

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

BOARD OF DIRECTORS MEETING  
VIRTUAL

**Monday February 15, 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; Cheryl Dillard – Managing Agent; Janet Carter – Homeowner/Social Committee Co-Chair; Karen Bennett – Homeowner/Webmaster Chair; Joe Perszyk – Homeowner; Sharon Benedict – Homeowner/Landscaping Committee Co-Chair; Pat Rollins – Homeowner; Richard Bream – Homeowner; Betsy Kapsak – Homeowner; Debbie Markel – Homeowner; Keith Bell – Homeowner; Jennifer Frisch – Homeowner; Sharon Talarico – Homeowner/Landscaping Committee Co-Chair; David Williams – Homeowner; Lee Chaharyn – Homeowner; Robert Camire – Homeowner; Dan Apple – Homeowner; Michael Massell – Homeowner; Tom Byrd – Homeowner; Michael McCabe – Homeowner/Electrical Committee Chair; Jerry Clark – Homeowner; Kathy Allen – Homeowner.

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

A. January 18, 2021: Rob Tait made a motion to approve the minutes; Melissa Eager seconded the motion; the motion passed unanimously.

### **IV. OWNER COMMENT PERIOD**

Tom Byrd asked for clarification of the Hurricane fencing at 9439 – this has been an ongoing discussion and the Board approved funding for this project at the January Board Meeting. Larry would be happy to bring Tom up to speed.

### **V. REPORTS**

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

- Thanked all homeowners for the continuation of lights thru end of January in honor & support of all the 1st responders.
- Hope everyone enjoyed our first Creeks Edge at Stony Point Townhomes newsletter and wanted to give a special thanks to Melissa for development and writing it.
- Looking forward to our first official Treasurer's report created and developed by Roseann. I'm very impressed and hope everyone on this call listens closely. Moving forward Roseann (as Treasurer) will be handling the approval process for reimbursement so please forward all signed forms and include receipts. Reminder to all committees have budgeted funds; any funds spend must be committee approved with majority vote – then simply submit reimbursement form or request Cheryl to purchase. Any expense over \$1,000 needs board approval.
- We've officially transitioned the Beautification committee into now the "Landscape Committee" and look forward to their first report.
- We're still looking for an assistant to Mike McCabe regarding our Electrical type requirements, to help with managing the timers and street lamps.
- New Doggie waste station installation completed – many thanks to the McCabe's and also thanks to Anita and Mike for taking ownership on maintenance and Betsy assisting with coverage.
- A reminder about dusk to dawn light bulbs for your garage coach lights and good for both front and rear entries.
- We have a calendar on our web site so we'd like all forecasted committee meetings and board meetings to be scheduled for all homeowners to view.
- Appreciated all the feedback on Verizon and we're still waiting to meet on-site with Verizon engineering to discuss how to handle the temporary above ground lines in the neighborhood and affected homes.
- Work in progress regarding our 5-year reserve study by David Herring of "DMA Reserves" and we'll keep all homeowners updated when we'll have a scheduled meeting with David to review his findings.
- We'd like to create a "Vital Information Page" on our web site to include numbers for police, fire, EMT, city council reps, state & federal reps, voting locations, service companies – we're looking for a homeowner to create the initial list and then we can build from there – any volunteers please contact a board member.
- Possible safety & moisture hazard regarding dryer vents, in the case of LeGault homes vents are vented through a soffit – using a flat un-louvered vent cap. One company used is "Dryer vent Safety Company" 804-839-4636 or contact your builder/sub-contractor "River City".
- Also, it's recommended to clean your gas fire place and a recommended company: fireplace serviced by Brad Williamson/ Taygan Enterprises - Cell is 804-644-2654.
- In closing we have many items to cover (in our many reports section, Unfinished business and New business sections); so, if everyone could be as concise as possible and there will be one additional time slot which allows homeowners to provide comments – which is after the board's "New Business" so if everyone could hold your comments until then.

