

**CREEK'S EDGE AT STONY POINT TOWN HOMES HOA**  
**Board of Directors Meeting – Minutes**  
**Wednesday, January 25, 2023 – 5:00pm**

Clubhouse – 9400 Creek's Crossing Blvd  
Or Virtual Meeting via Zoom

President – Larry Dahn (2024)  
Vice President – Anne Nelson Morck (2023)  
Secretary – Melissa Eager (2023)  
Treasurer – Roseann Salasin (2024)  
Director – Karen Bennett (2025)

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; Karen Bennett – Director; Melissa Eager - Secretary; Dave Hering – Managing Agent; Judy and Mark Beheshti - Homeowners; Mike McCabe – Electrical Chair; Rick Bream - Electrical Chair; Mandy and John McClarin - Social Committee Co-Chairs; Joe Persyzk - Homeowner; Rob Tait - Homeowner; Tom Bryd - Homeowner; Tom Scott - Homeowner; Sharon Talarico - Homeowner; Pat Mohr - Homeowner; Rob Austin - Homeowner; Linda Stein - Homeowner.

Virtual, in attendance: Roseann Salasin - Treasurer; Sharon Benedict - Landscaping Committee Chair; Debbie Markel – Covenants Committee Chair; Steve Middleton - Developer; Betsy Kapsak - Homeowner; Prudence Milligan - Homeowner; Cindie Rice - Homeowner; Laurie Carter - Homeowner; Debby Cohen - Homeowner.

III. APPROVAL OF MINUTES - Anne Nelson Morck made a motion to approve the below minutes; Melissa Eager seconded the motion; the motion passed unanimously.

- October 19, 2022 Board meeting
- November 9, 2022 Special board meeting
- November 30, 2022 Organizational board meeting

IV. BUILDER REPORT – Eagle Construction email read by Anne Nelson

We have permits in hand for all 3 of the townhome buildings. We are prepped and ready, just working internally on final details. We do not have an anticipated start date for construction, but we are looking forward to getting going once all of the behind the scene details are finalized! Please continue to push people to our VIP list as that is who will receive information first. We have had 13 people signed up so far and have also started a separate list within there of the people that have expressed interest in a single family home. Our VIP list can be found on our website under Eagle Communities or going directly to CreeksEdgeVIP.com – if anyone has any trouble they can send our New Home Advisor Lindsay Price an email at Lprice@eagleofva.com to be added to the list!

Steve Middleton - working with Eagle to get agreement finalized. As far as signage, Steve will work with Eagle to get something up to generate more interest.

V. HOA REPORTS

A. President (Larry Dahn)

We've had a number of meeting /e-mail communications with our council woman Kristen Nye. One of the key issues was the very high increase in our property taxes moving into this year. Although these will not change for 2023; we're happy to report that the mayor's proposal of a rebate of five cents per hundred dollars was voted and approved in the last council meeting. They are estimating checks will be mailed out in late winter/early spring. They have also committed to re-assess our properties for 2024 sometime mid-year.

As most are aware we now have a new and improved web site. All homeowners have been invited to gain access with a username and password by the One Webmaster in order to setup an account. Remember you must log in order to access the private pages.

"Dog Issues" will never go away. Of late we've had several non-resident dog issues, we're asking for all homeowners help. If you see a violation, please take a video/picture so we can potentially identify the person and issue. Whether we need to make a visit to one of the apt managers or an internal homeowner issue. We've had scary dog off leash issues and of course poop issues. Thank you to Betsy and Fran who managed poop stations. We need new volunteers and meeting coming up soon for those volunteers.

Radon system is now installed in the clubhouse and the test results came back with overall average of .4 (radon concentration levels must be below 4.0). This system is located in men's restroom closet.

Some of our larger 2023 projects have already started - I'll let the landscaping committee talk further. We'll keep you apprised throughout the year as other projects begin to move forward.

WOW!! This neighborhood is highly sought after. The worst month of the year for selling homes for realtor's is December. Yet for December and early January this neighborhood has sold 3 homes in less than a week and two additional homes the first part of January are now under contract (in about a weeks' time). Let's go Eagle!!

If you would like a copy of the directory - submit a request via the website or create a user id and password. Thank you to Pat Rollins for creating 2 versions of the directory - one by address and one by last name.

