

CREEK'S EDGE AT STONY POINT TOWN HOMES HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING
VIRTUAL

**Tuesday, May 18, 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 5:00 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; 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; Dave Williams – Homeowner; Tom Byrd – Homeowner; Debbie Markel – Homeowner/Covenants Committee Co-Chair; Karen Bennett – Homeowner/Webmaster; Joe Persyzk – Homeowner; Mike McCabe – Homeowner/Electrical Committee Chair; Jennifer Frisch – Homeowner; Diane McCarthy – Homeowner; Laurie Carter – Homeowner.

III. APPROVAL OF MINUTES

- A. April 28, 2021: Anne Nelson Morck made a motion to approve the minutes; Melissa Eager seconded the motion; the motion passed unanimously.

IV. BUILDER/SALES UPDATE

All of our exterior inspections are complete and we should start seeing bricks delivered this week and hopefully siding next week as the siding is already 3 weeks late. The first two units have drywall going in starting this Friday and we will keep plugging along just as fast as we can. Once we get drywall and permanent exterior stairs, we can start to allow some tours through from our list of interested parties. Materials as well as labor are becoming more and more difficult to obtain and it's really starting to strain the already inventory starved market. As always, if anyone has any leads, please feel free to pass them on. Thanks for the help thus far.

V. REPORTS

A. President (Dahn)

- AED is mounted at our mailbox station – we suggest every homeowner set the AED in their phone contact list with the access code 1950. Please remember the access code is the same as our pool code: 1950.
- Reminder that the board has setup a meeting with David Herring (of DMA) to discuss the 2021 Reserve Study. This meeting will be held during our June board meeting. If homeowners have any questions about the reserve study, please forward all questions to our property manager – Dave Hering prior to the June board meeting.
- Working with Richmond fire department installing a “Knox Lock” on access road gate – between 9523 & 9525.
- The landscaping committee is tweaking our sprinkling systems times/days with the goal to reduce the amount wetlands areas throughout our neighborhood.
- Our next landscaping cutting/trimming will take place May/early June timeframe. We continue to work through and accommodate “do not cut list”, which is in violation of the covenants; the landscaping committee is currently working with the covenants to create some standards and consistency.
- Remember we do have the pool & clubhouse open – under COVID 19 guidelines. We just finished a second “Shock” treatment for the pool to remove the black algae.
- Verizon status continues to be challenges, to say the least. The board continues to escalate up the Verizon management chain as we continue to receive missed commits to bury the existing strung cables and implementation of a long-term plan for underground lines to the remaining homes. With this said, Verizon has indicated they will bury the existing/temporary lines tomorrow 5/19.
- We’ve now completed all roadway work that was required of “Pot Hole Repair”.
- As a reminder, homeowners are not allowed to park trailers on our property and you’re not allowed to use street parking as a means of auto storage. This will be discussed further by the board under “New Business” item D.
- Monthly Board Meeting Minutes are loaded onto the CE Website as well as the Draft 2020 Annual Meeting Minutes. Watch for the Monthly Newsletters too.
- As you’ve seen, work has begun at the fountain area. The electrical committee will discuss further shortly.
- The paint project will begin the week of 6/21 – the following homes: (9413, 9415, 9417, 9419, 9421, 9423) & (9446, 9448, 9450, 9452). Will provide all affected homeowners with the following detailed instructions.
 - Project length: 3 weeks – beginning week of 6/21
 - 1st group of homes to be painted: 9413, 9415, 9417, 9419, 9421, 9423
 - Roughly 1.5 weeks later the outlined process below will occur for the 2nd group of home to be painted: 9446, 9448, 9450, 9452
 - Three days prior beginning project Chasen will either knock or put door hangers on indicating they will begin and first step is their 3-step power washing of each home.

- At that time each home owner will need to remove any loose exterior items, potted plants, outdoor furniture, roll up all retractable type awning etc.
- During the painting project, the project manager will either knock or put door hangers (three days in advance) indicating specific day they will be painting exterior doors. Each homeowner will want to make sure your doors are unlocked – giving the painters access to painting the doors while physically opened. Since homeowner windows are all vinyl, no need to have any windows unlocked; but you will need to remove all exterior screens from windows. Please remember they are power washing the homes, not window cleaning – so you might have some water streaking.