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

**As of January 2021:**

**Assets/Investments:**

Reserve asset accounts totaling \$317,472 are invested with TIAA:

- \$95,432 in money market accounts
- \$221,990 in one-year maturity, staggered expiration date CDs earning from .50 to 1.83%; Low-interest rates on CDs are indexed to the Treasury fund.
  - One CD for \$35,649 matured on 12/9/2020 and was automatically rolled over with an interest rate of .095%
  - Two CDs with a total value of \$66,804 mature in February 2021;

Operating Checking account balance of \$32,124

Paint Fund money market account balance of \$33,728

Accounts Receivable of \$496. (Homeowner delinquent HOA fees)

**Operating Income/Expense:**

Net operating income for the month of January 2021 was \$(5368.79), \$3,706. excess net revenue versus budget, primarily reflecting timing differences versus budgeted expenses and credits for double payments in December 2020.

- January revenues were \$26,070, \$17 under budget
- January expenses were \$31,439, \$3,723 under budget
- *Major* expense categories under budget:
  - Administration/Clubhouse/social committee activities \$2,437 underbudget primarily reflecting a timing difference in payment for the AED;
  - Pool/Utilities \$5423 underbudget reflecting double payments in December
- *Offset by major* expense categories over budget:
  - Landscaping/Maintenance/Repairs \$4068 over budget primarily reflecting timing difference in roof repairs and payment of the termite bond invoice offset by work not done but anticipated in landscape repair and gutter cleaning.

As mentioned in our January meeting, we anticipated some headwinds from NTS for 2021 for the common areas shared with the apartments. NTS bills us in March including a reconciliation of actual versus estimated prior year expenses and estimated current year expenses. On February 9th they invoiced us for \$32,427, well over our anticipated headwind. Their invoice included \$7618 for 2020 greater than estimated actual expenses primarily due to significantly higher gate repairs/maintenance, and un-forecasted security cameras and repairs for the trash compactor. 2021 forecasted expenses are \$24,809, including \$16,162 for asphalt paving of the entrance.

Our repair/replacement reserve is funded in accordance with the 2016 reserve study recommendation. As reported last month and required per VA law, the reserve funding will be revisited in 2021. The new review study is underway, you may have noticed the company representative performing his walkthrough on February 3rd. We will review and make a recommendation for reserve funding when we have the final report.

**As of December 2020, for which financials were not available in our January meeting:****Assets/Investments:**

Reserve asset accounts totaling \$312,367 invested with TIAA:

- \$90,378 in money market accounts
- \$221,989 in one-year maturity, staggered expiration date CDs earning from .50 to 1.83%; Low-interest rates on CDs are indexed to the Treasury fund.

- One CD for \$35,649. matured on 12/9/2020 and was rolled over with an interest rate of .095%
- Two CDs with a total value of \$66,804 mature in February 2021.

Operating Checking account balance of \$34,620

Paint Fund money market account balance of \$30,809.

Accounts Receivable of \$976. (Homeowner delinquent HOA fees).

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

Net operating income for December YTD 2020 was \$9213, over budget.

- YTD Revenues were \$306,326, \$396 over budget.
- YTD Expenses were \$297,113, \$8,817 under budget, an extraordinary year primarily due to COVID.
- *Major* expense categories under budget:
  - Administration/Clubhouse/social committee activities (\$640)
  - Landscaping/Maintenance/Repairs (\$4,469)
  - Pool/Utilities (\$940)
  - Operating contingency (\$7,000)
- *Offset by Major* expense categories over budget:
  - Utilities \$3105, primarily reflecting double payments which were credited in January
  - Insurance \$1033

### **Special Note:**

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). *Roseann offered help to anyone interested in learning how to do online banking, versus mailing physical checks. Email Roseann @ [salasinboard@gmail.com](mailto:salasinboard@gmail.com).*

### **C. Developer/Builder (Dahn)**

Jason Moneymaker, our new builder, anticipates great progress over the next several weeks. Framework has begun! If you have any sales leads, please direct to Patrick Sullivan with reRVA. There was a great article in the Richmond Times Dispatch" on 2/6 and the link was in our February newsletter – please take some time to read.

### **D. Social Committee (Carter)**

With social distancing still in place due to COVID, no events are on the calendar. There are hopes to have a late March socially distant committee meeting followed up with social event towards the end of summer or early fall (hopefully).

### **E. Covenants Committee (Eby/Allen)**

The committee met on February 3<sup>rd</sup>. Lisa decided to step down as co-chair and was thanked for all of her contributions and will continue to remain on the committee. Debbie Markel has been named Committee Co-Chair alongside of Kathy Allen.

