITTED.**

C. **Violations:** See New Business.

D. **Roof warranty:** Attorneys have been contacted for investigation and resolution of unpaid warranty issues.

E. **Condos for sale:** See your realtor. **Contact CMG FOR BOARD APPROVAL FOR OPEN HOUSES TWO WEEKS PRIOR TO THE EVENT.**

G. **Special Assessments History:** **2020:** \$45,000 for the second phase of repaving the parking lot. **2019:** \$45,000 for repaving the parking lot. **2018:** \$45,000 for unusual expenses was approved at the June 2017 annual meeting. **2017:** \$45,000 for unusual expenses. **2016:** \$45,000 for carpentry repairs and repainting of all buildings. **2015:** 10% increase in dues. **2014:** \$15,000 to offset the large expenditures over the last year resulting from water leaks, to be paid during the months of August, September, October, November, and December of 2014. Also a 10% increase in monthly dues. **2013:** \$30,000 for new exterior lighting on all buildings, to be paid from April through December. **2012:** No special assessment; monthly regular assessment dues increase of 5%. **2011:** \$45,000 for water leaks in several buildings, pool gate and fence replacement, and reserve for additional helical piers for stability at building 5001. **2010:** \$45,000 for repair of pool operations room and the stabilization of the foundation of building 5001. **2009:** \$25,000 for pavement and \$15,000 for the repair of the pool (total pool deck: \$31,010). **2008:** \$40,000 for paving (total paving cost to date: \$23,000). **2007:** \$40,000 for paint (total cost: \$151,458). **2006:** \$61,000 for roofing/various. **2005:** None. **2004:** \$47,000 for sink hole at 5009.

## VI. New Business

A. **Pool/Clubhouse:** Cleaning the clubhouse (\$40). Smoking will no longer be allowed at the pool and surrounding area. The clubhouse may be reserved with a deposit of \$125 and a signed agreement prior to use. Deposit is refunded upon satisfactory post-inspection and return of the clubhouse keys.

B. **Water/Roof Issues:**

**PLEASE BE RESPONSIBLE AND HAVE YOUR HVAC SYSTEM AND WATER HEATER INSPECTED ANNUALLY.**

The Board sent a letter to all homeowners requiring all to send to CMG a copy of their HO6 insurance information or a copy of their declaration. Homeowners are reminded to take care of maintenance and/or replacement of water heaters and air conditioning systems. Too many leaks have been occurring at Chalcombe Court, causing a risk that our Travelers master insurance policy will be dropped. This would have consequences for homeowners with or without a mortgage. **The master policy is intended for use to cover catastrophic events; it is not intended to cover homeowner maintenance and repair.** Please be responsible residents and homeowners. It is recommended that HVAC systems and water heaters be inspected on a yearly basis and replaced if older than ten years. Residents are reminded to report water/gutter issues to CMG.

C. **Carpentry/painting/electrical:** Repairing fence gates at the compactor (\$997.43). Relacing light fixture on building 5003, including bulbs (\$311.03). **IT IS THE RESPONSIBILITY OF EVERY HOMEOWNER TO CLEAN OUT THE CLOTHES DRYER VENT ON A REGULAR BASIS.** Report any exterior lights burned out to CMG.

D. **Gutters:** Note that 5" gutters do not support the NC storms of recent years. All gutters will be replaced with 6" gutters as the budget allows and depending upon Board approval at the time. Gutters will be cleaned as the budget allows.

E. **Financial:** The Board continues to explore cost-saving measures for our regular expenses and other costs, and CMG continues to inform us of all bills prior to payment in order for the Board to make decisions regarding payment by installment during months that include multiple/unusual expenses. Past-due statements are sent to homeowners in delinquency; as necessary, delinquencies may be turned over to attorneys.

A motion was made by Mary Ann Hubbard and seconded by Ronnie Armeen that, going forward, any homeowner who becomes delinquent in paying monthly dues twice within a one-year period will receive a late-notice letter from the Board. Homeowners are responsible for ensuring that dues are received by CMG between the 1st and the 15th of each month.