B. Treasurer (Salasin)

As of April 2021:

Assets/Investments:

Reserve asset accounts totaling \$330,409 are invested with TIAA and MoneyOne FCU:

- \$104,610 in money market accounts earning .15%, I plan to move this money into higher earning certificates after our reserve study review.
- \$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 which expired on 5/13/21 and will be rolled over into a certificate at the FCU to earn a higher interest rate.
- \$50,031 in MoneyOne FCU certificate earning .60%
- \$14,901 in MoneyOne FCU MM
- Low-interest rates on CDs are indexed to the Treasury fund which is currently forecasted to remain low.

Checking account balance of \$37,156

Paint Fund money market account balance of \$42,489

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. Despite lowering rates in many banks and credit unions, MoneyOne declined only slightly in May.

Operating Income/Expense:

Net operating income for the month of April 2021 was \$(715), 10,124 net excess revenue:

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

April expenses were \$26,785, \$10,141 under budget

- Major expense categories under budget:
 - Administration/Pool/Utilities/Clubhouse/social committee activities \$1423 primarily reflecting reduced usage due to COVID
 - Maintenance/Repairs \$11,425 reflecting lower than budgeted roof/general repairs and delayed payment of the NTS bill awaiting answers to questions
 - Operating Contingency \$201
- Major expense categories over budget:
 - Landscaping and irrigation repairs \$(2908)

Net operating income Year-to-date April was \$(2,285), \$18,454 excess revenue primarily due to a credit for overpayment of utilities in December, low usage due to COVID, timing differences of budget versus actual expenses planned in the coming months.

Noteworthy to mention:

- Known over budget items as of April include insurance ~\$(5345) (D&O insurance and 2022 payment which will be paid in December), Termite Bond (\$800), and NTS billing (\$5,200).
- We have discovered expenses for the gas lamps and brick work ~(\$9500) which are reserve items, were incorrectly charged to operating expenses. These will be reclassified in May accounting.
- While we have separate meters for major pool, irrigation and storm water fees, it's been extremely difficult to track. Thank you to Dave H. for all his assistance on this issue. The City of Richmond arbitrarily assigns our payment to one of the 3-line items, and leaves the other line items as outstanding payment due. Dave has instructed Community Partners to write separate checks to the City for the respective line items in an attempt to correct the situation and give us a better accounting of actual expenses which will help us identify issues, and better prepare us for the 2022 budget cycle.
- We are questioning the accuracy of the Storm Water Fee billings, more to come.

Our repair/replacement reserve is funded in accordance with the 2016 reserve study recommendation. Our 2021 reserve study will be reviewed in our June board meeting.

C. Social Committee (Carter)

- Social Committee met on Thursday May 6.
- May 1 Polar Plunge was a small gathering with a big success! Diane McCarthy was the only participant and now founding member of the Creeks Edge Polar Bear Club. She set the bar high - challenge on for next year! Assuming we are free next year of Pandemic restrictions we hope to include hot chocolate, coffee and doughnuts for all who join in the fun - participants and spectators.
- Assuming the Governor and the CDC continue in a positive trend, we began making tentative plans for two gatherings:
 - Outside Neighborhood Happy Hour Wine Tasting in June - near the clubhouse and pool.
 - Hot August Nights Pool Party - we are researching music, food, and surprise entertainment options.
 - We will meet again on June 3rd with a focus on planning these two events! Stay tuned for dates and details!

D. Covenants Committee (Markel/Allen)

Since the last Board meeting, the Covenants Committee has approved 1 homeowner request for modification and received 1 additional request. As a reminder, please submit the application for any modifications located on CE Website (HOA documents) for the 1st step to speed up the process of approval. This application is sent to Jessica Crump and then she follows up with the Covenants Committee.

E. Landscaping Committee (Talarico/Benedict)

The Landscape Committee (LC) held its May meeting on Wednesday, May 12th in the Clubhouse. In attendance were Co-chairs Sharons Benedict and Talarico, Joe Persyzk, Laurie Carter, Fran Farmer, Betsy Kapsak, and board member/liaison Anne Nelson Morck. Board President Larry Dahn attended virtually at the beginning of the meeting.

