

CREEK'S EDGE AT STONY POINT TOWN HOMES
HOMEOWNERS ASSOCIATION, INC.
Annual Meeting – November 30, 2022
2022 Minutes

I. Call to Order & Introductions (President)

- Larry Dahn welcomed everyone and called the meeting to order at 5:30 pm and introduced the Board.
- This is a meeting for the community as a whole and the primary purpose is to elect 1 homeowner to the Board and discuss any Association issues that affect all homeowners.
- **Meeting, in attendance:** Larry Dahn – President; Anne Nelson Morck – Vice President; Rob and Lisa Tait – Director and Homeowner; Roseann Salasin – Treasurer; Melissa Eager – Secretary; Dave Hering – Managing Agent; Steve Middleton - Developer; Ricky Core - Builder; Janet Carter – Social Committee Chair; John and Susan Meybin - Homeowners; Bob Camire - Homeowner; Judy and Mark Beheshti - Homeowners; Patricia Mohr – Homeowner; Pat Rollins – Homeowner; Fran Farmer and Deb Batterson – Homeowners; Debbie Markel – Covenants Committee Chair; Richard and Sue Bream – AED Committee Chair and Homeowner; Joe Perszyk – Homeowner; Sharon Talarico and Deb Cohen – Homeowners; Mick Massell – Homeowner; Prudence Milligan - Homeowner; Mike and Nita McCabe - Electrical Committee Chair and Homeowner; Tom Allen - Homeowner; Betsy Kapsak - Homeowner; Paul and Cassandra Gilbo - Homeowners; Sara Cowherd - Homeowner; Dorothy Walker - Homeowner; Bill and Joyce Wickham - Homeowners; Lee Chaharyn - Homeowner; Mark Wood - Homeowner; Sara Cowherd - Homeowner; Mieke Boer - Homeowner; Herman Aparicio - Homeowner; Rob Austin - Homeowner; Karen Bennett - Homeowner; Robert Carter and Teresa Jones - Homeowners; David and Julie Gilbride - Homeowners; David Hicks - Homeowner; Richard and Georgene Kaufman - Homeowners; Mary Beth Matthews - Homeowner; Pat and Diane McCarthy - Homeowners; Cynthia Rice - Homeowner; Tom Scott - Homeowner; Mike Shea - Homeowner; Dino and Daphne Tsimpris - Homeowners.

II. Establishment of Quorum

Dave Hering verified that there is a quorum represented by absentee ballots (45% participation).

III. Proof of Notice of Meeting

Dave Hering verified proof of notice - notice of meeting was mailed out on November 7th.

IV. Disposition of Minutes of last Annual Meeting

The 2021 Annual Meeting draft minutes have been posted on the Community Website for review.

Mike McCabe made a motion to pass the 2021 Annual Meeting Minutes; Bob Camire seconded the motion; the motion passed unanimously.

V. President's Report (Larry Dahn)

Builder's Report (Steve Middleton, developer)

Introduction of our new builder, Eagle Construction.

Markel | Eagle Partners was established in 2009 as a real estate private equity company in Richmond, VA formed by the partnership of Markel Corporation and the founder of Eagle Construction of VA. Steve and Eagle Construction have had a 10 year relationship in some capacity.

Per Steve, permits from the City of Richmond for the 19 remaining townhomes have been approved; do not have the permits for the 2 villa homes.

Ricky Core, principal and President of Markel | Eagle Partners introduced himself and is excited to build out our community. One of their premier communities is GreenGate and is similar to our community. Their focus is on a higher clientele and their commitment to us is to meet and/or succeed quality of what currently exists. Exterior will match current exteriors but Eagle prides themselves on interior personalization and plans to offer such at this community.

Q and A with Developer and Builder

Will there be spec houses? Yes, hope to have spec homes.

Completion estimation? 12 months would be ideal but based on current conditions, a little longer most likely.