1. Per the 10% increase in 2021 dues, the dues beginning January 2021 will be as follows:

Unit Size A: \$254.04

Unit Size C: \$299.67

Unit Size B: \$278.38

Unit Size D: \$349.67

2. The following statement appeared in error in the October minutes. As explained in E. 1. above, there can be no special assessment in 2021. Therefore, the motion is moot. A motion was made by Mary Ann Hubbard and seconded by Gail Stewart to recommend a special assessment for 2021 in the amount of \$45,000 to complete the paving project. The special assessment will be presented and voted on at the next annual meeting.
3. Our next application for FHA re-certification will be due in July 2021.
4. **There are currently 29 active rental units (30%) and 43 investment-owned units (44%), as far as the Board is aware.**
5. Future special assessments may cover replacing all siding on chimneys with Hardie-Plank due to weathering issues, roofing, landscaping at Sharon View entrance and compactor area, and purchasing bird-bath type fountains for the courtyards.
6. In April 2012 we began making a monthly transfer of \$2,170 to a money market account for the purpose of reserve allocation. Beginning in September 2014, an additional \$3,000 will be transferred from the operating budget to the money market to build up some of the losses incurred due to water repairs.
7. Master Policy agent: Mirza Shirazi: 704-369-5270 for any master policy queries or requests. Deductible is \$15,000/\$5,000. See IV. Treasurer's Report on page 1 for more details.

F. **Rules & Regulations/Violations:** Board members regularly inspect the property for violations. Letters will be sent for violations. A specified number of days will be given to correct the violation. Examples include for rent/sale sign on display, extra lights on porches, excess patio items, bicycles and/or strollers stored outside, curtains/shades on decks and patios, non-full view storm doors, company trucks, loose pets, and non-white window treatments. Other common violations are excessive noise disturbances, barking dogs and/or owning dogs weighing in excess of 25 pounds, and rental lease contracts not submitted. Letters and/or fines were approved for violations currently identified. **Rules and Regulations booklets are available through CMG.**

G. **New Violations:** Placing plastic bags in a recycling cart; failing to break down cardboard boxes; flashing lights on balcony railing.

H. **Cedar Management Group (CMG):** Nicole DeRiso is our community team leaders from CMG. When calling CMG, ask for **Cedar Management Support**, identify yourself by name, indicate that you live at Chalcombe Court, and give your condo address. You may email service requests to support@cedarmanagementgroup.com.

I. **Open House Requests:** Call CMG or email support@cedarmanagementgroup.com to submit an open house request. Requests should be made at least two weeks prior to the OH date. **Signs are to be posted no earlier than noon the day before the open house and removed at the end of the open house schedule.** One sign with balloons at each entrance is allowed and one directional sign near the property. ARC form for Group Open Houses must list all participating realtors/owners. **No "For Sale" or "For Rent" signs are allowed** on the property or in windows/sliding glass doors.

J. **Landscaping:** Replacement of courtyard shrubs and/or trees will be considered after all buildings have been painted. Long-range plans call for the removal of trees and wisteria behind the dumpster area. The area will need to be sprayed one year before adding plantings. Replanting trees along Sharon Road has also been added to the long-range plan. The estimated cost is \$6,780 and may involve a future special assessment.

K. **Acme Pest Control:** To request an interior treatment to your condo, call Debbie 704-660-7001. Identify Chalcombe Court as the community, give your name and condo address, identify your specific pest problem, and request the next quarterly visit date. The cost to residents is \$45. Payment by cash or check must be made at the time of treatment. **Please report signs of termites/pests causing potential or real damage as soon as possible to CMG.**

L. **Fountains:** Replacing light bulb (\$51.45).

M. **Compactor/Trash:** Removing dead deer and cleaning compactor area (\$130). Residents are reminded to use the compactor appropriately. Only bagged trash or **flattened cardboard** (if too large to be recycled) is appropriate. **No boxes, furniture, computers, plants, renovation materials, screens, or other household items should be left in or near the compactor area.** Please do not throw bags from your vehicle. Use the key to compact the contents. Keep the compactor area clean and free of debris; cleanliness increases property values.

N. **Architectural/Structural/Property:**

*Residents are reminded that when replacing windows and sliding glass doors and other patio/deck doors, the design must be the same as originally installed.* No privacy shades or fans other than a ceiling fan are allowed on decks/patios. An ARC form must be submitted for a ceiling fan two weeks in advance of the installation. **Use of portable storage units, moving and storage vehicles, or other mobile units must be approved by the Board, and requests should be submitted two weeks prior to the scheduled use date. The unit or vehicle must not remain on the property for more than a few days.** ARC forms are available from CMG. Residents are responsible for keeping doors and trim painted as needed. Foreman Paint Company purchased the exterior paint at the Sherwin Williams store located at McMullen Creek Shopping Center. The colors are: "Stone Lion" SW #7507 duration flat paint (siding), "Polar Bear" SW #7564 high gloss paint (trim), and Seal Skin SW #7675 high gloss paint (doors).