Larry discussed:

- Layman's is currently scheduled to be on-site next week to:
 - install the new nozzles in the side yards of the Villas
 - install the new drip irrigation systems for the viburnum at the entry and in the shrub area of the retention wall at 9539 Creek Summit Circle
 - installation of the irrigation system in the North end (9401-9439 CSC) has been temporarily delayed
- The Board is looking for the request for the funding for the tree replacements to be submitted by the LC in time for the next Board meeting on Tuesday, May 18th
- The Board wanted to let the LC know that they would support any additional responsibilities the LC wanted to take on, such as full oversight and management of the irrigation system; primary interface with the landscaping vendor (Kenney's), etc. Sharon T. said that she did not want to get the LC in over their heads but the committee would discuss.

Old Business

The committee discussed how to set up oversight of the irrigation by enlisting volunteers from various sections of the neighborhood. We decided to start with Anne Nelson's list of volunteers that she had put together earlier this year. We will invite members of the community from the list to act as observers for a specific area and to report any suspected issues, i.e. over/under watering, broken sprinkler heads, etc., to the LC. Anne Nelson will provide the list of volunteers to the co-chairs.

We continued discussions on the irrigation system with Sharon T. saying she was developing a spreadsheet to plot the location and times of the watering patterns around the community. She has enlisted her personal assistant to create an Excel spreadsheet to be used that can be updated by any LC member with access to Excel.

Sharon B. said that she would compose an email to be sent to Larry requesting the Board approve the \$1,200 for the tree replacements, and a second request for not to exceed \$500. That would cover the replacement of certain shrubs around residences in the community.

New Business

Sharon T. gave the committee an update on the work being done to restore operation of the fountain in the pergola area to south of clubhouse. The volunteers have cleared all the stones from the fountain area and removed the stone risers of the fountain itself. Work will now focus on restoring power to the pump and seeing if the pump is in working order. In addition to the restoration work, electrical outlets will be installed on the upper pergola so that lights can be installed for various events.

Another activity related to the restoration of the fountain is the removal monkey grass from the perimeter of the fountain pool and replace with pavers. Sharon B. and Anne Nelson met with a vendor who could provide and install the new pavers. Vendor is coming on 5/17 and will provide an estimate for the work. Sharon B. is leading the removal of the monkey grass and Fran and Betsy have volunteered to help her in the removal. The plan is to have the monkey grass removed before the vendor comes on-site to review the scope of the project.

We discussed the current contract with Kenney's, specifically the section dealing with their requirements in the removal of weeds. They are not currently removing certain weeds in the mulched areas, especially around and under shrubs, such as new sprouts of trees, English Ivy, Virginia creeper and other random weeds and plants. We discussed developing specific guidelines that are not in the current contract to help Kenny's understand the expectations for weeding consistent with what is in their contract. In addition, the LC will develop a list of weeds/plants that need to be routinely removed as part of their regular maintenance. Sharon T. introduced the idea that we would use specific-colored flags that the committee would place in areas identified as needing weeding attention. Sharon T. said that she would purchase color coded flags on Amazon for this purpose.

We also discussed using Anne's volunteer list to seek individuals who could assist in certain LC projects, getting them engaged but not asking them to join the LC as permanent members.

Sharon T. brought up that she had asked Roseann Salasin (Board Treasurer) for the water expenses for the last three years (2018, 2019 & 2020). Sharon shared the yearly expenses which increased significantly in 2019 and 2020, so we discussed having Sharon ask Roseann for water expenses for 2016 and 2017, to see if 2018 was an anomaly. Further analysis of this issue is warranted.

F. Electrical Committee (McCabe)

- 2 outlet boxes made permanent in pergola/fountain area.
- Outlet box will be placed in mail kiosk area.
- Pool equipment closet will be cleaned. Containers of empty chlorine will be removed.
- Chemical storage room will be cleaned out as well and the fan not operating will be addressed and put back into service.
- Hose bibs at car wash station will be replaced.
- Fountain area is in the process of being repaired – it's a big project! Layman's Irrigation will replace some of the pumps. Please be careful around the area. Anyone in the community that knows any information or observations of the fountain, please contact Mike McCabe.

G. Webmaster Committee (Bennett)

If anyone has additions to the website (pictures too), please email Karen @ karenbbennett@gmail.com. Website is updated often and it includes many important forms.

H. Managing Agent (Hering)

Nothing to report.

VI. UNFINISHED BUSINESS

A. Deed of Easement & Maintenance Agreement – NTS

This is an ongoing topic that continues to be discussed. Lawyers have been contacted and we are waiting for the estimate to review the documents. Keep as an open item for next meeting.

