

SVHOA Board of Directors Meeting Minutes

Tuesday January 13, 2026 4:00 PM, via Zoom

Present:

Rana Singh, Vice President

Kim Van Horn, ARB Liaison

Suzanne Lyman, Secretary/Treasurer

Chris Stas, member

Spencer Cowan, Highgrove homeowner

Michelle Johnson, Property Manager

A quorum was met. President Kevin Kelly was unable to attend.

“Open comments” was added to the agenda and the agenda was approved unanimously

The meeting was called to order at 4:05 PM

Open comments:

Spencer Cowan asked for an audit going back to when the last audit was done. Mill House took over the management of the SVHOA in late 2019

and Michelle didn't know if an audit was done prior to that. Spencer highlighted two entries regarding Highgrove that precipitated his request:

1) \$51,825 was moved from Highgrove to the SVHOA to pay for roofing but was not used for roofing. This was previously noted at the last board meeting, and Highgrove will be paid back that amount in March of this year.

2) About \$4000 was moved from the Highgrove account to the SVHOA acct and annotated as "to adjust reserve balance." Michelle will talk to Danielle (SV bookkeeper), to learn why.

It was agreed that Spencer's request of the SV Board to investigate a shortfall in the Highgrove budget at the last meeting led to the discovery of the misallocated \$51K, and it was noted that some of that money was already spent.

Due to the recent institution of separate checking accounts for each townhome entity in addition to the general SV HOA acct, misallocation of funds between SV HOA entities should not be able to happen again. However, Spencer advocated that Highgrove townhomes become their own HOA to further protect against such a mistake, like the Westend homeowners recently did. The Board explained that all of the homeowners in Highgrove would need to agree to separate from the master SV HOA association to achieve that, which is its own undertaking, and also, high costs are associated with that process.

Rana suggested that the accounts be reconciled by the SV bookkeeper to find any discrepancies, but Spencer stated a preference for an outside firm to conduct an audit.

SVHOA AUDIT

The board and Spencer took up the first item on the agenda, the cost and scope of an audit of the SV HOA books. Suzanne and Michelle recently conferred with a CPA, Ruby Lansdell; she was hesitant to take on an SVHOA audit because she wasn't sure her software could handle the master association intermingled with 4 separate sub-associations. However, she quoted a price range of \$20K to \$40K for a 1-year audit.

It was agreed that the Board and Michelle would investigate other CPAs and get quotes, as the first quoted fee seemed excessive and not feasible for a multi year audit.

Chris wanted to know if the Appfolio records could be made public in the form of excel files so that anyone could look at them. Suzanne mentioned that Appfolio was vast.

Suzanne mentioned that in the past, when all of the townhome entities were in the same checking account as the SVHOA, there was flux between accounts, sometimes leading to negative numbers for townhome groups which were buffered by the SVHOA account. Funds were always returned properly.

Contracts with PS Ponds and Triangle Ponds

It was established that PS Ponds does 3 quarterly inspections as well as the annual official inspection, which is forwarded to the Town of Chapel Hill at an annual cost of \$2450. Triangle Ponds visits the ponds monthly for mowing and trash removal and general recommendations; they note any potential problems such as increased sediment accumulation or aerator malfunction. The cost for this is \$12,000/year.

Kim moved to continue both contracts and noted that in 2023, all 4 ponds failed inspection. She believes the combination of PS Ponds and Triangle Pond's ongoing vigilance remains valuable to regular upkeep of the ponds vs incurring more substantial costs when the ponds fail. Chris initially was not in favor of these expenses; he noted that many times Triangle Ponds suggest work that PS Ponds then advises is not needed. Rana suggested asking Ruppert (another contractor) to do the mowing/trash clearing that Triangle Ponds currently does, however, Michelle noted that Ruppert's previously gathered quote for this work was more expensive compared to Triangle Ponds, and Ruppert's expertise is not in pond management. Suzanne agreed that PS Pond's quarterly observations have been very valuable to ongoing maintenance of the ponds.

Discussion ensued about the possibility of Triangle Ponds visiting the ponds every other month, or less in winter months due to less mowing needed those months, in order to save money. A decision was tabled, with the understanding that both contracts would automatically renew and maintenance would continue as is, until a different decision might be made.

