

CREEK'S EDGE AT STONY POINT TOWN HOMES HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING
VIRTUAL

Tuesday, June 22, 2021
5:00 pm

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

MINUTES

I. CALL TO ORDER (President):

President Larry Dahn called the HOA meeting to order at 5:02 pm.

II. ROLL CALL and QUORUM STATUS (Secretary):

At the clubhouse, in attendance: Larry Dahn – President; Anne Nelson Morck – Vice President; Rob Tait – Director; Roseann Salasin – Treasurer; Dave Hering – Managing Agent; Karen Bennett - Homeowner/Webmaster; Sandy Apple - Homeowner; Dan Apple - Homeowner; Rick Bream - Homeowner.

Virtual, in attendance: Janet Carter – Homeowner/Social Committee Co-Chair; Fran Farmer – Homeowner; Pat Rollins – Homeowner; Michael Massell – Homeowner; Betsy Kapsak – Homeowner; Lee Chaharyn – Homeowner; Sharon Talarico – Homeowner/Landscaping Committee Co-Chair; Sharon Benedict – Homeowner/Landscaping Committee Co-Chair; Jerry Clark – Homeowner; Paul Gilbo – Homeowner; Tom Byrd – Homeowner; Debbie Markel – Homeowner/Covenants Committee Co-Chair; Lisa Eby – Homeowner; Mike McCabe – Homeowner/Electrical Committee Chair; Jennifer Frisch – Homeowner; Dan Del'Orto – Homeowner; Steve Middleton - developer.

III. APPROVAL OF MINUTES

- A. May 18, 2021: Rob Tait made a motion to approve the minutes; Anne Nelson Morck seconded the motion; the motion passed unanimously.

IV. BUILDER/SALES UPDATE

Several homeowner complaints about trash and the appearance around the new construction. Jason Moneymaker will address the issue with the contractors.

V. REPORTS

A. President (Dahn)

- We held our own Memorial Day celebration this Memorial Day with Dino – sounding “Taps” in support of “Taps across America”. Let’s hope we continue & support this wonderful celebration every year.

- The painting project has begun this week on two groups of homes.
- We continue tweaking our sprinkling system for the community. Added additional lines and zones in a few sections and replaced a few areas with low-flow heads. Layman will be on-site sometime early July for our summer tune-up.
- Had our second mowing treatment – clearing out the retention pond – just a reminder we’ll be adding this project into the landscaping contract next year.
- Met with Chasen – requesting a total package solution cycle for painting, power washing, trim, and calking. They also plan to test power washing on a few select homes that have been painted. We’ve requested a multi-year contact.
- Please remember that the pool gate must be kept closed for insurance purposes. The pool rules were sent out – please be compassionate to everyone now that we have the freedom from COVID.
- Reminder to our community & all volunteers. We have a better insurance provided by CNA D&O insurance that covers all community volunteers. We also have workers comp policy. But we always want to make sure all volunteers are working safely & feel safe doing any & all volunteer work.

B. Treasurer (Salasin)

As of May, 2021:

Assets/Investments:

Reserve asset accounts totaling \$308,435 are invested with TIAA Bank and MoneyOne FCU:

- \$81,936 in money market reserve accounts earning .15%, Down from April due to reserve payments for the entrance Asphalt (\$16,162), and refurbishment of brick stoops (\$6000), and the gas lamp (\$614).
- \$80,956 in checking accounts (.20%). This is holding funds from retirement of the CDs which will be moved into higher earning certificates this month.
- \$80,610 in TIAA one-year maturity, staggered expiration date CDs earning from .50 to .095%
- \$50,031 in MoneyOne FCU certificate earning .60%
- \$14,902 in MoneyOne FCU MM
- Low-interest rates on CDs are indexed to the Treasury fund which is currently forecasted to remain low.

Operating Checking account balance of \$29,957
 Paint Fund money market account balance of \$45,412
 Accounts Receivable of \$14

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.

Operating Income/Expense:

Net operating income for the month of May 2021 was (\$4,607), (\$2,768) net excess expense:

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

May expenses were \$30,677, (\$2,752) over budget.

