

# **CREEK'S EDGE AT STONY POINT TOWN HOMES HOMEOWNERS ASSOCIATION**

BOARD OF DIRECTORS MEETING  
VIRTUAL

**Wednesday, April 28, 2021**  
**5:30 pm**

President – Larry Dahn (2022)  
Vice President – Anne Nelson Morck (2023)  
Director – Rob Tait (2021)  
Treasurer – Roseann Salasin (2021)  
Secretary – Melissa Eager (2021)

## MINUTES

### **I. CALL TO ORDER (President):**

President Larry Dahn called the HOA meeting to order at 5:31 pm.

### **II. ROLL CALL and QUORUM STATUS (Secretary):**

Virtual Meeting, in attendance: Larry Dahn – President; Anne Nelson Morck – Vice President; Rob Tait – Director; Roseann Salasin – Treasurer; Melissa Eager – Secretary; Dave Hering – Managing Agent; Jason Moneymaker – Builder; Janet Carter – Homeowner/Social Committee Co-Chair; Fran Farmer – Homeowner; Pat Mohr – Homeowner; Richard Bream – Homeowner; Betsy Kapsak – Homeowner; Della Dumbaugh – Homeowner; Sharon Talarico – Homeowner/Landscaping Committee Co-Chair; Sharon Benedict – Homeowner/Landscaping Committee Co-Chair; Josh Sessions – Homeowner; David Bell – Homeowner; Tom Byrd – Homeowner; Debbie Markel – Homeowner/Covenants Committee Co-Chair; Karen Bennett – Homeowner/Webmaster; Bob Gallagher – Homeowner.

### **III. APPROVAL OF MINUTES**

- A. March 24, 2021: Rob Tait made a motion to approve the minutes; Melissa Eager seconded the motion; the motion passed unanimously.
- B. April 14, 2021: Anne Nelson Morck made a motion to approve the minutes; Melissa Eager seconded the motion; the motion passed unanimously.

### **IV. BUILDER/SALES UPDATE**

Jason Moneymaker – progressing as expected with all the recent great weather. Hopefully will have sold signs soon. Pricing is higher due to the higher cost of materials. Siding and brickwork will begin in the next few days.

Bob G. had a concern about the front door selection all being the same for the row of new townhomes. Anne Nelson M. understood the concern and stated this is the case at another row of townhomes. Sharon B. expressed her same concern as Bob G. Jason M. explained that at the time of ordering doors there was a shortage of options and

materials. However, it would not be a problem to switch out further along in the process.

## **V. REPORTS**

Roseann S. made several points.

We are pleased to announce that Larry Dahn and Ann Nelson Morck have decided to continue serving on our CE Board of Directors as President and VP respectively. This decision was made in response to the overwhelming feedback and support from the community.

We appreciate respectful feedback from community residents. Your feedback drives our agenda, actions and decisions. We welcome your feedback during the owner's comments section at our monthly meetings or in emails copying our Community Partners property manager and Board members as seen fit. Responses to emails are sent by Community Partners as deemed appropriate.

We are a diverse new Board, each of us have complementary skills and capabilities, which serve you and us well. We consider finances, which is our fiduciary responsibility, but do not make decisions solely on saving money.

As homeowners of the community, we enjoy each other's company and do get together socially. For example, several of us may head out on our bikes or get together for dinner or a happy hour. Each of us spends multiple hours every day fulfilling our respective roles on the Board and will not be discussing or conducting Board business during our social engagements.

### **A. President (Dahn)**

- Thank you to Rob T. and his work crew for spreading mulch in particular areas of the neighborhood.
- The AED has been installed at the mailbox location; training has begun and remember the code to unlock is the same as our pool code: 1950. Thank you to Rick B. for all of his work!
- The paint project will begin the week of 6/21 for the following homes: (9413, 9415, 9417, 9419, 9421, 9423) & (9446, 9448, 9450, 9452).
- Working with Richmond fire department installing a "Knox Lock" on access road gate – between 9523 & 9525.
- We'll be adjusting our sprinkling systems sometime mid-May; several areas including the back yards of the three-story homes and side yards of villa homes.
- Our next landscaping cutting/trimming will take place May/early June timeframe. For those that don't want their yards cut will need to complete an ARC form. We have a current list of homes and will contact each homeowner as a reminder.
- Gutter Kings finished cleaning all the gutters, we had a minor hiccup as they thought our project didn't include the villa homes and they apologized and also gave us an additional \$200 off this treatment.
- Weekly grounds keeping has begun and they will also be cutting the vacant lots and top of retention pond every other week.

