

THE UPLANDS HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING
APPROVED MINUTES
HELD VIRTUALLY VIA ZOOM
September 28, 2022 6:00 PM

Board Members Present:

Stuart Prince, President
Ron Wagner, Vice President
Karen Parlatore, Secretary/Treasurer
Jerome Williams, Member-at-Large
Natasha Alfonso-Ahmed, Member-at-Large

Homeowners Present:

Bates	Tahmjka Ruth Jackson
Bree	Todd Zimmerman
Carol Hall	Will Plummer
CC Houston	Mr. Green
Charlene Hardy	Sydney English
Dan Ermer	RM
David	Nikolaus Sneshkoff PO9
David Shumberg 502 Spindrift	Paul Washington PO8
Denise	Reggie & David – 502
GB	Richard Schiller
Heath	RM
Jamie Cortijo	Santiago Ortiz
Jeanette	Shawn
Jessica Gardner	Michael Barr
Juan	Melvin Holmes
Kelly Childress	Melisa
Kevin	Marie Edward Smith

Representatives of Management Present:

Abaris Realty, Management of The Uplands Homeowner's Association, Inc.: Henry Leung, Kaitlin Ambush, Shireen Ambush

1. **CALL TO ORDER – The meeting was called to order at 6:00.** Shireen Abaris introduced the Abaris Team. Stuart Prince, Board President, called The Uplands Homeowners' Association Board of Directors' Annual Meeting to order at 6:00 pm, noting the presence of a quorum. The meeting was held virtually via Zoom.
2. **PROOF OF NOTICE** – Notice was received as required by the documents
3. **REVIEW AND APPROVAL OF PRIOR MINUTES** –Stuart Prince moved to approve the Minutes from the August 11, 2022 meeting. Jerome Williams seconded. The motion carried.

4. NEW BUSINESS

- a. Review and approval of the new parking signage within the community – With Board input Abaris Realty prepared a proposed parking sign package for the community. After some discussion about the new parking signs within the community Stuart Prince moved to approve the proposed signs. Karen Parlatore seconded. The motion carried.
- b. 2023 Budget – Shireen Ambush reported that Abaris and the Board will schedule a separate working session to review and finalize the 2023 budget for distribution to homeowners by November 14th to be adopted at the December 14th meeting. The approved budget will be posted on the website.
- c. Review and approval of the 2022-2023 Landscape Contract -- Shireen reported that the landscape contract was put out to bid and they received 5 proposals. Since this was a complex task with a short timeframe for proposals several vendors declined to bid. The incumbent contractor, Complete, was by far the lowest bidder. Shireen explained that while previously Complete had a few issues including poor communication that these issues have improved over the last several months. At this point Complete has caught up on all landscape problems and Shireen has a good comfort level that Complete will do a good job with focus from the management company. Stuart Prince moved to approve Complete as the landscape contractor for 2022-2023. Natasha seconded. The contract was approved and Abaris will move forward with finalizing the landscaping contract with Complete.
- d. Review and approval of the 2022-2023 Irrigation Contract -- Shireen explained that The Uplands irrigation system is a very complex one and the Association must have a dedicated irrigation contractor, separate from the landscape contract. Denison is familiar with the irrigation system and made a reasonable bid for a full spring start-up and a proactive program to maintain the system. The property will be visited monthly during the season and then will be shut down over the winter months. Stuart Prince moved to approve Denison as the irrigation contractor. Jerome Williams seconded. The motion carried.
- e. Open Space Committee – the Board is scheduling a separate working meeting to review the Open Space Use Policy. This was a Board priority when Abaris was interviewed. Abaris has prepared a rough first draft of a policy based on what other communities that Abaris manages for the Boards's initial review. The Board's goal is to distribute this to the homeowners for feedback in the coming months. The proposed playground will be part of this discussion.
- f. Parking policy – Stuart explained that some comments came in late and we have to table the parking policy vote this evening. Shireen explained that every comment on the parking was shared with the Board for review and inclusion into the parking policy. Shireen asked all homeowners to continue submitting comments to the management company for review. Once the Board reviews the additional feedback we will vote on an amended policy after the homeowners have additional time to review.