AGM (Annual General Meeting):

Agenda/Finalization of advance packet to homeowners

The AGM is scheduled for February 17, 2026 at 7 PM via zoom.

Kevin will submit his address to the community to Michelle, so that the final packet can be sent out to homeowners on January 16, 2026.

There will be 3 candidates for 2 open board seats, and homeowners will have 30 days to turn in their votes. A quorum of 10% (67-70 homeowner votes) is required.

As stated in the packet, homeowners will be able to submit questions in writing that will be answered during the meeting. There will also be an update of the SVHOA Board accomplishments at the meeting.

Playground Enhancement Committee/ Candidates

As a result of the email sent to SV homeowners after the last Board meeting, in order to solicit prospective members for this committee, several excellent new candidates were identified to be added to the group of members who were already chosen by the Board. The committee was approved by the Board to be comprised of:

Chris Stas

Lisa Valdivia

Brian Vanneman

Jackson Trotman

CJ Hacker

Diane Covington

Julie Vann Jacobson volunteered to be a consultant with regard to spraying pesticides on the playgrounds, but Michelle noted that there was no pesticide use on the playgrounds, and she and Rana agreed to communicate that to her. Kim moved that Chris chair the committee and it was confirmed by a vote of the Board.

Updated ARB Guidelines

The ARB committee previously submitted proposed changes to the SV Architectural Guidelines for the Board to consider via email. Chris was concerned that the new guidelines were more of a burden for homeowners, specifically in terms of:

- 1) Homeowners's ability to remove trees of a certain maturity from their yard in terms of time for ARB approval, and also the need for ARB approval for replacement trees
- 2) The need for the ARB to approve changes in exterior colors (as long as they are within the approved color palettes) so that like colored homes are not adjacent
- 3) Homeowners being able to plant privacy shrubs without ARB approval.

In terms of removing trees, Kim stated that one of the primary concerns of the current SV ARB is to protect against the tendency of SV homeowners to have too much impervious surface on a property, and not enough

plantings, since the overall long-term effect of that creates overwhelming runoff to the ponds.

It was decided that Kim would respond to Chris's specific concerns in an email to the Board, but she brought up the facts that:

- The ARB meets monthly and considers every properly submitted application right up to the meeting dates
- The approved SV color palettes have a number of similar colors, therefore if homeowners were left to their own devices to choose colors, with the only rule being they couldn't be the exact color as their neighbor, it could result in whole blocks of like colored houses
- Specific ARB approval is necessary for replacement trees and plantings substantial enough to be privacy plantings, due to the need to make sure homeowners do not "clear" their lots of greenery and/or fail to replace removed trees with equally sized trees.

Pond 3 Sediment Buildup (Ongoing Stream Restoration)

It was noted by Triangle Ponds that there was sediment buildup at the inlet of pond 3. Michelle contacted Wetland Studies and Solutions, and Tucker Hudgins of that organization responded: "The sediment accumulating in the pond is coming from a significant channel incision upslope. The erosion will worsen over time, and repairing this issue may (even) trigger (the need for Chapel Hill) permits and federal reporting requirements (for the work), which can be costly." He suggested that the pond be dredged on a regular basis, which the Board already plans to do. Ian Peterson from PS Ponds was also contacted on this issue, and he said that he believes pond 3 would pass inspection as is. Kim moved that Ian be asked to pay particular

attention to this sediment build up in his quarterly reports, and this was agreed upon.

145/147 Graylyn Erosion

Carolina United Grading provided the Board with a quote for \$8250 to re-grade and possibly correct the erosion, however, the impacted homeowners have reached out to the Board with concerns about the erosion undermining some 3-5 mature trees that could fall due to the erosion.

It was decided that Davey Tree and Medrano be contacted by Michelle to provide quotes for the removal of these trees. It was decided that removing the trees was necessary before deciding anything further about the erosion correction. Suzanne asked Michelle if the impacted homeowners could meet with the chosen tree removal contractor, to make sure they address the homeowner's concerns, and Michelle agreed.

The meeting was adjourned at 5:32 PM.