Which units will you start upon? 3 story or 2 story townhomes.

Starting price? Loaded question - but around 500k.

Supply chain issues? Better than it was during Covid but not back to pre Covid conditions. Interestingly, appliances have been taking longer to arrive than usual.

What is the marketable age group? Higher end townhomes generally attract young professionals or empty nesters; generally not young families.

Confirm/deny 1st floor master plans? There is a demand for 1st floor masters - harder to offer in townhomes but will work with buyers and have the ability to personalize floor plans.

Provide any amenities/pleasantries for the communities such as green space, benches, etc? Per Steve, not really since the community is mostly built out. 18 acres of land that surround the townhomes that could be used by the community.

Marketing strategy? Sell houses!! Print, digital; social media, etc. They do not hire relators - if you walk into a model home, there will be an Eagle rep. There is a showroom on Patterson Avenue , within the same shopping center of Chez Max. Word of mouth is one of the best resources to sell! We want to engage prior customers.

Can you please remove existing marketing signage? Per Steve, yes.

Model home? Typically yes and hope to but depends upon demand.

Start date? Want to move as quickly as possible especially with permits approved, 1st Q but depends upon weather.

President's Report (Larry Dahn)

Our day-to-day life at Creeks Edge is enriched by the efforts of the many volunteers who give their time and expertise willingly and enthusiastically. While volunteer work may not be everyone's cup of tea, those who are involved in our community have created a sense of camaraderie through the many projects they've taken on.

Have you ever wondered how those reindeer and tree lights magically appeared on the boulevard? Have you enjoyed sitting around the fountain on a sunny day? Perhaps you've found a book in our Little Library that you took home and enjoyed. When walking your dog have you made use of the pet waste stations? Isn't it pleasant to enter the community and see the gas lights flickering on the bridge?

These things and many more are made possible by volunteers. We have committees and we also have individuals who take on a single task. All of

these efforts contribute to our greater good. The people who willingly take on these projects are too numerous to mention, but if you go to our website (another volunteer project) and look at the names of those on committees, you'll get a sense of who they are. Some of them have lived here for years and others have just landed. The common denominator is their commitment toward having a great quality of life here at Creeks Edge.

The Board would like to thank everyone who has helped in any way over the past year. Your efforts are greatly appreciated and we know we could not do any of this without you.

Review of major activities this past year:

We have a wonderful – newly designed web site: www.creeksedgehoa.com

Power washing project: pool decking, sidewalk leading up to the clubhouse and patio area around the fountain and bridge area. Then we had all those areas applying adhesive sand and brick cobble lock sealant.

Brand new looking pool with new tile and plaster.

Performing a couple detailed cleanings on our pool furniture.

You'll notice that the detention pond cleanup & inspection was done and includes cutting every 6 weeks during our mowing season.

Over the past year we were replacing a few deteriorated vent covers one at a time, so it was decided to survey the entire community and found an additional 10 homes that we also had replaced.

We meet quarterly with NTS to review projects and financials. Of course, we also had several meetings with them surrounding the gate issues and it would appear NTS will be moving forward with an upgraded Lift Master Wi-Fi based system; versus the current phone line system which was causing so many of the gate issues. Total cost for this upgrade is \$30,000 (per our contract we'll cover 40% of this cost).

Chasen will begin the installation of new vinyl exterior step railings the coming week (missed original timeline due to supply chain issues); doing 16 homes which are located on both sides of the boulevard and the remaining eight homes (9520-9534) to begin, tentatively end of Q2 2023.

Repaired several trip asphalt road hazards throughout our streets.

We've replaced one of our clubhouse AC units and the other required servicing.

Radon system being installed within clubhouse soon.

New gate lock assembly for access to pool area. Please remember the combination (1950) not only gets you in but also gets you out. If you push the buttons and don't feel like they engaged, push the lower right-hand button "C" for clear and then re-enter the code.