There were some additional questions from homeowners regarding volunteer's and we just wanted to clarify this information from our insurance company - as follows:

Question #1: Please confirm that Creek's Edge at Stony Point Town Homes HOA has adequate coverage for volunteer committee members that may perform minor tasks and landscaping for the HOA?

The current workers comp policy does cover board members, committees, and volunteers while performing tasks on behalf of the association.

Question #2: When volunteers are on an individual lot performing HOA duties, if they were to get hurt, the lot owner would be liable. Please comment.

Possibly. The lot owner would have to be negligent. Just because someone gets injured on someone's lot, it does not necessarily mean the lot owner is responsible. The injured party would have to prove that the lot owner was negligent and caused the injury because of the lot owners' negligence.

B. Treasurer (Roseann Salasin read by Karen)

As of year-end December 2022:

**Assets/Investments:**

Reserve asset accounts totaling \$318,699 are invested with MoneyOne FCU certificates and a Pacific Premier money market:

\$89,977 in a Pacific Premier MM account earning (.15%), from which reserve expenses are paid. We anticipate spending \$130,000 this year and need to have these liquid funds;  
\$2,603 in MM/Business Savings accounts earning (.05%) FCU required accounts  
\$226,119 in multiple staggered certificates earning from .59 to 3.105%  
Operating Checking account balance of \$13,200;  
Operating Contingency account balance of \$20,014;  
Paint Fund money market account balance of \$68,431.  
Accounts Receivable of \$23.

**Operating Income/Expense:**

Net operating income/expense for the year was (\$10,061) over budget:  
Revenues were \$355,723, (\$6,117) under budget primarily reflecting the delayed new home closings; expenses were \$365,864, (\$3,944) over budget.

**Major expense category differences:**

Administrative/Reserve (\$5,379) over budget reflecting higher than budgeted legal fees (\$3,600) to address a homeowners complaint. The complaint and resolution are posted on the private section of our Creeksedge HOA website under the resources tab, and (\$4,064) unbudgeted audit of our financial records partially offset by lower management fees and an unanticipated tax credit;  
Landscaping (\$5,520) reflecting higher than anticipated irrigation repairs and landscaping/tree infestation issues.  
Clubhouse/Pool \$1,241 under budget reflecting lower costs to maintain the clubhouse and pool contract partially offset by increased pool repairs;  
Utilities/Maintenance/Repairs \$5,714, under budget primarily reflecting lower general repairs and that County Waste had not increased prices in 2022;

2022 reserve expenditures were \$125,480, (\$7,199) over the reserve study forecast primarily reflecting expenses to repair/replace the entrance trash compactor which were not anticipated in 2022. Our reserve asset balance of \$318,699 is \$55,400 greater than the reserve study estimate. In conclusion, we are on-track with extra funds to spend this year. We will continue to contribute to the repair/replacement reserve in accordance with the 2021 reserve study recommendation.

Adams, Jenkins and Cheatham concluded their audit of our 2021 financial statements issuing their opinion that the financial statements present fairly, in all material respects, the financial position of Creek's Edge at Stony Point Town Homes Homeowners Association as of December 31, 2021, for the year then ended in accordance with accounting principles generally accepted in the United States of America. As previously mentioned, we will be conducting annual audits going forward which is a general practice for communities like ours.

C. Social Committee (Mandy and John McLarin)

Discussion of 2022 Events:

Summer Food Truck, Fall Picnic with Burgers and Hot dogs, and December neighborhood walk to enjoy the community decorations

Discussion of Possible 2023 Events:

Discuss possible dates for the Summer Food Truck and Fall event  
Janet had stressed the importance of contacting food trucks to reserve the dates.  
For the fall event, we discussed having a food truck instead of cooking the food ourselves.  
Mandy was able to contact a few food trucks.

Several other events were suggested and discussed:

Winey Wednesday - Invite VA wineries to have wine tasting at the Clubhouse once a quarter. First event may be held in March. Members would have to RSVP. There would be a minimal tasting fee for each person based on winery input.

Thirsty Thursday - Have a happy hour at the Clubhouse once a quarter. The event would be a BYOB and an appetizer.

Property Nature Trail - Community member are interested in building a nature trail for the community to use. There are 18 acres of wooded property surrounding our homes.

