

CREEK'S EDGE AT STONY POINT TOWN HOMES HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING
VIRTUAL

Monday January 18, 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; Fran Farmer – Homeowner; Dorothy Walker – Homeowner; Richard Bream – Homeowner; Betsy Kapsak – Homeowner; Patricia Mohr – Homeowner/Social Committee Co-Chair; Debbie Markel – Homeowner; Josh Sessions – Homeowner; Jennifer Frisch – Homeowner; Sharon Talarico – Homeowner/Landscaping Committee Co-Chair; Daniel Dellortoda – Homeowner; Debby Cohen – Homeowner; Lane Scheiber – Homeowner; Dan Apple – Homeowner; Michael Massell – Homeowner; Mike Maruca – Homeowner; Michael McCabe – Homeowner/Electrical Committee Chair; Paul Hughes – Homeowner; Ellen Shinaberry – Homeowner.

III. APPROVAL OF MINUTES

- A. October 19, 2020: Larry Dahn made a motion to approve the minutes; Anne Nelson Morck seconded the motion; the motion passed unanimously.
- B. November 9, 2020 – Organizational Meeting: Rob Tait made a motion to approve the minutes; Anne Nelson Morck seconded the motion; the motion passed unanimously.
- C. December 3, 2020 – Committee Meeting: Melissa Eager made a statement to amend the minutes to include term date for Anne Nelson Morck as 2023; Rob Tait made a motion to approve the minutes with the amendment; Anne Nelson Morck seconded the motion; the motion passed unanimously.

IV. OWNER COMMENT PERIOD

Joe Perszyk asked for the agenda for tonight's meeting. Betsy Kapsak questioned the term length of the 2 newly appointed Board Members. Rick Bream asked about the audit

of the HOA financials (Roseann Salasin replied that an audit is planned for the 2022 budget but will endeavor to pull it forward to 2021 if funding available) and thanked the neighborhood for the wonderful holiday light display. Betsy Kapsak also thanked the Board for the increase in communication. Sharon Talarico suggested dusk to dawn lightbulbs for the homeowners. Also suggested if there could be a designated time before upcoming meetings for homeowners to add topics to the agenda and to please continue with regular Board Meetings even if virtual. Sharon also thrilled with new Board and emphasized neighborhood involvement – we have lots of talent within, we should tap into it.

V. REPORTS

A. President (Dahn)

- Welcomed everyone to our first board meeting of 2021 and the first board meeting driven 100% by the community.
- Thanked all homeowners for the wonderful holiday lighting displays and the continuation of lights thru January in honor & support of all the 1st responders.
- Introduced:
 - Melissa Eager – Recording Secretary
 - Roseann Salasin – Treasurer
 - Anne Nelson Morck – Vice President
 - Rob Tait – Director
- 2 new committees added:
 - Web Master Committee – chaired by Karen Bennett
 - Electrical Committee – chaired by Mike McCabe
- Need 2 volunteers for these two new committees; assist with both the web master and electrical committee chairs (these are both skills specific openings).
- Collectively the board & committees are looking at landscaping uniformity across the community and how to approach the “overgrowth”
- The board created an internal working document to track projects so they won’t get lost or forgotten. Examples “Adopt Stony Point Parkway” & Landscaping project between 9401 – 9439.
- Reminded everyone about snow removal teams. A file was sent out with our last “Newsletter” - we have broken this out by homeowner sections. A few sections are light with homeowners, so encouraged everyone to review and offer up some names to add.
- Verizon Fios – feedback common themes: Verizon needs to bury the lines and provide access availability to the entire neighborhood.

B. Treasurer (Salasin)

As of November 30, 2020.

Assets/Investments:

- Reserve asset accounts totaling \$306,840 are invested with TIAA
- \$221,271 in one-year maturity, staggered expiration date CDs earning from .50 to 2.03%; Low-interest rates on CDs are indexed to the Treasury fund.
- \$85,569 in money market accounts

- One CD for \$34,021 matured on 12/9/2020 and was rolled over with an interest rate of .10%
- Two CDs with a total value of \$66,804 mature in February 2021 and will be rolled over into one CD; rate to be determined
- Operating Checking account balance of \$43,626
- Paint Fund money market account balance of \$26,639
- Accounts Receivable of \$732 (Homeowner delinquent HOA fees)

Operating Income/Expense:

- Net operating income for the month of November 2020 was \$3518, \$1043 under budget.
- Net operating income for November YTD 2020 was \$18,263, \$19,922 over budget.
- YTD Revenues were \$280,256, \$396 over budget.
- YTD Expenses were \$261,993, \$19,526 under budget, an extraordinary year primarily due to COVID.