Additional access point getting out of the community, you must unlock the two separate gates (both gate codes 1950).

Several gutter splash guards have been added throughout the community which hopefully has eliminated the majority of runoff over gutters during most rains.

Mosquito monthly treatments at the pool and clubhouse areas during the season. We also had a one-time perimeter bug spray around the entire pool & clubhouse areas.

All gutters cleaned this year, normally only the surrounding homes exposed to tree lines were cleaned year over year.

Purchase of a 75" flat screen smart monitor that will be mounted in clubhouse.

Finished our latest 5-year reserve study this past 2021 and the inflation factor was bumped up to 3.08%; of course, as most are aware the latest inflation number is pushing 8.6%.

We processed 35 work orders this year.

6 newly constructed homes were completed, which provides an increase in revenue (we now have 116 homes - with 21 remaining to be build).

Would like to remind all our homeowners that we have leaf blowers, ladders, power washers, electric hedgers and some garden tools; located in the community garage. If anyone ever needs any of these just simply contact any board member or committee chair as they all have access (also installed a WiFi booster for garage lock).

It's with great pleasure that we announced that our community just had a couple recent graduates: one high school graduate and one college graduate: Ellie Maruca graduated from Maggie Walker HS and is now at University of Virginia. We also had a college graduate Mary Pinkerton with a double major in both Art and teaching from James Madison University and now has a teaching job at Ward Elementary.

NTS 2023 amenity rate for the HOA \$249.44.

Submitted work order to have mail station repaired (patience is the key as only one repair person for area).

As a reminder a few years ago the board created a private group on the next-door app for creeksedge townhome community at stony point. If you'd like to join you can request an invitation by searching for the group on the app.

We always have annual termite inspections sometime around the March timeframe done by Hickman's.

The owners of Stony Point Fashion Mall would like to meet with us on one of their next in-town visits.

These following projects for 2023 consideration via the board:

Installation of gutters on the clubhouse (Pool side and opposing side of clubhouse facing the fountain area). Don't think gutters are necessary for mail station & community garage.

Pergola shade projects – possible solutions sunshade sail materials or installation of 1X2 with ½ gaps over the two existing pergolas in pool area (will require prime/paint).

Paint clubhouse, mail station, community garage, & 3 remaining pergolas.

Clean out garage; install shelving, take out toilet, sink, and water fountain: (cleaning garage and shelving installation).

Aggressively trim all plant materials within pool area: pool project, deck work all put on hold until 2024.

Two additional high-top tables for our 4 high top chairs.

Seal all asphalt, fill all road cracks, stripe entire neighborhood for parking, and pothole repair any remaining trip road hazards.

Phases regarding speeding issues (if they continue has a hazard): Phase I: Paint lines front of all 5 stop signs. Phase II: 2- signs add another sign "stop ahead". Phase III as a last resort speed bumps in neighborhood.

Power wash all exposed aggregate.

Power wash garage concrete drives.

Power wash curbing areas.

Seal exposed aggregate (average life 2-3 years).

Clean selected roof/shingles - removing algae, mold, & mildew (extend roof life).

Gutter cleaning.

Treasurer's Report (Roseann Salasin)

As of year to date October 2022:

Assets/Investments:

Reserve asset accounts totaling \$310,237 are invested with MoneyOne FCU certificates and a Pacific Premier money market:

\$81,769 in a Pacific Premier MM account earning (.15%), from which reserve expenses are paid;

\$2,603 in MM/Business Savings accounts earning (.05%) FCU required accounts;

\$225,865 in multiple staggered certificates earning from .59 to .83%

Operating Checking account balance of \$10,675;

Operating Contingency account balance of \$16,259;

Paint Fund money market account balance of \$62,238.

Accounts Receivable of \$74.

Operating Income/Expense:

Net operating income/expense was (\$10,181), (\$1,083) net excess expense:

Revenues were \$295,483, (\$2,997) under budget primarily reflecting the delayed new home closings.

