

CREEK'S EDGE AT STONY POINT TOWN HOMES HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

VIRTUAL

Monday August 17, 2020

5:30pm

President – Mike Pratt (2020)
Vice President – Larry Dahn (2022)
Director – Rob Tait (2021)
Treasurer – Steve Middleton
Secretary – Traci Clark

MINUTES

- I. CALL TO ORDER (President): President Mike Pratt called the meeting to order at 5:43 pm.
- II. ROLL CALL and QUORUM STATUS (Secretary): Virtual Meeting, in attendance: Mike Pratt – President; Larry Dahn – Vice President; Steven Middleton – Treasurer; Traci Clark – Secretary; Rob Tait – Director; Cheryl Dillard – Managing Agent; Pat Mohr – Chairman of the Social Committee/Homeowner; Richard Bream – Homeowner; Barry Uhrine - Homeowner; Fran Farmer – Homeowner; Sharon Talarico – Homeowner; Betsy Kapsak – Homeowner; Wesley Ball – Homeowner; Jennifer Frisch – Homeowner; Mellissa Eager – Homeowner; Jill Mcauliffe – Homeowner; Rosanne Salasin – Homeowner
- III. APPROVAL OF MINUTES
 - A. June 17, 2020: Steven Middleton moved to approve the minutes; Larry Dahn seconded the motion; the motion passed unanimously.
- IV. OWNER COMMENT PERIOD: Sharon Talarico suggested setting up routine gutter cleaning in the Spring and Fall for all villa homes that back against the woods; she noted that routine maintenance would help avoid future problems; Betsy Kapsak noted that the townhomes should be included in a routine maintenance gutter agreement; Ms. Talarico stated that there are people that would like to use the clubhouse and the board should be very thoughtful and figure out how to open and operate the use of the clubhouse under the Governor's guidelines; Richard Bream suggested that the HOA purchase two Automatic Electronic Defibrillators, mounting one at each end of the community for homeowners' usage; an AED cost approximately \$1,300 and the batteries last for about 4 to 5 years; Larry Dahn stated that he will be stepping down as Vice President; he plans to step down from the board after the Annual Homeowners' Meeting in November, or sooner, if there is someone that will take his position. Larry Dahn emailed the board on 9/4/2020 stating that he will remain on the board.
- V. REPORTS
 - A. President (Pratt): Verizon has completed the installation of the conduit and cable; the only Verizon item remaining is to splice the cables; the front irrigation at the clubhouse has been fixed; the Social Committee put a hold on the use of Social Committee gatherings back in Spring and have not set a date of when events will continue.
 - B. Treasurer (Middleton):
CREEK'S EDGE TREASURER'S REPORT:
AS OF JUNE 30, 2020
 1. \$33,824 in the operating checking account
 2. \$34,699 in the Paint Fund money market account
 3. \$281,145 in the Reserve Account, including \$61,713 in money market accounts and \$219,432 in CDs with one-year maturities and staggered expiration dates and yields ranging from 1.83% to 2.57%
 4. \$506 in past due assessments; 1 homeowner for \$504
 5. Monthly Total Revenue was \$25,142 which was \$20 under budget