Major expense categories under budget:

- Administration/Pool/Clubhouse/social committee activities \$823 primarily reflecting reduced usage due to COVID
- Operating Contingency \$6,441 which will be spent in the next few months for planned projects

Major expense categories over budget:

- Landscaping and irrigation water \$1350, the latter reflecting turning on the sprinkler systems. This will be a net under budget due to the previously mentioned credits in January from double utility payments in December 2020.
- Maintenance/Repairs \$8,666 reflecting the unanticipated payments to NTS offset by reclassification of operating expenses which should have been charged to the reserve.
Net operating income Year-to-date May was \$(6,892), \$16,185 excess revenue primarily due to a credit for overpayment of utilities in December, low usage due to COVID, and timing differences of budget versus actual expenses planned in the coming months.

Noteworthy to mention:

- Known over budget items as of May include insurance ~\$(5345) (D&O insurance and 2022 payment which will be paid in December), Termite Bond (\$800), and NTS billing (\$5,200).
- In May, we reclassified payments incorrectly paid from operating funds to the reserve account.
- While we have separate meters for pool, irrigation, and stormwater fees, it's been extremely difficult to track. The City of Richmond had been arbitrarily assigning our payment to one of the 3 line items, and leaving the other line items as outstanding payment due. The payments for May were correctly assigned, this will help us better track expenses going forward to identify issues and prepare for the 2022 budget cycle.
- We are awaiting this next quarter's bill to determine the accuracy of the Storm Water Fee billing.

Our repair/replacement reserve is currently funded in accordance with the 2016 reserve study recommendation. We will be discussing the new reserve study and implications for funding later in this meeting.

New Business Item - NTS Contract Update

NTS Update -- Consideration of our burden on the shared entrance with NTS is ongoing. Our goal is to be a good neighbor and work toward joint success with NTS in maintaining an area we are both proud of and entices new residents, whether they be renters or homeowners to live in our community. As previously mentioned, the contract was signed in perpetuity and allows NTS to direct activities/spend funds for which we pay 40% with no input from us. We have prepared our position statement and hired a law firm to review the contract and render an opinion on our options.

C. Social Committee (Carter)

- Very excited to see all of the activities (baseball, pickle ball, morning coffees, book club) being generated by our neighbors! Nice to see the neighborhood “waking up” after the Pandemic hibernation.
- Plans are underway for Hot August Nights on AUGUST 21st, please SAVE THAT DATE - a neighborhood wide pool party with a Food Truck (Smokey Joe’s BBQ). Keep a watch in your emails for more information.
- Fall events in the works include a Wine Tasting in September and a Halloween Fire Pit Night in October.
- Next Social Committee Meeting - Thursday, July 1, at 6:30 pm at the Clubhouse. Please join us - new members welcome.

D. Covenants Committee (Markel/Allen)

Since the last Board meeting, the Covenants Committee has approved 2 requests. Both involved removing and replacing dead or overgrown shrubs along garages and/or home borders. Replacements were chosen from the community’s “approved plants” list. Also, at the Board’s request, we sent them our collective thoughts regarding towing signage.

E. Landscaping Committee (Talarico/Benedict)

The Landscaping Committee (LC) held its June meeting on Wednesday, June 9, 2021 in the Clubhouse.

Too many items had been dealt with on a reactive basis by former BOD officers, and we now need to get caught up and then undertake proactive planning for the future. Going forward, the LC will prioritize projects and plan requests for funding for the next year’s budget.

It was determined that the LC should ask Dave Hering for the contacts of other irrigation and landscaping companies used in properties he manages, and ask for recommendations as bids are sought for next year’s contracts.

Some of the reasoning of the above statement is due to a lack of responsiveness from Kenney’s. A meeting needs to occur between Dave Hering, Noah, Justin, and the Sharons on how to work more cohesively. The LC is trying to work with Kenney’s as best as possible.

New Business

At the LC meeting, Deb Batterson presented an Excel spreadsheet product which makes a plot of each home with its yard, indicating existing trees and shrubs which can be marked in red (for replace), yellow (watch) or green (good) for LC future planning purposes. As the neighborhood ages, existing shrubs will reach the end of their product cycle and need to be removed. This way, the LC can evaluate needs and factor them into the coming year’s budget request.

A question came up regarding maintenance requests and how to process and archive these. It was determined that CE residents with a landscaping concern bring it to the LC chairs and they will take it from there, and they will submit any necessary work orders to Community Partners. Joe brought an Excel spreadsheet he prepared that can be used to create a pivot table for generating such a report for archiving maintenance requests.

For the remainder of this year and the upcoming few years, the focus will be on maintenance, design and renewal.

