

CREEK'S EDGE AT STONY POINT TOWN HOMES HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

**Wednesday October 19, 2022
5:00 pm**

President – Larry Dahn (2024)
Vice President – Anne Nelson Morck (2023)
Director – Rob Tait (2022)
Treasurer – Roseann Salasin (2024)
Secretary – Melissa Eager (2023)

MINUTES

I. CALL TO ORDER (President):

President Larry Dahn called the HOA meeting to order at 5:01 pm.

II. ROLL CALL and QUORUM STATUS (Secretary):

Meeting, in attendance at Clubhouse: Larry Dahn - President; Anne Nelson Morck – Vice President; Rob Tait – Director; Roseann Salasin - Treasurer; Melissa Eager - Secretary; Dave Hering – Managing Agent; Judy and Mark Beheshti - Homeowners; Pat Rollins – Homeowner; Karen Bennett - Homeowner.

Virtual, in attendance: Janet Carter – Social Committee Chair; Sharon Benedict - Landscaping Committee Chair; Dan Apple - Webmaster; Debbie Markel – Covenants Committee Chair; Karin Scheiber – Homeowner; Tom Scott - Homeowner; John McLarin - Homeowner; Steve Middleton - Developer; Sharon Talarico- Homeowner; Betsy Kapsak - Homeowner; Keith Bell - Homeowner; Fran Farmer - Homeowner; Prudence Milligan - Homeowner; Rob Austin - Homeowner; Tom Byrd - Homeowner; Sonya Arrington - Homeowner; Jerry Clark - Homeowner.

III. APPROVAL OF MINUTES

- A. August 24, 2022 Board meeting: Rob Tait made a motion to approve the minutes; Anne Nelson Morck seconded the motion; the motion passed unanimously.
- B. September 14, 2022 working session: Melissa Eager made a motion to approve the minutes; Rob Tait seconded the motion; the motion passed unanimously.
- C. Unanimous consent 9.20.22 via email - quote for paver sand/seal - Anne Nelson Morck made a motion to approve the consent; Melissa Eager seconded the motion; the motion passed unanimously.

IV. BUILDER REPORT (Steve Middleton)

- Waiting on permits from the City to begin building the remainder of the community.
- Negotiating with a new builder - expectation is to introduce the new builder at the annual meeting.
- Not sure if the new builder will be building the 2 new villa homes - to be determined.

V. HOA REPORTS

A. President (Larry Dahn)

- A special thanks to all the volunteers in helping to move all the furniture prior to our power washing, adhesive sand fill and sealing all the brick. Nice to have that project completed, to help in keeping weeds and moss to a minimum.
- 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. Thank you to Rob and Dave for their help.
- We've had several meetings with NTS and it would appear they 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). With the assistance of Dan Apple, we also had Lift Master reps on-site to conduct a full audit of their current system and also review the above upgrade for NTS.
- Would like to again 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 key access.
- We've replaced one of our clubhouse AC units and the other required servicing.
- Kenney's landscaping was given approval to begin maintaining the two empty villa lots and the additional area behind the foundations of the 3 story lots.
- The owners of Stony Point Fashion Mall would like to meet with us on one of their next in-town visits. Even better news is they are giving us space for our annual homeowner meeting this November.

B. Treasurer (Roseann Salasin)

As of year to date September 2022:

Assets/Investments:

Reserve asset accounts totaling \$310,552 are invested with MoneyOne FCU certificates and a Pacific Premier money market:

\$82,221 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

\$225,728 in multiple staggered certificates earning from .59 to .83%

Operating Checking account balance of \$13,843;

Operating Contingency account balance of \$14,382;

Paint Fund money market account balance of \$59,143.

Accounts Receivable of \$179.

Operating Income/Expense - as of September YTD:

Net operating income/expense was (\$10,521), \$4,684 net excess revenue:
Revenues were \$265,323, (\$1,437) under budget primarily reflecting the delayed new home closings
Expenses were \$275,844, \$6,121 under budget

Major expense categories under budget:

Administrative/Clubhouse/Pool \$4,613, reflecting an unanticipated tax credit, lower than budget legal fees and timing differences in budget versus actual which will catch up by year-end;

Utilities \$1,453, primarily reflecting 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 noting 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.