- We've sent a letter to NTS requesting them to get Finley Asphalt to clean up the front entrance asphalt stains etc. NTS reached out to Finley Asphalt and they will be back to clean up the area.
- Clubhouse and pool are open with Covid guidelines in place. A wedding took place at the Clubhouse on April 15<sup>th</sup>.
- Thank you to Rob T. for power washing sidewalks alongside the Clubhouse.

## **B. Treasurer (Salasin)**

### **As of March 2021:**

#### **Assets/Investments:**

Reserve asset accounts totaling \$327,739 are invested with TIAA and MoneyOne FCU:

- \$101,966 in money market accounts earning .15%
- \$5,681 in a checking account (.20%)
- \$155,186 in TIAA one-year maturity, staggered expiration date CDs earning from .50 to .095%; of which \$74,575 is in a CD expiring on 5/13/21 which will be rolled over into a certificate at the FCU to earn a higher interest rate. Low-interest rates on CDs are indexed to the Treasury fund.
- \$40,006 in MoneyOne FCU certificate earning .40%, there was a miscommunication and will be converted to a \$50,000 certificate earning .60%
- \$24,900 in MoneyOne FCU which will be converted into a certificate

Operating Checking account balance of \$36,198

Paint Fund money market account balance of \$39,570

Accounts Receivable of \$251. (Homeowner delinquent HOA fees)

As mentioned previously, the plan is to stagger our investment in certificates to have access to funds and also flexibility should rates begin to trend higher. MoneyOne Federal Credit Union, is insured under the National Credit Union Administration (NCUA), the branch of the federal government that regulates credit unions, basically equivalent to the FDIC which regulates banks.

#### **Operating Income/Expense:**

Net operating income for the month of March 2021 was \$4316, \$9966 excess net revenue versus budget, primarily reflecting timing differences versus budgeted expenses for the first 3 months of 2021.

February revenues were \$26,070, \$17 under budget

February expenses were \$21,754, \$9,983 under budget

- Major expense categories under budget:
  - Administration/Clubhouse/Social Committee activities \$758 primarily reflecting reduced usage due to COVID
  - Landscaping/Maintenance/Repairs \$7,371 primarily reflecting timing differences for the termite bond which was paid in February and budgeted in March along with landscape repairs which are planned in the coming months. We do expect to be over budget for Termite control by ~\$800 which will be more than covered in our operating contingency.
  - Pool/Utilities \$606 primarily reflecting reduced usage due to COVID
  - Operating contingency \$1,269

Net operating income Year-to-date March was \$(1,571), \$10,225 excess revenue primarily due to a credit for overpayment of utilities in December, timing differences of budget versus actual expenses planned in the coming months, and low usage due to COVID. This is offset by an increase in insurance (\$1600) and the Termite Bond (\$800).

Our repair/replacement reserve is funded in accordance with the 2016 Reserve Study recommendation. We have received the new Reserve Study and are in the process of reviewing the updated reserve study. More to come.

**Special Note:**

As mentioned last month, Community Partners generates and charges us for the cost of annual coupon books mailed to any homeowners who do not have their HOA fee withdrawn from their bank account by Community Partners (aka ACH). Any homeowner who 'electronically' generates a check for their monthly HOA fee can 'opt-out' of receiving a coupon book by emailing Dawn Desper at [desper@communitypartnersva.com](mailto:desper@communitypartnersva.com). Thank you to those who have already contacted Dawn. I encourage anyone who hasn't already to please contact her, this not only saves us money, it also helps the environment. I'm also happy to help anyone interested in learning how to do online banking, versus mailing physical checks.

**C. Developer/Builder (Moneymaker/Sullivan)**

See above section.