Expenses were \$305,663, \$1,914 under budget.

Major expense categories differences:

Administrative/Clubhouse/Pool \$1,485, under budget reflecting an unanticipated tax credit, offset by higher than budgeted legal fees to address a homeowners complaint (\$2,077 paid in October with an estimated additional \$2,000 to be billed in November). The complaint and response are posted on the private section of our Creeksedge HOA website under the resources tab;

Utilities/Maintenance/Repairs \$3,914, under budget primarily reflecting lower general repairs and that County Waste had not increased prices in 2022. Noteworthy to mention, County Waste was purchased by GFL Environmental in August, again this month has not increased prices but notating that 'due to increased costs, your next invoice may reflect a price increase'. We expect their prices to increase in January and have secured bids from other companies to have options.

Landscaping (\$3485) reflecting higher than anticipated irrigation repairs

Our repair/replacement reserve is funded in accordance with the 2021 reserve study recommendation. While we have a formal reserve study every 5 years, I am instituting an annual review to ensure we're on track. I will report the results after we have the full-year 2022 financials.

Our 2023 budget approved in the October board meeting is \$387,750 increasing HOA dues to \$275 per month, an increase of \$15 per month, or \$180 per annum per household. The proposed budget assumes settlement of 6 new homes in 4Q 2023; Full funding of the reserve per the 2021 Reserve Study recommendation; Increase in contracted landscape maintenance to improve service, i.e., Replacing Kenney's tree and lawn maintenance, with US Arborists and VA Green.

Anticipating trending higher repair costs eg., roof and irrigation. Increasing contribution to the paint fund adding painting of common buildings discovered were never painted and therefore excluded from fund modeling; Add costs to conduct an annual audit of our financial statements; Inflationary increases from Trash/Recycling Company (anticipated 10%) and Community Partners Management Company (5%).

VI. Reports from Committees

A brief update of activities during the past year.

- *Covenants*

The Covenants Committee has had a very active 2022. Following are the accomplishments we achieved this year:

1. We welcomed a new member, Kim Smith.
2. We received 14 total requests for exterior modifications, many of which involved landscaping changes. Of the 14 total, 1 request wasn't necessary to be submitted (radon mitigation system installation), 1 was withdrawn, 1 was declined, and the rest were all approved. The committee wants to be sure everyone knows that we take all of our neighbors' requests very seriously and each is thoroughly vetted.
3. We held 3 in-person meetings and communicated regularly via email for most of our less complicated ARC requests.
4. As proscribed in the Creek's Edge Declarations, we performed an annual survey of the neighborhood we will provide the required report of our findings to the Board by year-end.

We've taken on a large project for 2023. We have been asked by the Board to review the Rules and Regulations, Architectural Guidelines, and Declarations and make suggestions for changes and updates. This project will take some time, but since the documents haven't been revised since 2017, it will be worth the time and effort.

There appears to have been some confusion about our Exterior Modification Request forms, which are used whenever any homeowner wants to change, add, or remove anything from the exterior of their homes (for example, house numbers, storm doors, landscaping, etc.). Traditionally we've called them "ARCs", or Architectural Review Change forms. Their actual title now is "Exterior Modification Request Form" which is not to be confused with an actual Exterior Maintenance Request handled by Community Partners. The Exterior Modification Request Form is sent to CP but is handled by the Covenants Committee. It can be found on our website at the top under "More", then scroll down to "Document Library", and scroll down again to "Exterior Modification Request Form." You'll still hear the term ARC when referring to this form, but hopefully this explanation will help make it easier for you to find.

I want to thank the members of the Covenants Committee (Tom Scott, Mike McCabe, Cindie Rice, Kim Smith, and Rick Bream) and our Board liaison Anne Nelson Morck for their valuable input and feedback. They all care deeply about our community and our

committee's mission of protecting our property values and keeping Creek's Edge at Stony Point a beautiful place to live.