Major categories under budget:

- Administration/Clubhouse/social committee activities (\$2115)
- Landscaping/Maintenance/Repairs (\$7338)
- Pool/Utilities (\$5420)
- Operating contingency (\$5000)

December financials are not finalized; therefore we cannot yet project how we will finish the year. That said, we have approved the budget without any increase in dues. We have negotiated with Hickman to amortize the start-up cost for termite protection over 3 years, the last payment due in 2022. We do have some 2021 headwinds as an example the \$10,800 for our share of asphaltting the community entrance which was unbudgeted and we don't know what may be around the corner post-pandemic. Our repair/replacement reserve is funded in accordance with the 2016 reserve study recommendation; as required, the reserve funding will be revisited in 2021 and our reserve contribution will need to be adjusted accordingly.

C. Developer/Builder (via email from Middleton presented by Dahn)

Going forward this report will be given by Jason Moneymaker or Patrick Sullivan. Or an updated email from Steve Middleton.

The construction schedule and process are moving along as planned. With the weather cooperating, Jason Moneymaker anticipates a good progress over the next few weeks. Once framing has been completed, Patrick Sullivan with reRVA will open the site up for tours. Patrick has received on-going interest in the community and feels confident that contracts will be coming in soon. In addition to constructing the next set of townhomes, Moneymaker Properties is also marketing the two single-family sites. We appreciate in advance your cooperation in not using the construction dumpster for household trash and other items. Please feel free to have Larry Dahn communicate any builder questions and please pass any buyer leads directly to Patrick Sullivan.

D. Social Committee (Mohr/Carter)

There is a new Social Committee Charter and a new CE Event Request Form. Both the Charter and Event Request Form will be posted to the CE Website as long as approved later in the meeting. 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)

No Report.

F. Operations/Landscaping Committee (Dahn)

No Report. There will be a vote to merge the Landscape Committee and the Beautification Committee into one committee that shall be known as the Landscape Committee.

G. Beautification Committee (Talarico/Benedict)

Sharon T. - Some concerns with the plants in median including some shrub/plant damage. Please be vigilant as to how the plants are being damaged. Perennials around the pool are doing great. Look for some 50 daffodils to spring up soon. Also looking to uniformly distribute the liriopes on the hill next to the Allen's as entering the community.

Sharon B. – coming up with a homeowner form if you need some assistance with plants in your yard. There were some replanting/redistributing of plants throughout the neighborhood before Christmas. There have been some landscaping damage due to delivery trucks. This committee is looking for ways to avoid this in the future including but not limited to include landscape boulders, reflectors, and a “no outlet” sign. Suggestions always welcome. Rob Tait added some comments about possible solutions for truck routes to avoid destruction.

H. Electrical Committee (McCabe)

Any volunteers for this committee would be appreciated. Ideally wanting to keep the 4 current gas lights at the entrance bridge and not switch over to LED lamps. Therefore, looking to repair 2 of the 4 gas lights and will try and do most of work in house and is very reasonably priced (about \$1500). Money is being saved by having neighbors help out.

I. Webmaster Committee (Bennett)

Spread the word about our website. If you see anything that needs to be updated or changed on the CE Website, please email and/or contact Karen Bennett.

J. Managing Agent (Dillard)

Working on getting our new Board Members up to speed and working on the 2021 Reserve Study.

VI. UNFINISHED BUSINESS

A. Action without a Meeting

- a. Rob Tait Contract (pool maintenance contract) - Anne Nelson Morck made a motion to approve this ratification; Melissa Eager seconded the motion; the motion passed unanimously.
- b. Prostone Masonry – Rob Tait made a motion to approve this ratification; Melissa Eager seconded the motion; the motion passed unanimously.
- c. Kenney’s Landscape/ Cancel VA Green - Anne Nelson Morck made a motion to approve this ratification; Rob Tait seconded the motion; the motion passed unanimously.
- d. Clubhouse Cleaning – moved from twice a month to once a month due to COVID. Rob Tait made a motion to approve this ratification; Melissa Eager seconded the motion; the motion passed unanimously.
- e. Appoint Roseann Salasin and Melissa Eager to the Board – Rob Tait made a motion to approve this ratification; Anne Nelson Morck seconded the motion; the motion passed unanimously.

B. Fence

Maintenance free aluminum fence at 9439. Anne Nelson Morck made a motion to approve this purchase at the amount of \$1450.00; Melissa Eager seconded the motion; the motion passed unanimously.

C. AED Purchase – with a 5 year warranty.

Per Rick Bream, location will be outside the community center by the pool with a lock. Code for the lock as well as a video training will be provided for homeowners. Anne Nelson Morck made a motion to approve this purchase that includes the service on the equipment; Melissa Eager seconded the motion; the motion passed unanimously.

