

CREEK'S EDGE AT STONY POINT TOWN HOMES HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

VIRTUAL

Monday October 19, 2020

5:30pm

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

DRAFT MINUTES

- I. CALL TO ORDER (President): President Mike Pratt called the HOA meeting to order at 5:33 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; Tim Wilson – Homeowner; Anne Nelson Morck – Homeowner; Fran Farmer – Homeowner; David Williams – Homeowner; Tom Allen – Homeowner; Richard Breme – Homeowner; Melissa Eber – Homeowner; Joe Perszyk – Homeowner; Sharon Talarico – Homeowner/Beautification Committee Chairman; Daniel Dell’Orto – Homeowner; Lisa Eby – Homeowner/Covenants Committee Co-Chairman
- III. APPROVAL OF MINUTES
 - A. September 21, 2020: Larry Dahn made a motion to approve the minutes; Rob Tait seconded the motion; the motion passed unanimously.
 - B. Budget Meeting October 15, 2020: Rob Tait made a motion to approve the minutes, Larry Dahn seconded the motion; the motion passed unanimously.
- IV. OWNER COMMENT PERIOD: Joe Perszyk and David Williams discussed noisy activity on the South end of the community; Joe Perszyk will contact the City of Richmond in attempt to uncover any approved work in that area.
- V. REPORTS (attached)
 - A. President (Pratt): Verizon go live date is October 30th and Mike Pratt will send out an eblast that will list package information; thanks to all the homeowners that helped to save \$4,355 by completing projects in-house; installation of new street and no trespassing sign son conversancy fence saved \$350; clearing two trees off the fence in the wooded area behind the villas saved \$200; weeding and spraying twice a week saved \$2,400; trimming growth on pool pergola saved \$75; painting two coats on a portion of the pool pergola saved \$200; removing overgrown trees on the back porch of 9302/9304 saved \$800; removing stump grindings on two maple trees saved \$180; tilling and seeding narrow grass strips on the bridge saved \$150; irrigation has been shut down for the year, with exception of the upfront island, which will be shut down on Nov. 6th; Mike Pratt reviewed the procedure of filling board vacancy; board vacancy is dictated by Article V of the bylaws.
 - B. Treasurer (Middleton):
CREEK'S EDGE TREASURER'S REPORT
AS OF SEPTEMBER 30, 2020
 1. \$36,269 in the operating checking account (after revision for Painting expense of \$28,922)
 2. \$18,299 in the Paint Fund money market account (after revision for Painting expense of \$28,922)
 3. \$297,226 in the Reserve Account, including \$75,955 in money market accounts and \$221,271 in CDs with one-year maturities and staggered expiration dates and yields ranging from .50% to 2.03%

4. \$481 in past due assessments (3 homeowners)
 5. Monthly Total Revenue was \$26,070 which was \$474 over budget
 6. Monthly Total Expenses were \$31,019 which was \$1,718 over budget
 7. Monthly Net Revenue was -\$4,949 or \$1,244 worse than budgeted
 8. Monthly significant (+/- \$200) variations in expense line items were as follows:
 - Clubhouse Expense \$213 under budget (timing)
 - Lawn Maintenance \$278 over budget
 - Landscape Repair/Replace \$1,289 under budget
 - Other Landscaping \$4,250 over budget (aerate and overseed)
 - Irrigation Repairs \$980 over budget
 - Termite Bond \$4,530 under budget (timing)
 - Roof Repair \$417 under budget
 - General repair \$844 over budget (painter carpentry)
 - Gutter Cleaning \$680 over budget (timing)
 - Pool Contract \$250 over budget (chemicals)
 - Pool - Water \$673 over budget
 - Water Irrigation \$570 over budget (timing)
 9. Year to Date Total Revenue was \$228,116 which was \$446 over budget
 10. Year to Date Total Expenses were \$215,211 which was \$22,334 under budget
 11. Year to Date Net Revenue was \$12,905 or \$22,781 better than budgeted
 12. Year to Date significant variations (+/- \$500) in expense line items were as follows:
 - Taxes \$1,250 under budget
 - Clubhouse Electricity \$1,131 under budget
 - Social Committee \$700 under budget
 - Landscape Repair/Replacement \$1,960 under budget
 - Other Landscaping \$2,697 over budget
 - Power washing \$1,875 under budget (in painting contract)
 - Irrigation Repairs \$2,970 over budget
 - Gate Repairs \$4,323 under budget
 - Termite Bond \$1,997 under budget
 - Roof Repair \$2,903 under budget
 - General Repair \$1,223 over budget
 - Gutter Cleaning \$745 over budget (timing)
 - Pool Water \$1,924 under budget
 - Street Light Repairs \$747 under budget
 - Trash Collection \$955 under budget
 - Storm Water Fees \$585 under budget
 - Water Irrigation \$4,325 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): Moneymaker Properties has several leads for the new buildings and one promising lead on the single family villa home; the builder is making the three-story townhomes a priority, and should start framing within 3 to 4 weeks; the two story plans are ready, but typically, the builder will not start construction until there is a contract; Larry Dahn asked if builder and developer could meet in the clubhouse to answer questions; Steven Middleton suggested that the board invite Jason Moneymaker as a speaker at the annual meeting; Steven Middleton will ask Mr. moneymaker about his availability.
 - D. Social Committee (Mohr): Not Present
 - E. Covenants Committee (Eby and Allen): The committee was discussing having luminaries in the community during Christmas, and may ask the Social Committee about using a portion of their remaining funds for the decorations; a walkthrough