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

Sharon T. thanked the volunteers for all the help with the grass repair near 9523. Committee followed up with Snead's for the cryptomeria project. Hopefully in late March there will be plantings of the cryptomeria. Still concerned with deer and dog damage amongst the new shrubs and plantings. Also wondered if there should be a new engineer study for the dry retention pond at the northside of the neighborhood. Joe P. provided some clarity – the pond is there to allow for excess runoff but a new engineer study could occur. Sharon B. asked for any neighbors to reach out to the committee if there are any concerns with shrubs/plantings around home.

**G. Electrical Committee (McCabe)**

Any volunteers for this committee would be appreciated. Impressed with the parts that came in from the manufacturer to repair the gas lights entering the neighborhood. Larry and Mike have done some preliminary work. The project continues.

**H. Webmaster Committee (Bennett)**

Spread the word about our website. The vital information page can be updated. If you see anything that needs to be updated or changed on the CE Website, please email and/or contact Karen Bennett @ karenbbennett@gmail.com.

**I. Managing Agent (Dillard)**

Went over at a high level some HOA/Committee rules and regulations. Part of the Property Owner Association Act states that the business of committees needs to be announced and open to homeowners and scheduled ahead of time. Minutes need to be recorded and available – Melissa can offer assistance for details about the meeting minutes process. Homeowners should have a copy of our HOA bi laws and declarations and if not, can be ordered via the website. The committees are there to serve the Board. Some questions amongst homeowners that have recently been asked– a quorum of the Board of Directors in our neighborhood is 3 members. Committees have the same rules and regulations of the Board of Directors and need to have unanimous consent. Emailing is allowed for informational purposes. However, if there is something that needs to be voted on, this needs to occur in an action without a meeting, at a committee meeting or at the next Board meeting.

**VI. UNFINISHED BUSINESS**

**A. Ratify Action without a Meeting**

- a. Hurricane Fence - Anne Nelson Morck made a motion to approve this ratification; Melissa Eager seconded the motion; the motion passed unanimously.

- b. Street Signs (2 temporary street signs) – Rob Tait made a motion to approve this ratification; Anne Nelson Morck seconded the motion; the motion passed unanimously.
- c. CICB Complaint Form Update (address updated) – Melissa Eager made a motion to approve this ratification; Rob Tait seconded the motion; the motion passed unanimously.

B. Gutter Cleaning

Quotes from 3 different companies. Gutter Kings provided a quote of \$2230 for gutter cleaning amongst all homes/townhomes. Anne Nelson Morck made a motion to use Gutter King with the \$2230 quote and begin the cleaning asap; Rob Tait seconded the motion; the motion passed unanimously.

- C. Asphalt Repair – TABLE this topic until March meeting. No quote has been seen from Finley Asphalt.
  - a. Parking Space Lines

- D. Repair Grass in Common area near 9523.

Thanks to the volunteers – this has been completed.

## VII. NEW BUSINESS

- A. Board Training – TABLE this topic until March meeting.
- B. Deed of Easement & Maintenance Agreement – NTS. Roseann summarized – our agreement covers the entrance area we share with the neighboring apartments and requires us to pay 40% of the shared area expenses and ~ \$1200 for use of their trash compactor excluding repairs/upgrades which we're charged at 40%. The original agreement was signed in December 2004, stipulating we pay '40%' of expenses associated with the shared entrance.

Noteworthy to mention:

- a. The 40% instituted in 2004 was calculated as a proration of # of apartments (202) versus our homes shown as (140). The 140 was the original development plan, we are currently at 110 settled homes, expecting 116 by year-end. I've requested a schedule of our settled homes since 2007 when the current apartment owner NTS took over;
- b. We've had relatively no voice in the decisions for the area, and relatively no visibility of current expenses until we receive their annual invoice.
- c. 2021 invoice from NTS is \$32,426.75 includes extra charges for:
  - i. 2021 Asphalt paving the entrance \$16,162
  - ii. 2020 un-forecasted charges of \$6552.78 including security cameras and compact repair (\$2508.44); gate/fence painting (\$2880); Polysand entrance pavers (\$960); Access cards (\$131.96); Gate & Callbox system annual fee (\$72.38)

Need to contact an attorney on the agreement. Rob Tait made a motion to have a lawyer review our current contract with NTS with the potential of renegotiation; Anne Nelson Morck seconded the motion; the motion passed unanimously.