O. **Leases:** All rental condos must have a lease on file with CMG. A one-year minimum lease is preferred.

P. **Storage Room Leases:** The rental fee for a storage room is \$150. Contact CMG to get on the waiting list.

Q. **Administrative:** **Residents are reminded that, if a repair request is communicated to CMG or to a Board member and the repair is later determined to be the homeowner's responsibility, any charges that result from the investigative contractor and/or subsequent repairs will be billed to the homeowner. Please refer to Article III, Section 3, "Description of Units" and Article VII, "Maintenance, Ordinary Repairs, and Alteration to Common Areas." Both articles cover homeowner responsibility.**

Residents must contact CMG for HOA-covered repair and service requests, and these must be approved by the Board.

**Residents are reminded to pay dues by the 1st of every month.** If received by CMG after the 15th, a \$20 late charge will be levied. *Please consider setting up an automatic draft plan (ACH) to avoid future late fees.*

R. **Recycling: IF THE RECYCLE CARTS ARE FULL, PLEASE USE THE COMPACTOR INSTEAD. NOTHING SHOULD BE LEFT ON THE PAVEMENT OR ON THE GRASS.** Use paper bags or a reusable container to collect your recyclable materials. **Plastic bags should NOT be placed in the bins, and boxes should be flattened. Large boxes should be broken down, folded, and placed between the bins on the right side of the gate and the fence.**

S. **Parking:** Towing signs are posted at both entrances to the property, and towing is enforced. **Be sure your vehicle has a current CCHOA parking decal.** Please remind visitors to park in the spaces away from the buildings. Overnight visitors must have a CCHOA visitor hangtag.

**VII. Adjournment:** The meeting was adjourned at 6:50 p.m. The next Board meeting is scheduled for Wednesday, December 16, 2020, at 6:30 p.m. The next annual meeting is tentatively scheduled for June 2021; further details will be forthcoming as plans can be made. The annual meeting for 2020 was not held per the restrictions regarding the novel coronavirus and with the approval of legal counsel.

Respectfully submitted,  
Gail Stewart, Secretary  
Board of Directors  
Chalcombe Court Home Owners Association

## **GENERAL INFORMATION AND REMINDERS**

**VEHICLES ALLOWED ON PROPERTY:** *The overnight parking of trailers, PODS, trucks, boats, and other recreational equipment is strictly forbidden or for one or more days unless prior approval is granted by the Board. If approval is granted, a specific parking area will be designated. Contact CMG to request approval two weeks in advance of bringing any of the above on our property.*

**QUIET HOURS:** *The hours between 11:00 p.m. and 7:00 a.m. are designated as "quiet hours." Residents should refrain from operating appliances such as dishwashers, washing machines, clothes dryers, or any other noisy machines and should not play loud music or have loud outside conversations and gatherings during this time. In short, be considerate of your neighbors.*

**OUTDOOR HOLIDAY DECORATIONS:** ***NO LIGHTED DECORATIONS ARE ALLOWED ON FRONT ENTRANCES, DECKS, PATIOS, OR PORCHES.***

### **FIREPLACES:**

- Do NOT use treated wood or any type of log other than seasoned wood in your fireplace.
- Do NOT use commercial logs like Duraflame, etc. or paper logs.
- Do NOT use coal in your fireplace.
- Avoid a build-up of creosote and sooty matter in the chimney.
- Stay in the room when you have a fire burning.
- Do NOT have a roaring fire – our fireplaces are apartment size.
- DO have a chimney sweep inspect your chimney once a year, particularly if you have a wood burning fireplace.
- Our chimneys are more than 30 years old now.

***Keep a fire extinguisher in your condo, and use a carbon monoxide/gas detector if you have gas logs. Please have your fireplace and chimney flue inspected annually.***

**POWER OUTAGES:** *In the case of a power outage, call Duke Energy (800-769-3766) to report the outage and to get an estimated time of repair.*

**POOL:** *The pool is open from May 1 through September 30.*

**FEEDING THE DEER:** *As advised by Animal Control, PLEASE DO NOT FEED THE DEER. Feeding wild animals draws scavengers, including rodents and roaches.*

**VEHICLES:** *Please keep parking decals and visitor hangtags visible. Visitors should park away from the building facing the woods. Keep vehicles locked at all times and all belongings out of sight. Since we do not have lined parking spaces, please be considerate and park reasonably close to the next vehicle.*