- *Landscaping*

Intro of LC members:

Sharon Benedict, chair, Joe Perszyk, vice chair, Laurie Carter, secretary, Sharon Talarico, Irrigation Liaison & Fran Farmer, Projects Coordinator.

Many thanks to all who have worked so hard with the LC members this year: Rob T's volunteer crew of neighbors and others who have generously volunteered their time and effort to help maintain the appearance of our community, our Board liaison, Anne Nelson, and the HOA Board which has offered advice and unwavering support as the LC fulfilled our committee responsibilities and navigated some significant challenges in 2022.

A special thanks to Fran Farmer who has been a valued member of our team and who we will miss dearly. We wish all the best to Fran and Debbie in their new adventure.

2022 ACCOMPLISHMENTS:

We had one huge accomplishment this year. In 2021, the LC commissioned and recommended a landscape design from Manchester Gardening for re-landscaping of the front and side of the Clubhouse which the Board approved. That work was completed in the Spring of 2022 and we have had great results so far. We had to replace a couple of plantings due to the watering patterns and existing groundwater issues at the CH but we're hopeful that we have a good mitigation plan in place for 2023 and look forward to having a beautiful CH area for years to come.

Team Us Arborists aggressively trimmed the CMs on the Boulevard to try and extend their longevity.

2023 PRIORITIES:

LC will fulfill the remainder of a 2-year contract with Kenney's Landscaping, for 2023, covering mowing, mulching, shrub trimming, snow removal and maintenance of the retention pond at the North end of the community.

Likewise, we will also fulfill the remainder of a 2-year contract with Richmond Irrigation. We established a good working relationship with RI in 2022 and look forward to successful year in 2023, now that they have a good understanding of our system and needs.

For 2023, we have contracted to bring back Virginia Green for our turf management and hope that their attention to our grassy areas will result in healthier looking yards.

We also have a 2023 contract in place with Team USArborists who will be overseeing the care and maintenance of the crepe myrtles and trees in our development which number 150+. Like a lot of Virginia, CE had a very significant challenge to the CMs from bark scale and, although the overall outcome is still TBD, we are doing our best to ensure that the damage from this infestation is limited. Other tree work will include the removal of ~12 remaining Zelkovas which are diseased and present a threat to some of our hardscaping. Trimming of the pin oaks on the Boulevard median. Solicit a design from Manchester Gardening for median at North end of pool (hopeful implementation in 2023) and for the revitalization of the Boulevard.

Final thoughts:

LC remains very aware that CE is still an evolving community that needs to attract new buyers and we are committed to keeping our neighborhood looking fresh and updated in order to maintain our property values.

A gentle reminder that the LC is a volunteer committee of your neighbors. We sometimes have hard decisions to make that may not be universally accepted but we always try to do what is in the best long-term interests of our neighborhood. We will continue to closely collaborate with our Board and other committees to maintain the charm and aesthetic of our neighborhood that we've all come to appreciate. We are very grateful for the continued support of our neighbors.

- *Social*

The Social Committee's accomplishments are quite simple! Our three events this year:

-Summer Celebration with Smokey Joes Food Truck

-Fall Festival with fire pits and burgers and hotdogs off the grill - many thanks to the grill chefs who helped to make it possible!

-The upcoming Holiday Walk, Saturday 10. Meet in front of the Clubhouse at 6:00pm, grab your candy cane and hot chocolate and

enjoy a stroll with family and friends around the neighborhood. No one decks the halls like the Creeks Edge community.

-Last but not least - the lighting of the trees, deer, and wreaths around the neighborhood. No small feat and many thanks to all who helped make it happen!

- *Electrical*

The only items that were done this year have been standard routine maintenance items including:

Fountain:

Fountain cleaning, adding required chemicals (chlorine tablets and PH correction).