There is an awareness that there are areas of concern throughout the neighborhood in regards to landscaping - the goal is to address these issues with the advice of a professional landscaper moving forward. Please be patient with the LC.

F. Electrical Committee (McCabe)

Update on the FOUNTAIN project:

The work crew is scheduled to start working on the fountain tomorrow and will follow through to completion. There will be a day or two they're not here mainly to let the cement setup. The hope is to have the fountain up and running by mid July. There may be some items to complete after that date such as pavers but work will continue to completion.

Please let Mike McCabe know if you have any questions or concerns and they will be addressed.

G. Webmaster Committee (Bennett)

Added to the website this month:
An updated Frequently Asked Questions (thank you Anne Nelson Morck)
June Newsletter
Bunco Update
Book Club Update
Baseball Reminder

Any additional items or ideas, please contact Karen Bennett.

H. Managing Agent (Hering)

Nothing to report.

VI. HOMEOWNER COMMENTS

Tom B - thanks to both Sharons for all their efforts with Kenney's Landscaping.

Betsy K - when we put in work orders, is there a way to see if it was received or the status? Per Dave, Jessica Crump should respond with a status update.

Sandy A - questions about the entrance gate. The pedestrian gate is left open - is this issue being addressed? Dave will talk to NTS for discussion of some automatic closure.

Tom B - any updates on the timeline for the new construction? Steve M guessed model would not be ready until August. Building supplies are very limited and it is a frustrating situation.

Rick B - some of the brick coloring is new. Per Steve M, brick coloring has changed over time. All front doors on the new building are the same. Per Jason at a prior meeting, these doors could be changed out later on in the process if so requested by new homeowner. Any units sold?

Roseann S - as the Sharons are putting together a landscape plan, hopefully they will communicate with Jason. This conversation with Jason has occurred but will follow up with him as well.

VII. UNFINISHED BUSINESS

A. Deed of Easement & Maintenance Agreement – NTS

This is an ongoing topic and should be included in unfinished business for next month. The scope of work for the law firm to research and evaluate the terms and conditions of the NTS agreement is estimated to take between 4-6 hours worth of work at \$350/hour - not to exceed \$2100.

*This was approved unanimously by all Directors electronically on May 28, 2021 - action without a meeting. The Board of Directors approved the legal review of the Deed of Easement and Maintenance Agreement with NTS with Chadwick, Washington, Elmore, Moriarty & Bunn, P.C. not to exceed 6 hours of billable time at \$350/hr. The scope is to research, evaluate and provide a written evaluation of the NTS Agreement, as amended, and the Association's options going forward for potentially revising the terms and conditions therein.

B. Irrigation

Not to exceed \$1000 to move a dozen plants to at 9401 CSC. This needs to be left in unfinished business for next month.

*This was approved unanimously by all Directors electronically on June 3, 2021 - action without a meeting. The Board of Directors approved the quote from Layman Irrigation not to exceed \$1000 to move the drip system next to 9401 to its own station.

C. AED long term support

Putting together a committee - Anne Nelson and Larry will work up an organizational chart. Rick B discussed the potential a first aid course in the future.

D. Towing company agreement

Covenant Committee's recommendation is that there is no need to have towing signage at this point. But if this becomes a problem in the future, a towing sign discussion will occur. This item can be closed out.

E. Parking rules - leave this item open for next month.

VIII. NEW BUSINESS

A. Clubhouse Guidelines and Use Agreement

Anne Nelson - now post Covid, the main change made to the Clubhouse Guidelines and Use Agreement is a \$95 cleaning fee per use of the Clubhouse assessed to the homeowner. This is the only fee assessed and the damage deposit of \$85 is typically returned. This cleaning fee amount is charged by the cleaners. The \$95 cleaning fee is not assessed for community groups, committee meetings and board meetings. Roseann Salasin made a motion to approve the updated Clubhouse Guidelines and Use Agreement to include the \$95 cleaning fee per homeowner usage; Anne Nelson Morck seconded the motion; the motion passed unanimously.

B. Reserve Study

David Herring reviewed the Reserve Study for 2021 with the Board of Directors.

IX. NEXT MEETING DATE: Tuesday, July 27 @ 5:00 pm. (4th Tuesday of every month)

X. EXECUTIVE SESSION - n/a

XI. ADJOURNMENT – Anne Nelson Morck made a motion to adjourn the meeting; Roseann Salasin seconded the motion; the meeting adjourned at 8:56 pm unanimously.

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.