Regular meeting date - 1st Thursday of every month.

Possibility of Super Bowl Party at the Clubhouse.

D. Covenants Committee (Debra Markel read by Melissa)

During January our committee handled 2 requests. One for a landscaping change was withdrawn and we approved a request for a smart lock installation. We've also started working on updating the Architectural Guidelines to better meet the changing needs of the community.

E. Landscaping Committee (Sharon Benedict)

Right now, the LC is on hiatus but we will do have an upcoming meeting scheduled for 2/8/23 @ 5 pm at the clubhouse where we will review the 2023 LC plan.

US Arborist has already been working in CE for the past 2 weeks to trim all of the crepe myrtles and trees within the development. The tree trimming is necessary to ensure continued healthy growth, as they have had very little care in the past. Going forward, trees should need minimal yearly trimming. Trees will be fertilized in early spring.

The pruning and trimming of the CMs is phase one this year in a plan recommended by the Virginia Cooperative Extension to try stay ahead of the bark scale, which hit us hard last year. The next phase will be a systemic drench in late winter/early spring as the sap starts rising. Subsequently, the crepes will be sprayed at least twice during the summer and will be dictated by close observation and the response to the phase one treatment.

Joe P will be contacting Kenney's and will be the point person for Kenney's. Please schedule the mulch after the spring pruning and have everything trimmed by mid- November as to not interfere with Christmas decorations.

F. Electrical Committee (Mike McCabe)

Street light at entrance - the lightbulb is burnt out. Larry believes we have a warranty - Dave H will look into it.

G. Website Committee (Dan Apple read by Melissa)

1. There were 2,173 visitors to the website in December, 2nd highest since our August launch. To date, there have been 8,836 visitors total.
2. Resident directory has been updated and ready for download.
3. Website database of residents was audited and reconciled with Anne Nelson's master list.
4. Video posted of "Holiday Walk".
5. Residents are posting items for sale/giveaway on the classifieds page. I need to follow up periodically to remove items no longer available as residents aren't diligent about telling me.
6. When mass mailings are done via the website, there's a 90%+ engagement rate.
7. Various updates performed including adding Eagle Construction as builder with contact info and a link to their CE marketing page.

H. AED Committee (Rick Bream)

I. Managing Agent

VI. OWNER COMMENT PERIOD\*

Pat M. - Thank you to Sharon B. and LC - tree trimming looks great! Where is Chasen to finish up front railings on the Boulevard? Per Larry, he has been in contact with Chasen and additional materials are ordered.

Joe P. - Have we heard anything from new mall owners to come to our meeting? Per Larry, it has been really quiet.

Tom B. - feel really good about having an AED in our neighborhood. Statistically, chances are a lot better with an AED administered within 10 minutes of an event. Builder - any concern that there is no signed agreement between Steve and new builder? People interested in villas haven't been contacted.

Anne Nelson M. - if someone needs the AED describe the protocol - per Rick B., one person should start CPR and the other person should call 911 and get the AED. The AED will talk you through the steps to take. In the past there has been interest in CPR course and a basic first aid course which would be beneficial to residents. Would be nice to have the steps on what to do in such a crises. Any plans for second AED? Most likely when the new buildings are complete.

VII. UNFINISHED BUSINESS

- A. Phone service at pool - we've been paying quarterly for this service (Kings III) and have been told that the system is tested on a monthly basis. We have requested proof of this numerous times, and have not received anything. History shows the account was set up with our phone tied into a fax line on the property. Somewhere along the line, that line was disconnected causing the issue. Per Kings III - we want to refund or credit your account all monies paid in 2022 plus the first quarter of 2023. That would be a total of \$620.24. In addition, once the signed paperwork, we will request a rush be put on the job to get your phone up and working as quickly as possible. Billing at the new rate of \$56 per month will be waived until April 1, 2023, to keep you on a calendar quarter.

Melissa Eager made a motion to approve using Kings III for the phone service mentioned above at \$56/month paid quarterly; Karen Bennett seconded the motion; the motion passed unanimously.

- B. N. Chasen wood railing replacement - already approved the funding. Close out.

VIII. NEW BUSINESS

- A. PowerWashThis concierge service proposal

Roof Cleaning (Reserve expense) – Low pressure soft wash mold, mildew and moss removal from affected roofs = \$14,500.