Replace two of the light bulbs and clean fixtures

Filter cartridge replacement and cleaning

Gas Lights:

Adjust gas flow

Relight as needed

There are no new projects coming up for this coming year just the routine items mentioned above.

- *Webmaster*

The new CE website was developed and launched on August 1, 2022. Many of the elements of the original website were incorporated and several new feature pages were added. The general consensus from feedback received by residents has been overwhelmingly positive. There is much data to support that the new website is being utilized much more than the previous site as follows.

To data there have been 5,842 site visits. Of those there have been 2,819 page views (meaning about half of the people go deeper into the site once they get to the home page).

Pages with the most visits: (1) Gallery (2) Document Library (3) Classifieds (4) Calendar (5) Announcements.

Established the “Document Library” with 20+ downloadable documents used by residents. Goal for 2023 is to move more of these to electronic interactive forms so downloading is no longer needed.

Average time spent on site per visit is 3 minutes.

Users averaged going to the website 2X and viewing at least 3 different pages.

There are 159 “subscribers” to the news (blog).

News is being viewed by residents. Example: 135 of the 159 subscribers opened the last email sent 11/2/22m “Halloween Hullabaloo” with a 77% click-thru-rate. Another example was the email of 10/26 “Fall Festival was Fab”. The page was viewed 290 times.

There have been 1,433 “News” emails sent to residents and 1,109 opens.

Private pages were established for sensitive documents / info. First use has been the CE Resident Directory. It allows an invited subscriber to create a login and password and then allows them to access private pages. In this case, download their own copy of the directory. Email was sent on 8/1 describing how it works, 123 people read the email, 3 actually set up their login. Potential for many other uses of private pages in the future, example – “CE Resident Spotlight” page.

Goal for 2023, get residents looking to website for answers / latest news / resources rather than calling or emailing someone. CE BOD will have to make this a priority if it is to work.

- AED

The AED is located at the mail kiosk. It has an easy to read padlock with backlit numerals. The code is 1950.

VII. Voting

A. Nominations from the Floor

- There is 1 director term up for election and 1 nomination was received prior to the meeting.
- Bob Camire made a motion to close nominations; Mike McCabe seconded the motion; the motion passed unanimously.

B. Election of Directors

No additional nominations, Dave announced the results of the absentee ballot.

Karen Bennett (3 year term) was elected to the Board.

C. Approval of IRS Revenue Ruling 70-604

Allows an association to carry excess income from 2022 to 2023 without taxable implications. This was approved via absentee ballot.

VIII. Questions & Comments from Membership

John M - with the dues increase, will that new amount automatically be withdrawn from bank? Depends upon how it is set up; if used ACH form, it will automatically draw out the correct amount, if your bank pays CP, you will need to direct bank to increase monthly amount.

Mick M - what was the outcome of the November 9th meeting? It is posted on our community website (www.creeksedgehoa.com) under the "More" tab and Resident Complaint. You will need to create a user name and password to view.

Pat M - special thanks to the LC, the renovations in the front of the clubhouse are beautiful.

Paul G - concerned about his driveway and where the concrete is cracking. Larry will take a look.

Betsy K - thank you to all volunteers including the Board of Directors. What needs to be done for those getting wood railings replaced? Will be communicated via email. Concerned with several bushes covering windows. Kenney's will be out next week for final trimming of the year; Joe P will address.

Lee C - why not install gutters at mail kiosk? Larry and team looked into it but no reasonable way of attaching. Love the website - is there a way to have a blog on the site instead of NextDoor? Dan looked into this and it would be very costly.

IX. Results of Voting (*n/a*)

X. Unfinished Business (*none*)

XI. New Business (*none*)

XII. Adjournment

- The Board will now hold an Organizational Board meeting and homeowners are welcome to stay.
- Mike McCabe made a motion to adjourn Annual Meeting; Bob Camire seconded the motion; the motion passed unanimously. The meeting adjourned at 7:09 pm.