community landscape/exterior yard décor inspection took place; the committee will send an email to the homeowners that have items which need to be addressed found during the inspection; overgrown bushes are causing difficulty for homeowners to open car doors; Lisa Eby will meet with the Beautification Committee to review the issue.

- F. Operations/Landscaping Committee (Pratt): Items were discussed previously in President's comments.
 - G. Beautification Committee (Talarico): Sharon Talarico thanked many people that have stepped up to help the committee; some plants aren't appropriate for the locations and need to be replaced; Ms. Talarico discussed landscape 2020 financials with the Treasurer; Anne Nelson Morck stated that she is waiting for a proposal on cost of hollies for the 2021 budget.
 - H. Managing Agent: No report
- VI. UNFINISHED BUSINESS
- A. AED in Community – included one in 2021 budget; Rob Tait moved to budget the cost of one AED in 2021; Larry Dahn seconded the motion; all unanimously approved the motion.
 - B. Fencing Project – add fence to north of 9439 along top of retaining wall as fall protection – The board discussed adding 48" black vinyl fencing, 75" along the top wall starting at the end closest to Stony Point Fashion Park and running it back up hill at Creek Summit Circle; Cheryl Dillard suggested on gathering an additional quote.
 - C. For Sale Signs – should rules be modified to allow additional signage; Mike Pratt read the Bylaws, section 8.2 paragraph G; Lisa Eby stated that flags will be covered at the next Covenants Committee meeting.
- VII. NEW BUSINESS
- A. 2021 Budget – Budget meeting was held on October 15th (draft budget attached): Board worked to hold monthly assessment at \$237/month, no increase; Steven Middleton made a motion to approve the 2021 budget as proposed; Mike Pratt seconded; the 2021 budget was approved unanimously, with no further discussion.
 - B. Brick Repair to rear stoops – 9503, 9505, 9509, 9511, 9515: An allowance for brick repair has been placed into the 2021 budget.
 - C. Truetimber proposal – remove dead tree behind 9423, add plants under cryptomeria along entrance drive behind 9401: Larry Dahn made motion to approve the Truetimber proposal, removing the dead tree and the dead plants in the community, which should not exceed \$1500; the remaining items on the Truetimber proposal will be priced and the board will place funds in the 2021 for that expense; Rob Tait seconded the motion; the motion was approved with unanimous vote.
 - D. Replacement of Dead Plants in Community: Larry Dahn will work with the Beautification Committee on plant selection; Cheryl Dillard will get a formal quote from Sneed's Nursery.
 - E. Additional Contracts
 - a. Layman Irrigation: 150 precision head replacements to reduce water in areas between buildings; Rob Tait made a motion to approve the head replacements; Steven Middleton seconded; the motion was approved with no further discussion.
 - b. Layman Irrigation – install irrigation behind 9401-9439: Tabled to a later date
 - c. Kenney's Landscaping Proposal - Brush and weeds removed near fire gate: issue will be passed along to the Beautification Committee for review, the board will ask the beautification committee to recommend what can be placed in that area.

- d. Install River rock and ground cover: Larry Dahn made a motion to approve the quote from Kenny's Landscaping for the area next to 9439, Rob Tait seconded; the motion passed unanimously.
- e. Audit: The board determined not to include cost of audit in the 2021 budget; Cheryl Dillard will speak to other insurance companies to determine if an audit is required.

- VII OWNER COMMENT PERIOD: Fran Farmer asked when was the last audit; to the board's knowledge, an audit has never been conducted; Joe Perszyk had questions regarding irrigation zones and asked that the board make sure to follow through on splitting the zones; Mike Pratt is moving to South Carolina in November is officially resigning from the Board of Directors; tonight's meeting is Mr. Pratt's last meeting as President; the board and homeowners thanked Mr. Pratt and Peggy Pratt for their dedication and service to the community.
- IX. NEXT MEETING DATE: The Annual Homeowners' Meeting - Monday, November 9th, at 5:30, virtual meeting
- X. EXECUTIVE SESSION (if necessary): N/A
- XI. RETURN TO OPEN SESSION (if Executive Session)
- XII. ADJOURNMENT: Rob Tait made a motion to officially end the meeting; Steven Middleton seconded the motion; all approved with no further discussion; the meeting concluded at 7:22 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.