Our repair/replacement reserve is funded in accordance with the 2021 reserve study recommendation.

Our 2023 expense budget proposed for approval by this board 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 for tree and lawn applications, 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%).

C. Social Committee (Janet Carter)

- Saturday, October 22 is the neighborhood Fall Festival - it will include fire pits and hamburgers and hot dogs! Bring your family and friends even if you didn't RSVP. Keith Bell will provide door prizes.
- Holiday Walk is Saturday, December 10th - more information to follow.
- Welcome to John and Mandy McLarin - they will be the new social co-chairs in 2023!!

D. Covenants Committee (Debbie Markel)

- The Covenants Committee approved one request to add a screen to a breezeway on a Middleton-built interior unit. There are several of these already installed on a few specific Middleton buildings, and those particular interior units were uniquely built to accommodate screened breezeways.
- As required in the Declarations, the committee will be making our annual walk around the community on October 23 to document unrecorded exterior modifications.

E. Landscaping Committee (Sharon Benedict)

- LC is finalizing contracts with Kenney's Landscaping, Virginia Green, Richmond Irrigation & Team USArborist for 2023. Looking forward to having a good team in place to keep the neighborhood looking great.
- RI will winterize the irrigation system on November 7th.
- Kenney's will begin leaf removal shortly.
- Sunday's Fall Clubhouse cleanup went well. Huge shout out to Dan & Sandy Apple, Wes Ball, Dallas Benedict & Cathy Cooper in addition to the LC members who did a yeoman's job cleaning up around the CH. Pulling weeds, planting shrubs, pulling old shrubs, pruning, removing ivy and monkey grass from where they are not supposed to be and just general maintenance.
- Next LC meeting is Tuesday October 25th @ 5pm.

F. Electrical Committee (Mike McCabe)

- It's my understanding that the trees on the bridge are being taken down. Janet and I figure that we'll hold off installing electrical outlets on the light posts. These were going to power the lights that would have been placed in those trees. If you wish to proceed with the outlets I'll arrange to get them installed. Please let me know.
- We'll plan on putting the net "tent" over the fountain after the Fall Party. I was planning on doing this during the cleanup session but will wait until after the party. PLEASE help keep the fountain nice - remove any leaves or debris you may see floating in the sump. I'll work on this as well but I may not make it over there every day.
- A big thank you to Fran and Betsy and JaNell for continuing to empty the dog poop station waste bag every week. They have taken this job on since I installed it.

G. Webmaster Committee (Dan Apple)

- Increased the number of board meeting minutes to include 2022, 2021, 2020.
- Added resident's maintenance request link to the top of the "Document Library" and also to the "Home Services" page to make it easier to find.
- Updated directory download, synced with Anne's spreadsheet.
- Added "Little Free Library" info to a page on the "Clubhouse" section.
- Added a page for "Book Club" on the Clubhouse section, listing roster of books to be read through April 2023.
- There have been 514 visitors to the website since August 1st.
- There have been very few comments or issues reported since launching on 8/1/22. All residents are encouraged to provide feedback and suggestions or leave a review on the site.

H. AED Committee (Rick Bream)

- Nothing new to report.

I. Managing Agent (Dave Hering)

- At the end of September, there was a call for nominations to serve on the Board. CP received one nomination from Karen Bennett for the one seat (Rob Tait's seat).
- Annual Meeting is coming up on November 30th.
- Received 2 official complaints and will be reviewed in executive session.

VI. OWNER COMMENT PERIOD

- Is the nomination period now closed? Yes.

VI. UNFINISHED BUSINESS

A. Traffic control solutions

- Quote from Total Asphalt to install 5 stop bars and a STOP stencil in white pencil at the stop signs in Community. Rob Tait made a motion to approve the quote from Total Asphalt in the amount of \$1,250; Anne Nelson Morck seconded the motion; the motion passed unanimously.