- g. Homeowners comment session. The following comments were made by the homeowners for Abaris' response.
- Homeowners had differing views on whether and how comments on the parking policy should be posted on the website.
 - There was a recommendation on including a comment cut-off
 - Homeowners are glad we are looking at the parking policy and asked about the opportunity for revisions
 - A homeowner asked about the status of the community events policy
 - A lack of lighting was noted
 - Homeowners asked if the Association would be adding a pool
 - Homeowners asked if there were lessons learned from the new landscaping proposal process
 - A homeowner asked about the traffic circle at American Way & NH Boulevard and crosswalks
 - A homeowner asked about the status of the MOU between the Pos and the Uplands
 - A request was made to republish the website address
 - A homeowner asked about the timetable for the cutthrough for PO 9 & 10
 - A homeowner asked about the gates and if the new gatehouse will be manned
 - A homeowner disagreed with choosing Complete Landscaping
 - A homeowner had questions about the budget
 - A homeowner asked about dead plant replacement and addressing the living wall
 - A homeowner asked for an emergency number

h. Abaris' response

- The Board and the management company will determine the best way to note responses to the parking policy on the website which will summarize the comments and make them anonymous. We will publish a cut-off date.
- Community events policy – Abaris has presented the Board with a rough draft including a map, liability waiver, website reservation calendar etc. We should have a policy by early spring.
- The Board can revise the policy as often as it sees fit. The management company would put a notice out to the homeowners with the proposed changes for a 30 day comment period and then vote on revisions.
- Minutes of the previous meetings after approval are placed on the website.
- Lights on the green areas – there is a monthly nighttime light inspection program with Power Systems Electric. There should not be a light out longer than 30 days. If there is a string of lights out that will be reported. Abaris will look to see if there are brighter bulbs – noted that the bollard lights are too dull. If there is a particular light that needs replacement please report it to Abaris either through the website or by a telephone call.
- Landscape contract – lessons learned – yes the contract was adjusted. Improving the level of communication was specifically addressed in the

contract. Because it was such a short window we could not circulate the contract but will share it with the Open Space Committee as soon as possible.

- Issues with the Traffic Circle and crosswalks will be referred to Peterson Companies & Chris Borgal at NH.
- MOU – Shireen shared that the MOU would not be targeted towards the operations of the community but for reserves. Stuart stated that this is a big priority. We have only recently secured all of the reserve studies from the POS.
- Cutthrough of the street – Ron Wagner reported that it will be late spring because the builder has 22 lots there and does not want any more construction there at this time.
- Update on the gate – the gate at American Way will not be manned and there will be no change in the arms. The community can choose to man the guardhouse for special events. Ron added that license plate readers would be installed at the gate similar to what is already installed at the parking lots at the waterfront
- The budget – will be detailed and list increases in fees and all expenses. It will be a comprehensive budget that Abaris is working on and homeowners should see that in early November. Stuart thanked the Abaris team for timeliness.
- Front yard landscaping and responsibility for dead plant material – Sections 9 and 9A are still under warrantee and after that warrantee period it is the Uplands’ responsibility. Ron Wagner reported that the landscaper is walking the property and noting and replacing dead plant material all over the Association.
- Living Wall Revival – Ron has received a proposal to add more ivy to the wall.
- Shireen emphasized that Abaris should be contacted with floods, etc. There is a 24 hour maintenance answering service. Homeowners should get a response within 10 minutes – 20 minutes at the max.
- Stuart Prince stated that there are no plans for a pool.
- If a homeowner has a problem validating his/her contact information Abaris should be contacted directly.
- RM asked about dogs barking and people walking dogs without a leash. Shireen said Step 1 is finding out who they are. Report problems directly to the PO or to Abaris if it is at Uplands Common Areas.

5. The next Board Meeting and Annual Meeting are scheduled for Wednesday December 14, 2022 at 6:00 PM

6. **ADJOURNMENT**– there being no further business Karen Parlatore moved to adjourn the meeting. Ron Wagner seconded. The meeting was adjourned at 7:10.