VII. NEW BUSINESS

- A. Gutter Cleaning – Table this topic until February, more discussion needs to be had before a vote. Funding is approved for the villa homes to be completed twice a year.
- B. Gas Lamps – approximately \$1500 pricing for the 2 gas lights – Mike McCabe will get the written quote emailed to Cheryl Dillard. Larry Dahn proposed a not to exceed amount of \$4000 from the 2024 Reserve Study to be used for this project. Rob Tait made a motion to approve the amount of not to exceed \$4000 from the 2024 Reserve Study to be used for the 4 gas light repairs; Anne Nelson Morck seconded the motion; the motion passed unanimously.
- C. Asphalt Repair - Table a vote for this topic until February, more discussion needs to be had before a vote. We received asphalt repair and seal quotes from Finley Asphalt. Plan to bring in our builder and “asphalt expert” for further discussion and have an idea of

load amounts before making a decision. Larry Dahn made a motion to table this until our next Board Meeting; Rob Tait seconded the motion; the motion passed unanimously.

- D. Parking Space Lines – plan to have a “homeowner crew” to complete the line painting throughout the neighborhood. Place this topic under Asphalt Repair for upcoming Board Meeting.
- E. Homeowner offers “Dog Waste Station” – homeowners volunteered to fund and manage this service for our community. Area is at the North End of the property (north of where the lumber is laid out) by a street light with consideration of new buildings. Anne Nelson Morck made a motion to approve adding this station to the area discussed; Melissa Eager seconded the motion; motion was approved unanimously. Anne Nelson Morck will contact the homeowners to move forward with this project.
- F. Prep work on “Reserve Study” – company completing this study is DMA Reserves (the same company who completed this study in prior years) and Cheryl Dillard is already providing documentations to this company. This company plans to be on site beginning of February and meet with Board Members. Board Members plan to have an orientation meeting around this topic and look at past Reserve Studies. Cheryl emphasized this is not a rush process.
- G. Landscape and Beautification Committee Merger – Rob Tait made a motion to merge the 2 committees into one committee now to be named Landscape Committee co-chaired by Sharon T and Sharon B; Melissa Eager seconded the motion; the motion passed unanimously. Melissa Eager will contact Karen Bennett to take down the Beautification Committee Charter on the website and replace with Landscape Committee where necessary.
- H. Repair Grass in Common area near 9523 –Table a vote to next Board Meeting, more discussion has to occur. Landscape and Covenants Committee will come up with a solid plan. Rename this discussion as Repair Grass and Median Areas. Anne Nelson Morck made a motion to table this topic to the next Board Meeting; Melissa Eager seconded the motion; the motion passed unanimously.
- I. Wax Myrtle Trimming Proposal – Board Members have seen pricing for this trimming from Kenney’s Landscaping. Homeowners have been contacted on this trimming and are aware of it occurring. This is our best effort to give new life to these wax myrtles. Rob Tait made a motion to fund this project; Anne Nelson Morck seconded the motion; the motion passed unanimously. The list of properties included in this trimming will be provided to Kenney’s Landscaping; Board Members and/or members of the Landscape Committee will be on site to ensure this goes smoothly.

Approval of the CE Social Chair Charter and Events Request Form – Rob Tait made a motion to approve the Social Chair Charter and New Events form; Anne Nelson Morck seconded the motion; the motion passed unanimously. These will both be added to the CE Website via Karen Bennett.

VIII. OWNER COMMENT PERIOD

- Fran Farmer asked for an explanation on why the Board decided to move away from VA Green and replace with Kenney's Landscaping. Pat Mohr, Homeowner agreed with Fran's sentiments. Both hope Kenney's will replicate what VA Green provided. CE is giving Kenney's a try this year and will reevaluate this contract next year since VA Green's contract expired 12/31/20. Kenney's service is more robust than VA Green. Please provide ongoing feedback as it relates to lawn satisfaction.
- Fran Farmer asked for an explanation surrounding what gets passed by the Board Members without Community involvement and what gets presented to the Community. Cheryl Dillard explained the process – a Board can pass action items with or without HOA discussion as long as there is a unanimous vote.
- Sharon Talarico wanted a little more clarification on Operations/Landscape Committee. Larry Dahn suggested a virtual meeting to walk thru an updated charter for the Landscape Committee.
- Rick Bream commented on his positive impression with Kenney's Landscaping and is excited about this new Board. Concerned on who will maintain the dog waste while homeowners are away.
- Mike McCabe made a point that the road destruction should not fall burden to Moneymaker - all builders have contributed to road deterioration.
- Pat Mohr expressed her gratitude towards Larry Dahn in representing our community and all his hard work.
- Nothing but good things coming out of this community.

IX. NEXT MEETING DATE: Monday, February 15 @ 5:30 pm virtual.

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

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

XII. ADJOURNMENT - President Larry Dahn made a motion to adjourn the meeting at 8:11 pm; Rob Tait seconded the motion; the motion unanimously passed. Meeting adjourned.

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.