VII. NEW BUSINESS

A. Radon Mitigation for clubhouse

- A quote of \$2,075 was received by CEA to mitigate the Clubhouse. Anne Nelson Morck made a motion to approve the \$2,075 quote from CEA; Melissa Eager seconded the motion; the motion passed unanimously.
- To be completed as soon as possible.

B. Phone service at pool - leave on the agenda for next meeting. Is this service needed? Is it working? Do we need an upgrade?

C. Smart Locks

- 2 smart locks have already been approved for the Clubhouse. Looking to approve a 3rd smart lock for the community garage. Anne Nelson Morck made a motion to approve the purchase of a 3rd smart lock not to exceed \$300 and to hire a locksmith to install all 3 smart locks not to exceed \$500; Rob Tait seconded the motion; the motion passed unanimously.
- This will provide additional security to our community.

D. Deed for common areas

- Steve Middleton provided a deed for the common areas that solidifies the specific sections throughout the neighborhood that are indeed common areas owned by the HOA. Anne Nelson Morck made a motion to have managing agent file this official deed with the city; Rob Tait seconded the motion; the motion passed unanimously.

E. Audit engagement proposal

- Quote from Adams, Jenkins and Cheatham to audit financial statements on an annual basis. For 2022, the year end audit amounts to \$4,125. Roseann Salasin made a motion to approve the quote in the amount of \$4,125 and to incorporate this audit in upcoming years; Anne Nelson Morck seconded the motion; the motion passed unanimously.

F. Pool contract

- Quote from The Pool Guy LLC to service our pool throughout 2023. Rob Tait made a motion to approve the \$270 per month quote from The Pool Guy LLC; Melissa Eager seconded the motion; the motion passed unanimously.

G. VA Green proposal

- Quote from VA Green to provide six applications throughout the community throughout 2023 in the amount of \$4650; to aerate and seed in the amount of \$5440; to apply fungicide 3 times throughout the year in the amount of \$3300; and to apply lime 2 times throughout the year in the amount of \$5000; this is a total of \$18,390. Anne Nelson Morck made a motion to approve the quote from VA Green in the amount of \$18,390; Melissa Eager seconded the motion; the motion passed unanimously.
- Thank you to LC for leading the charge with this proposal.

H. Team US Arborists proposal

- Quote from Team US Arborists LLC to furnish materials and labor necessary to complete tree work throughout 2023 in the amount of \$15,500 per the contract. If the budget allows, there potentially is an additional \$7000 of work to be completed. Rob Tait made a motion to approve the quote from Team US Arborists LLC in the amount of \$15,500; Anne Nelson Morck seconded the motion; the motion passed unanimously.
- Thank you to Sharon B and the LC for again leading this charge and taking an inventory of all the trees in the community.

I. CPVA contract addendum

- Quote from CPVA to be our Managing Agent at a 5% increase above the current rate for 2023. Roseann Salasin made a motion to approve the 5% increase to continue to use CPVA as our Managing Agent in 2023; Anne Nelson Morck seconded the motion; the motion passed unanimously.

J. Mosquito Squad contract

- Continue to use Mosquito Squad in 2023. Melissa Eager made a motion to approve using Mosquito Squad in 2023 as long as there is a less than 10% increase to current contract; Anne Nelson Morck seconded the motion; the motion passed unanimously.

K. 2023 Budget

- Anne Nelson Morck made a motion to approve the 2023 budget; Melissa Eager seconded the motion; the motion passed unanimously.

IX. NEXT MEETING DATE: Annual Meeting 11.30.22 at 530 pm - NO virtual. It will be at SP Fashion Park, exact location TBD.

X. EXECUTIVE SESSION - Rob Tait made a motion to convene in Executive Session at 624 pm to discuss rule violations and review two official owner complaints; Anne Nelson Morck seconded the motion; the motion passed unanimously and the board convened in Executive Session.

XI. RETURN TO OPEN SESSION at 724 pm.

- The board directed the managing agent to send a violation letter to a homeowner regarding a dog violation. The managing agent was also directed to contact counsel regarding two official complaints.

XII. ADJOURNMENT - Adjourned the meeting at 725 pm.

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.