**GRILLS:** *Only electric grills are allowed on patios and decks. If you see a resident using a gas or charcoal grill on a patio or deck, please call the Fire Prevention Bureau at 704-336-2101. Other grills must be placed at least 10 feet from the buildings and any pine straw. Grills must be attended at all times. After grilling with charcoal, spray water on the grill and remove the grill from the area where it was used. Combustible materials may not be stored on patios/decks or in storage rooms.*

**DOGS:** *Dogs at Chalcombe Court may weigh no more than 25 pounds. Dogs must be walked only around the outside perimeter of the property. Dog owners are responsible for keeping dogs quiet and for cleaning up dog waste. A Charlotte-Mecklenburg ordinance requires dog owners to clean up waste on both private and public property, regardless of the size of your pet. Violators should be reported to CMPD 311 or 911 along with a photograph.*

**COMPACTOR:** Please use the key when the compactor looks full; turn the key to the left of the chute to compact the trash. If the key will not turn, gently pull the button below the key to reset; then try the key again. **NO FURNITURE, WOOD, OR METAL ITEMS SHOULD BE THROWN IN THE COMPACTOR;** instead, request a bulky item pick-up (see below).

**BULKY ITEMS:** **PLEASE DO NOT LEAVE LARGE APPLIANCES AND/OR FURNITURE AT THE COMPACTOR. THIS IS UNSIGHTLY FOR RESIDENTS AND GUESTS AND MAY INTERFERE WITH COMPACTOR PICKUP.** If you have large items such as furniture and appliances that are still usable, please consider donating them to the Habitat Re-Store (704-392-4495) or the Salvation Army (800-SA-TRUCK). Both organizations will pick up. You may also schedule a bulky item collection by calling 311 (or 704-336-7600). You will need to provide your name, address, property name, and a list of items to be collected. When your collection has been confirmed, you will be given a pick-up date. **No sooner than the night before,** place the items on the grassy area to the right of the compactor gates in a way that does not obstruct garbage or recycling collection. Items accepted for bulky item collection include furniture, appliances, and other large items. If you have any renovations done to your unit, your contractor should be responsible for proper disposal of construction debris. Construction debris and dangerous or hazardous materials will NOT be collected.

**RECYCLING:** **IF ALL CARTS ARE FULL, PLEASE USE THE COMPACTOR INSTEAD.** Do not place plastic bags in the recycle carts. **PLEASE FLATTEN BOXES.** The following items are NOT acceptable for recycling:

- Appliances
- Batteries
- Bottle caps/lids
- Used paper plates/napkins
- Plastic food trays/cups/utensils
- Clothing
- Household trash
- Light bulbs
- Pizza boxes (with grease)
- Plastic bags
- Plastics #6
- Clothes hangers
- Glass items
- Pots and pans
- Shredded paper
- Styrofoam
- Ceramics

**IMPORTANT INFORMATION REGARDING WATER MANIFOLD SYSTEM:** All units have a metal door located on the wall inside one of the bedroom closets. Inside the door is a manifold system of valves for individual cut-offs within the unit. Below the door is an arm that protrudes from the wall with a cut-off valve that will turn off ALL water in the unit. On top of the arm is a bulb-shaped device called the PRV (pressure release valve). If you encounter water pressure problems, direct your plumber to the manifold. The plumber might try releasing the PRV and then reattaching, which will allow debris to flush down the water line. **All residents should be aware of the location of the water manifold system in case you ever need to shut off the water in your unit.**

**WATER HEATERS:** When you replace your water heater, remind your plumber to NOT cut new vent holes in the building, to use flexible venting pipes for connection, and to use the existing hole for venting to the exterior of the building.

**SMOKING:** We prefer a non-smoking environment to protect everyone from a fire hazard. However, if you smoke, clean up your butts, packages, matches, and smoking debris. Please ask guests and contractors who may be doing work for you to comply.

**OUTSIDE FIRE ALARMS:** If you hear our fire alarm horns go off, please call 911 immediately and ask for the fire department. All fire alarm boxes are located between units K and I on the outside of buildings 5003, 5007, and 5011. Only the fire department can reset the alarms.

**COURTESY REMINDER:** Please be mindful that cleaning grills and other items or watering plants on your patio may result in debris or water leaking onto a patio beneath yours.

**MAIL:** If mail is delivered to your mailbox in error, please either take the mail to the addressee or place it in the glass box at the kiosk. Any complaints about mail delivery should be directed to the U.S. Postal Service Center at Minuet Drive; their phone number is 704-522-3842.