**D. Social Committee (Carter)**

- Social Committee met on April 8, 2021 at the community clubhouse.
- As we are still under limited safety restrictions, we opted for two options that we felt would be safe, but still offer a sense of community gathering.

**Creeks Edge Friday Night Happy Hour** - Beginning April 16, weather (and pollen!) permitting, we encourage small gatherings around the neighborhood to kick off the weekends and reconnect with one another.

**Polar Plunge** - On Saturday, May 1 (May 2 rain date) we will gather for the first ever *Creeks Edge Polar Bear Club Plunge*. All are invited either as participant or spectator, to watch the brave souls of the neighborhood take a deep dive into the arctic waters of the pool. Bathing suits only - NO wetsuits. Fully submerge. All who wish to participate should email Janet at [janet@coachjanetcarter.com](mailto:janet@coachjanetcarter.com) or text Janet (804-382-6827)

- Our next committee meeting will be Thursday evening, May 6 at 6:30 pm at the clubhouse. All are welcome.

**E. Covenants Committee (Markel/Allen)**

Since the last Board meeting, the Covenants Committee has received 4 homeowner requests for modifications. All four have been approved. Josh Sessions resigned from the Committee and it was approved by the members effective as of March 31, 2021.

#### **F. Landscaping Committee (Talarico/Benedict)**

Committee met for 2.5 hours last Sunday – Fran F., Sharon B., Sharon T. and Anne Nelson M. were in attendance.

Additional quotes for the irrigation need of the new viburnums (13 of them) included either 4 mister heads or 13 drip lines. While the latter was less costly and meets the requirements suggested by Sneed’s installer, we currently have drip lines installed by Layman’s around the pool pots and these have not worked in a few years. We are asking for advance notice of the drip line installation and will discuss longevity and upkeep of this system. Meanwhile committee members are watering by hand every 2-3 days until the system is installed.

Final plans for south circle area, remove one dead zelkova, grind two stumps. Replacements will be ornamental cherry trees with consideration for small root system. One additional tree to be placed beside mailboxes. Trees are approximately \$200-250 plus installation.

Discussion regarding shrub trimming is ongoing and we will ask Noah Kenney for a basic list of his trimming schedule for the year, starting with the fall. Details about knockout rose trimming and meticulous cleanup of the rose trimming debris will be reviewed with Noah so we have appropriate expectations.

Homeowner requests regarding weeds in the pachysandra will be referred to maintenance with Community Partners, as well as water saturation problems on sides of the certain homes.

Management of the serious “wetlands” in the south circle 3 story homes and between the villas is beyond the scope of this Committee and we will ask the Board to consider hiring a consultant for a perspective on solutions.

Grass in the mulched/median areas is becoming a maintenance nuisance. It appears the mulch applied this spring has many grass seeds in it and we want to have a discussion with Kenney’s regarding this situation. Chemicals cannot be used on the many areas with liriope as the grass is entwined with these maturing plants. Our recommendation is to find a separate contract “specialist” to provide seasonal maintenance for hand-weeding as needed and ground-clear chemicals for roads and sidewalks.

Shrubbery maintenance is seasonally applied and there are questions regarding homeowner’s “do not cut” list and the rules from the Covenants regarding HOA maintenance. Further details regarding standards of care including size and heights of some shrubbery is definitely needed to guide the Covenants Committee. Some additional guidelines for allowing annuals to be planted directly in the ground include dead-heading spent blooms and removing dead plants after the frost to allow spring mulching to be done without obstruction.

The bare median north of the pool is not a welcoming landscape to anyone who lives or walks in that area, and was intended as a dog “waste” stop with limited success. While this is a small project for a landscape design company, we are going to get input from some neighbors and

provide a budget to rehabilitate that area and make it more attractive. Input from Sneed's and Cross Creek Nursery will be sought to make the design professional and inviting to the community.

The pool and clubhouse flower pots are ready for their summer plantings but the irrigation drip lines are not working. We did not address this problem at the meeting and are not aware if Layman's has been notified of the fact. We expect to discuss this at the installation of the viburnum drip lines.