- C. Clubhouse Key and Pool code for sales and builder – Rob Tait made a motion to allow for a key and pool code to be available to sales leader and builder; Anne Nelson Morck seconded the motion; the motion passed unanimously.
- D. Clubhouse Internet Proposal - Our current subscription is with Comcast (\$144/mo.) for internet at 35 MB (upload; download is 5MB), cable TV, and rental of modem and router. The monthly rental for the modem and router is \$18.45 plus tax. We've had service since 2014, so in effect, we've paid \$1630 for the equipment since service inception in 2014.
  - a. Verizon without equipment and cable at 100/100m M2M quoted \$69/month plus tax no contract. Cost of purchasing router is approximately \$100 (NETGEAR).
  - b. Comcast without equipment and cable:
    - i. 69.95 for 35 MB Internet plus tax
    - ii. 99.99 for 200 MB Internet plus tax
    - iii. if we increase speed we'll need to sign a 2 or 3-year contract.

Melissa Eager made a motion to approve Verizon internet service at the Clubhouse; Roseann Salasin seconded the motion; the motion passed unanimously.

- E. CD Investment Proposal - Interest rates plummeted in 2020 as a result of the coronavirus and returns are sitting at historically low levels with no sign of whether there **will** be any improvement in 2021. As a prudent practice, we invest in FDIC insured instruments. Credit unions are paying slightly higher rates than banks. Roseann Salasin made a motion to move 2 upcoming maturing CD funds (February) into a Credit Union and transfer 1 CD with a penalty not to exceed \$11 into the same Credit Union; Anne Nelson Morck seconded the motion; the motion passed unanimously.
- F. Snow Removal – community wide email to use magnesium or calcium chloride on steps, walks, driveways, etc. Other snow removal options to be included in budget discussions for 2022.
- G. Insurance Coverage – CNA provides better coverage than our current coverage. Rob Tait made a motion to approve CNA insurance coverage; Melissa Eager seconded the motion; the motion passed unanimously.

#### H. Signage

Realtor signs. Beginning in 2021, relators can place open house 1 week prior to open house and then take down after open house. For Sale signs are allowed. Anne Nelson made the motion to allow the open house signs for 1 week prior to open house; Rob Tait seconded the motion; the motion passed unanimously.

5 x 7 signs to keep off for 2 weeks (or more?) amongst new shrubs/plantings or areas of concerns. TABLE this topic until March meeting.

Anne Nelson Morck made a motion to have the 5 x 7 “keep off” signage in the 2 end areas of median on the Boulevard until the March 24<sup>th</sup> Board Meeting; Melissa Eager seconded the motion; the motion passed unanimously.

- I. AED Location and Updates – TABLE to meeting in March. More discussion on location needs to occur.
- J. Board Meeting Schedule – As you may have noticed in January, and several times last year when Steve was reporting, our prior month financials are not always available in time for our board meetings. This will continue to be an issue for our 2021 schedule. Rob Tait made a motion to change the monthly Board Meeting to the 4<sup>th</sup> Wednesday of every month effective beginning in March; Melissa Eager seconded the motion; the motion passed unanimously.
- K. Painting of homes – TABLE to meeting in March. More discussion and research (Dahn) needs to occur. Concrete siding is used on many of our homes and is guaranteed for 15 years and if painted, voids the warranty. Trim work, dormers, shutters and doors may need to be power washed and painted.

#### **VIII. OWNER COMMENT PERIOD**

- Rick B. talked about the AED placement by the mailboxes. Homeowner feedback on placement would be appreciated. He also wondered if the new builder is using concrete siding. Rick brought up concern with letting our builder and real estate agent have access to our clubhouse and pool.
- Betsy K. voiced her concern on whether USPS would allow for AED placement by the mailboxes.
- Sharon T. voiced her concern about giving keys and code to clubhouse and pool. She also suggested having the Landscape Committee help out with the timing of the gutter cleaning.
- Mick M. asked if caulking would still be done on the homes who perhaps may not be getting painted.

**IX. NEXT MEETING DATE: Wednesday, March 24th @ 5:30 pm virtual.**

**X. EXECUTIVE SESSION (if necessary) – n/a**

**XI. RETURN TO OPEN SESSION (if Executive Session) – n/a**

**XII. ADJOURNMENT – Anne Nelson Morck made a motion to adjourn the meeting at 7:28 pm; Melissa Eager seconded the motion; the motion unanimously passed. 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.*