VII. NEW BUSINESS

A. AED long-term support

Rick Bream and Cindy recommend forming an AED Committee – in the process of writing up a charter. There will be a need for Committee members and this will involve a quarterly meeting commitment and some monthly updates to the equipment. Also, a phone tree formation is being discussed in the case of an emergency. Training is ongoing. Move to unfinished business for next meeting.

B. Real Estate sign policy

In the December Board Meeting, this topic was discussed but not documented. If a house goes on the market, there can be one Open House sign but no signs remaining throughout the neighborhood after the Open House occurs. Long term, this rule should be formally rolled into the Covenants Committee. Also, it is recommended to create a word document with this policy.

C. Proposal from TrueTimber Arborists

Tree Removal (take down and haul away) at 9534 Creek Summit Circle - \$320
Stump Grind at 9534 CSC - \$60
Stump Grind at 9520 CSC - \$60
Tree Removal (take down and leave brush and debris (mostly logs) as far back as possible) behind 9481 CSC - \$960.

Anne Nelson Morck made a motion to approve these above expenses in the amounts of \$320, \$60, \$60 and \$960; Melissa Eager seconded the motion; the motion passed with 4 of the 5 board members.

D. Towing company agreement

As of right now, we legally can't remove any illegally parked cars or trailers if there is not a private property sign with towing company name and number in the community. In order to have the option of towing, we need an agreement with a towing company and the aforementioned sign posted in the community. We would like the Covenants Committee to review the contract from B & K Towing, Inc. and give input about placing such a sign. By signing an agreement with a towing company, there is no obligation to use them and no cost to the community. Towing would only be used as a last resort.

Also, this brings up the parking issue in the community. We need to come up with a solution for visitor parking, long term parking on the street, expired tags, etc. We need

to more formally address the parking issue and update our rules and regulations as it pertains to parking. Move to unfinished business for next meeting.

E. Fountain repair

2 proposals:

- Not to exceed \$2500 for the electrical work which would include chemical room exhaust fan, electrical outlets at fountain area/mail kiosk, and hose bib fix at car wash station.
- Not to exceed \$5000 for the fountain repair which would include – rebuild the pump, electrical work for the pump, plumbing work, water flow mechanism and stone work. This amount will be pulled from the reserve amount.

Roseann Salasin made a motion to approve the electrical work proposal not to exceed \$2500 amount (identified above) and not to exceed \$5000 for the fountain repair proposal (see above); Anne Nelson Morck seconded the motion; the motion passed with 4 of the 5 board members.

F. Landscaping Committee spending authority

Roseann S. asks the Landscaping Committee (LC) if there could be a broader plan/estimate of costs for the rest of the year. The Board could then plan and approve that amount so the LC could use funds at their discretion and in a timelier manner. Thank you to the Landscaping Committee for all their hard work – community looks amazing! The right things are happening.

2 proposals:

- Purchase and replacement of three trees (locations previously identified to the Board) not to exceed \$1200.
- Purchase and replacement of three deceased shrubs (2 at 9302 CSC and 1 at 9312); purchase of one flowering bush to be installed to the left of the garage as a replacement for a removed tree. All plants and replacement costs not to exceed \$500.

Melissa Eager made a motion to approve the not to exceed \$1700 for the above-mentioned projects; Anne Nelson Morck seconded the motion; the motion passed with 4 of the 5 Board members.

VIII. OWNER COMMENT PERIOD

- Mick Massell is proud to live here!
- Sharon T. prefers less signage and wonders why we can't figure out whose trailer is left at the north side of the community. Larry has tried to figure out the owner of the trailer but to no avail. She also wanted clarification on the TrueTimber proposal. Larry clarified the costs (see above). Sharon T. thinks the costs are high in the proposal. Larry made the point that the removal of the dead tree at 9534 CSC is close to the home and therefore needs professional removal.

- Tom B. liked the meeting/discussion today. It would be helpful if the Covenants Committee could expand upon the requests and approvals that were received by the Committee.

IX. NEXT MEETING DATE: Tuesday, June 22 @ 5:00 pm. (4th Tuesday of every month)

X. EXECUTIVE SESSION (homeowner violation completion)

XI. RETURN TO OPEN SESSION

No decisions were made during Executive Session.

XII. ADJOURNMENT – At 6:53 pm, the 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.