#### **G. Electrical Committee (McCabe) – N/A**

#### **H. Webmaster Committee (Bennett)**

This month we added to the website:

April 2021 CE Newsletter

April Social Committee Newsletter

Baseball every Tuesday @ 6 pm at the North End of the community, weather permitting

AED specifics under Resource Section

If anyone has additions to the website, please email Karen @ karenbbennett@gmail.com

#### **I. Managing Agent (Hering)**

Been the Managing Agent for a few days – nothing to report yet.

### **VI. UNFINISHED BUSINESS**

#### **A. Board Training**

New Managing Agent has been assigned to the community – no board training at this time.

#### **B. Deed of Easement & Maintenance Agreement – NTS**

This is an ongoing topic that continues to be discussed. Lawyers have been contacted in order to get pricing of reviewing the contract.

#### **C. Power Washing**

Hold off Power Washing in 2021. Look to add into the budget in 2022 and begin getting quotes in August/September of 2021.

### **VII. NEW BUSINESS**

#### **A. Reserve Study working session**

Plan to have a working session with Dave Herring from Design/Management Associates during the June Board Meeting which will be open to the community.

B. Kenney's Landscaping Proposal

9401 erosion issue - \$1020

9515 drainage issue - \$815

Roseann Salasin made a motion to approve these 2 proposals in the amount of \$1020 and \$815; Anne Nelson Morck seconded the motion; the motion passed unanimously.

C. Layman Irrigation Quotes

9539 drip system for raised planter box - \$350

9401 drip system for 13 plants recently planted - \$300

Irrigation system along the backside of 9401 to 9439 (controller, 12 mist heads and pipes) - \$7750

Rob Tait made a motion to approve these 3 irrigation additions in the amounts of \$350, \$300, and \$7750; Melissa Eager seconded the motion; the motion passed unanimously.

## VIII. OWNER COMMENT PERIOD

- Roseann S. asked if prior to painting the townhomes in June, there would be instructions on how to prep homes? Larry D. took ownership and said each homeowner would be contacted in advance of the painting.
- Betsy K. thanked Anne Nelson Morck and Larry Dahn for staying on the Board and has liked the increase in communication.
- Fran F. commented about the poop issue within our neighborhood. It is disrespectful for dog owners not to clean up after their dogs especially in yards and on sidewalks. This issue needs to be addressed. Please consider participation in DNA program.
- Rick B. echoed Betsy K.'s comments about Anne Nelson and Larry staying on the Board and is pleased with the Board. Also, is willing to "show" AED system to anyone interested. There is a magnifying glass attached to top of box if needed to read lock. As a reminder, the AED lock code is 1950 and please regularly send out this code in communications to the community. AED program needs to eventually be institutionalized so community can continue to support AED. Basic First Aid training upcoming.
- Sharon T. brought up 2 issues – 1. Can and will the electrical outlet at the fountain area be fixed and be made permanent? and 2. Can the fountain be fixed? Per Larry D., there is a group that will tackle the fountain project. Also, what about the shower availability at the pool after Covid restrictions?
- David B. asked about the policy for loading minutes onto the website. As of today, does not see minutes beyond January 2021. Larry D. will talk with Karen B. and Melissa E. to get it straightened out.

- Tom B. asked for some clarification on the Reserve Study open session at the June Board Meeting. Per Dave H., the unapproved/draft Reserve Study will not be available for homeowners to review until finalization.

**IX. NEXT MEETING DATE: Tuesday, May 18 @ 5:00 pm virtual.**

**X. EXECUTIVE SESSION** (homeowner violations)

**XI. RETURN TO OPEN SESSION**

Violation that was discussed during Executive Session directs Managing Agent to send a letter to the homeowner in violation. Does the Board agree? Board unanimously agrees.

In regards to pool violations, Community Partners will send out an email to the community as a reminder of current Covid guidelines and existing pool rules. Does the Board agree? Board unanimously agrees.

**XII. ADJOURNMENT** – Anne Nelson Morck made a motion to adjourn the meeting; Melissa Eager seconded the motion; the motion passed unanimously. At 8:02 pm, the meeting adjourned.

*Maintenance or service requests can be submitted at [www.communitypartnersva.com](http://www.communitypartnersva.com) or sent to Community Administrator Jessica Crump (378-5000x232)–[jcrump@communitypartnersva.com](mailto: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.*