6. Monthly Total Expenses were \$27,963 which was \$3,946 over budget
7. Monthly Net Revenue was negative \$2,821 or \$3,926 worse than budgeted
8. Monthly significant (+/- \$200) variations in expense line items were as follows:
 - Tax Prep and Filing \$550 under budget (timing)
 - Clubhouse Expense \$379 over budget
 - Landscape Repair/Replace \$801 under budget
 - Other Landscaping \$2,465 over budget
 - Irrigation Repairs \$794 over budget
 - Roof Repair \$417 under budget
 - Storm Water Fees \$826 over budget (timing)
 - Water Irrigation \$1,788 over budget
9. Year to Date Total Revenue was \$150,722 which was \$110 under budget
10. Year to Date Total Expenses were \$144,081 which was \$14,774 under budget
11. Year to Date Net Revenue was \$6,641 or \$14,664 better than budgeted
12. Year to Date significant variations (+/- \$500) in expense line items were as follows:
 - Taxes \$1,416 under budget
 - Clubhouse Electricity \$582 under budget
 - Landscape Repair/Replacement \$3,589 under budget
 - Other Landscaping \$4,256 over budget
 - Powerwashing \$1,875 under budget
 - Irrigation Repairs \$695 under budget
 - Gate Repairs \$4,323 under budget
 - Termite Bond \$2,533 over budget
 - Roof Repair \$2,252 under budget
 - Pool Repair/Maintenance \$866 over budget
 - Pool Water \$2,2303 under budget
 - Trash Collection \$670 under budget
 - Water Irrigation \$605 over budget

In general, we have sufficient cash reserves and the repair/replacement reserve is funded in accordance with reserve study recommendations.

AS OF JULY 31, 2020

1. \$39,068 in the operating checking account
2. \$38,872 in the Paint Fund money market account
3. \$281,145 in the Reserve Account, including \$61,713 in money market accounts and \$219,432 in CDs with one-year maturities and staggered expiration dates and yields ranging from 1.1% to 2.57%; approx. \$44,961 in CD maturing in August was rolled over for one year at .49%
4. \$237 in past due assessments (1 homeowner)
5. Monthly Total Revenue was \$25,122 which was \$474 under budget
6. Monthly Total Expenses were \$21,006 which was \$3,268 under budget
7. Monthly Net Revenue was \$4,116 or \$2,794 better than budgeted
8. Monthly significant (+/- \$200) variations in expense line items were as follows:
 - Clubhouse Expense \$240 under budget
 - Landscape Repair/Replace \$891 under budget
 - Other Landscaping \$298 over budget
 - Irrigation Repairs \$2,014 over budget
 - Roof Repair \$417 under budget
 - Storm Water Fees \$800 under budget (timing)
 - Water Irrigation \$2,500 under budget
9. Year to Date Total Revenue was \$175,844 which was \$584 under budget
10. Year to Date Total Expenses were \$165,087 which was \$18,042 under budget

11. Year to Date Net Revenue was \$10,757 or \$17,458 better than budgeted
12. Year to Date significant variations (+/- \$500) in expense line items were as follows:

- Taxes \$1,250 under budget
- Clubhouse Electricity \$765 under budget
- Social Committee \$500 under budget
- Landscape Repair/Replacement \$4,479 under budget
- Other Landscaping \$4,554 over budget
- Powerwashing \$1,875 under budget
- Irrigation Repairs \$2,113 over budget
- Gate Repairs \$4,323 under budget
- Termite Bond \$2,533 over budget
- Roof Repair \$2,669 under budget
- Pool Repair/Maintenance \$607 over budget
- Pool Water \$2,413 under budget
- Street Light Repairs \$581 under budget
- Trash Collection \$761 under budget
- Storm Water Fees \$585 under budget
- Water Irrigation \$1,895 under budget

In general, we have sufficient cash reserves and the repair/replacement reserve is funded in accordance with reserve study recommendations.