Larry tried contacting GAF to have them inspect roofs but are non responsive. Per Roseann, if there is hail damage to roofs, could be claimed under insurance. Dave and Roseann will continue to try and reach out to GAF.

Concrete Curb and Gutter (Operating expense) – clean entire neighborhood. Concierge pricing = \$4465.

Aggregate Sidewalks (Reserve expense) – clean and seal entire neighborhood. Concierge Pricing = \$19,776.

Aggregate Driveways (Reserve expense) – clean and seal entire neighborhood. Concierge Pricing = \$14,584.

Concrete Pads/Garage Aprons (Operating expense) – clean entire neighborhood – includes lower parking pads behind homes on right when entering neighborhood. Concierge pricing to clean = \$1753/150 homes.

Gutter Interior Cleaning (Operating expense) – Clean and washout gutters and downspouts and ensure gutters are working correctly. Single Family Homes - \$75 each to clean all gutters and washout downspouts. Attached townhomes and garages - \$45 each to clean all gutters and washout downspouts. Townhomes inspection - \$18 each home to check front and back gutters and garage gutters and run water thru to make sure working correctly. Also, we will use drone to check all gutters on property before and after in 2023 to see which homes need cleaning for sure and see if some homes should be skipped or just inspected. Drone dates will be given in advance to notify homeowners to they may have windows/curtains drawn for privacy. Need clarity - does the \$18 inspection charge go towards the \$45 and \$75 cleaning fee? Yes.

Gutter Exterior Cleaning (Operating expense) – wash exterior of gutters to remove mold, mildew, dirt and electrostatic streaks. This will also clean exterior of soffits and fascia but is not for cleaning all siding of home. Care will be taken to ensure streaking does not occur on siding. \$40/home and garage for Townhomes and \$50/home for Single Family homes.

Brick Cleaning – Brick walls and steps can be cleaned on an as needed basis. Areas needed cleaned can be identified by association and inform contractor to secure pricing for areas of walls, walks, and patios. Also, homeowners may contact Power Wash This directly to have additional areas addressed.

Melissa Eager made a motion to approve the following parts of the Concierge Program (Power Wash This, Inc.); Anne Nelson Morck seconded the motion; the motion passed unanimously.

Concrete curb and gutter cleaning (\$4,465 Operating expense)  
Aggregate sidewalks clean and seal (\$19,776 Reserve expense)  
Aggregate driveways clean and seal (\$14,584 Reserve expense)  
Concrete pads/garage aprons cleaning (\$1,753 Operating expense)  
Interior Gutter Cleaning (all inspected, cleaning if necessary - this is an Operating expense. \$45/townhouse or \$75/home with \$18 inspection fee going towards those amounts)

Scheduling will be coordinated between Larry Dahn and Power Wash This.

B. Potholerepair.com repair quote

Melissa Eager made a motion to approve the Pothole Repair quote in the amount of \$8,893 using the PARC program to repair various potholes throughout the neighborhood; Anne Nelson Morck seconded the motion; the motion passed unanimously.

C. Clubhouse gutter quote

Melissa Eager made a motion to approve the Metro Group quote in the amount of \$1,950 to install gutters at the clubhouse (pool side and fountain side); Karen Bennett seconded the motion; the motion passed unanimously.

D. Sealcoating pavement - keep OPEN. Larry will get some quotes.

E. N. Chasen painting 2023

Melissa Eager made a motion to approve the N. Chasen quote of \$11,200 to power wash, lightly scrape and paint the pergola in the pool area, community garage, siding and trim at mail station and pool house; Karen Bennett seconded the motion; the motion passed unanimously.

IX. NEXT MEETING DATE – 3/22/23 @ 5 pm

X. EXECUTIVE SESSION (n/a)

XI. RETURN TO OPEN SESSION (n/a)

XII. ADJOURNMENT

Melissa Eager made a motion to adjourn at 7:07 pm: Anne Nelson Morck seconded the motion; the motion passed unanimously.

**Maintenance or service requests can be submitted at [www.communitypartnersva.com](http://www.communitypartnersva.com) or sent to Community Administrator Jessica Crump (378-5000 x232) – [jcrump@communitypartnersva.com](mailto: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.*