- C. Developer/Builder (Middleton): The 4 houses in building T sold and all residents have moved in; building T's homeowners' dues will be paid in August; Jason Moneymaker is the new builder and will start as soon as the weather clears; Mr. Moneymaker has all permits that is needed to start construction; the board has welcomed him to the community and will provide a future meet and greet event for the current homeowners; Mr. Moneymaker shares our vision for the community, he will be responsive, and he will do a quality job.
- D. Social Committee (Mohr): Roseanne Salasin reviewed comments and results from the Social Committee's survey; the committee gathered a total of 63 responses for various topics such as favorite social activities, suggested charitable events, future activities, and most favorable form of communication; 48 people responded that they would help with social activities; due to Covid the Social Committee stopped sponsoring social gatherings in the Spring; the committee will revisit planning social gatherings in Phase 4.
- E. Covenants Committee (Eby and Allen): Not present
- F. Operations/Landscaping Committee (Pratt): Items discussed in new business
- B. Beautification Committee (Perszyk): Joe Perszyk resigned as co-chairman; Sharon Talarico is the chairman; Ms. Talarico is reaching out to homeowners to see who would like to serve on the committee; The committee has noted that there isn't a master plan for landscaping for the new homes; different builders and the different building times of year have dictated some of the plants that were planted; if helpful, the committee might suggest various plantings to the builder; Ms. Talarico suggested that the board approve planting for the island; The Great Big Greenhouse and Sneeds provided estimates for the island planting; Sneeds provided an estimate \$932.71 which includes a one year warranty; Larry Dahn made a motion to amend the planting budget to \$933 , which would cover the cost of Sneeds quote, and in addition approve the Sneeds quote for the boulevard planting; Mike Pratt seconded the motion; the motion passed unanimously.
- G. Managing Agent: Roof leaks have been a focus, due to all the heavy rain recently; additional issues have included gutters and trash pickup delays.

VI. UNFINISHED BUSINESS

- A. Action without a Meeting
 - a. Pool Opening: The pool is open and guidelines are being followed; daily health checks and waivers are in place, following the Governor's mandate; Mike Pratt made a motion to ratify the opening of the pool; Steven Middleton seconded the motion; all approved with no further comment.
- VII. NEW BUSINESS
 - A. Covenants Committee Chair: Lisa Eby and Cathy Allen are co-chairs.
 - B. Clubhouse Opening: Mike Pratt stated that the clubhouse and the bathrooms will remain closed for the time being; the board will review the closings again when we enter phase 4; the board will discuss how to open up the clubhouse and comply with the Governor's orders at the September meeting; Larry Dahn stated that no one currently is requesting a private event; Roseanne Salasin stated that having the clubhouse open for committee meeting would be helpful; Cheryl Dillard will forward Mike Pratt information relating to how other communities have handled clubhouse openings and closings, due to Covid 19, for review.
 - C. Common Areas and Street rentals; Are residents allowed to block off streets to have a community parties; Mike Pratt stated that there would have to be guidelines in place because of Covid; a liability waiver would need to be signed; the board will have to discuss how to handle this specific request during phase 3 Covid, and what the process looks like after Covid; the board will further discuss this topic at the September Board Meeting.
 - D. Review Amended Request for planting in Boulevard: Discussed during the Beautification Committee report.
- VIII. NEXT MEETING DATE – Monday, September 21, 2020, at 5:30 pm. Due to Covid 19, location details to be determined.
- IX. EXECUTIVE SESSION (if necessary) – The board entered into Executive Session at 6:58 pm to discuss a landscape issue.
- X. RETURN TO OPEN SESSION (if Executive Session): The board reconvened in Open Session at 7:11 pm; Larry Dahn made a motion to certify that discussion in the Executive Session was regarding a homeowner paying a fine of \$450 to cover the cost of landscape replacement, specified by the board; Steven Middleton seconded the motion; the motion passed unanimously.
- XI. ADJOURNMENT: Steven Middleton moved to adjourn the meeting; Larry Dahn seconded; there was no discussion and the motion passed by unanimous vote; the meeting was adjourned at 7:15 pm.

Maintenance or service requests can be submitted at www.communitypartnersva.com or sent to Community Administrator Jessica Crump (378-5000x232)–jcrump@communitypartnersva.com

Residents are welcome to address the Board during the Owner Comment segment of the meeting. This segment is intended to provide members an opportunity to give input to the Board of Directors. The Board will take any input under advisement but may not respond immediately as they proceed with the planned business of the meeting. The Board reserves the right to limit this section of the meeting to a time they believe is appropriate. Please observe Robert's Rules of Order.