

**CREEK'S EDGE AT STONY POINT TOWN HOMES HOA**  
**Board of Directors Meeting – Minutes**  
**Wednesday, March 22, 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: Roseann Salasin - Treasurer; Anne Nelson Morck – Vice President; Dave Hering – Managing Agent; Mark Beheshti - Homeowner; Mandy and John McClarin - Social Committee Co-Chairs; Joe Persyzk - Homeowner; Paul and Sam Gilbo - Homeowners; Rob Tait - Homeowner; Mike Roscoe - Homeowner; Pat Mohr - Homeowner; Maureen Boyle and David Hicks - Homeowners; Sharon Talarico - Homeowner; Rick Bream - AED Committee Chair; Janet Carter - Homeowner; Brian Busbee - VP Sales and Marketing, Eagle Construction.

Virtual, in attendance: Larry Dahn - President; Karen Bennett – Director; Melissa Eager - Secretary; Debbie Markel – Covenants Committee Chair; Steve Middleton - Developer; Mick Massell - Homeowner; Laurie Carter - Homeowner.

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

- January 25, 2023 Board meeting

IV. BUILDER REPORT – Eagle Construction (Brian Busbee)

Eagle Construction (not Eagle Homes) is hoping to finish out the community. Sales signs will be refaced soon. We are in the final steps of checking out existing foundations. Even though you don't see construction, there is a lot going on behind the scenes. We are about ready to open for sales; early April. As far as construction, we have permits in hand and will begin soon. We appreciate the interest and help from existing homeowners - we will have a "reward" for any purchase from referrals from current homeowners. First group of folks we open sales to will be referrals and then the VIP list (please sign up on the website to be added to the VIP list) and then to the general public. We are working through pricing. The plan is to start first on the site with one of the 2 3-story units but no build order after that; it will be sales dependent. Since foundations are already built and permits, the build process will be quick; approximately 8 month for a townhome. We are not waiting for sales to start building. Villa homes - know there is interest but not set on how they plan to sell them. Primary focus is to start on the townhomes. Expectation is to keep it as clean as possible once construction begins.

V. HOA REPORTS

A. President (Larry Dahn)

There have been many projects that have been completed thus far this year:

- Newly installed gutter system addition on the clubhouse.
- Cleaning and inspection of all gutter interiors.
- Cleaning and sealing of all exposed aggregate walks and drives.
- Cleaning of all curbing and curbing- gutter areas throughout the neighborhood.
- Major tree trimming and/or topping has been completed.
- Nozzle extension upgrades to fountain and automatic water leveling system.
- Upgraded our "Pool" emergency phone system to a new upgraded wireless feature. No exterior changes and the operation of the emergency phone system remains the same.
- Almost finished with installation of 27 homes with new vinyl railings (replacing the old wood railings).
- Installation of a new TV in the clubhouse.
- Pothole repaired all remaining asphalt trip hazards.

We've had 20+ homeowners sign-up for their patios, decks etc. to be power washed and some sealed. It's not too late to sign up for this discounted program rate. See the latest communication with details on to get started with "Power Wash This"; just reach out to them and someone will come out to give you pricing.

We had our quarterly meeting with NTS and they have indicated the approved upgrades to the gate system will begin to take place in the next few months. They also indicated a facelift (including new lighting) on the front brick entrance signage (see the pictures that are circulating around in the clubhouse).

Hopefully everyone received the one time property tax rebate (five cents per \$1,000).

Just a reminder every season there's a risk of ducks in our pool, the floating eyeballs didn't work, but remember one of the key reasons why we went to an automated chemical system was that if the duck's poop in the pool, the system automatically regulates the chemicals. We have no more viable/manageable options to keep the ducks out.

Remaining identified trip hazards were repaired and/or replaced with new sleeves, caps and on cracked covers in the street from the gas company and other utility covers and risers.

We met with our councilwoman Kristen Nye (she was also elected as the city council VP) which was set up by Mike McCabe.

#### B. Treasurer (Roseann Salasin)

As of YTD February 2023:

#### **Assets/Investments:**

Reserve asset accounts totaling \$302,607 are invested with MoneyOne FCU certificates and a Pacific Premier money market:

\$23,251 in a Pacific Premier MM account earning (.15%), from which reserve expenses are paid; \$50,000 in a 6-month CD with Towne Bank earning 3.72%. These funds were reinvested from the lower-earning Pacific Premier MM (above) to capture higher interest but keep funds liquid to pay for approved projects in 2023; \$2,603 in MM/Business Savings accounts earning (.05%) FCU required accounts; \$226,753 in multiple staggered certificates earning from .59 to 3.105%.

Operating Checking account balance of \$14,056;  
 Operating Contingency account balance of \$20,848;  
 Paint Fund money market account balance of \$75,165 funds needed for the new railings and common area building painting.  
 Accounts Receivable of \$533, we really appreciate everyone paying their monthly HOA dues on time.

#### **Operating Income/Expense (Year-to-date):**

Net operating income/expense was \$5302, \$220 excess net income:  
Revenues were on budget at \$63,800.  
Expenses were \$58,498, \$220 under budget.  
Major expense category differences:  
Administrative/Clubhouse/Pool \$3,715 under budget reflecting prior year credits taxes, insurance, and pool phone service offset by timing differences of expenses versus calendarized budget.  
Landscaping \$2,584 reflecting timing differences of expenses versus calendarized budget .  
Maintenance/Repairs (\$5448) over budget reflecting timing differences of expenses versus calendarized budget.  
Utilities (\$631) over budget reflecting higher electricity and stormwater fee.

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

Review of 2023 proposed projects and affordability - put together a model which will be helpful in making decisions. The Board needs to prioritize projects.

C. Social Committee (Mandy and John McLarin)

**March First Winey Wednesday Event Set:**

Date: Wednesday, March 29 at 6:00-8:00 pm  
Winery: Magnolia Vineyards, a Virginia winery located in Amissville, VA  
Cost: \$50.00 per couple or \$28.00 per person  
Confirmed guests: 42 people  
Expenses: We did purchase 8 new folding chairs for the clubhouse and may be purchasing some food for the residents when they arrive.

Next Winey Wednesday Event: We plan to evaluate to see how the first event goes and then will plan our next event.

**Thirsty Thursday Events Set:**

April Event Set  
Date: Thursday, April 20 at 5:30-8:00 pm  
Where: Club House and outside weather permitting  
Cost: Free  
Residents: 50 people

May Event Set  
Date: Thursday, May 18 at 5:30-8:00 pm  
Where: Club House and outside weather permitting  
Cost: Free  
Residents: 50 people

**June Summer Food Truck Event Set:**

Date: Saturday, June 10 at 6:00-8:00 pm  
Food Truck: Smokie Joes  
Cost: Residents to purchase their own food  
Residents: Unlimited

D. Covenants Committee (Debra Markel)

The Covenants Committee has handled one ARC request since our last Board meeting. This was for back yard modifications inside a homeowner's fenced area and was approved. We have also been working on suggested updates to our Architectural Guidelines and have made significant progress toward completion.

#### E. Landscaping Committee (Sharon Benedict read by Joe Persyzk)

- Spring drench of crepe myrtles and tree fertilization by US Arborist is coming up...date TBD
- Kenney's has mulched and fertilized the plants. Start-up date for weekly mowing TBD
- RI start up date was 3/17 but we found a major break (Verizon responsible) which has delayed start-up until 3/28 if the repairs are completed.
- Virginia Green has completed their first treatment. They advise the appearance of the grass will gradually improve as the year progresses but they are playing a bit of catch-up to get us back up to par.
- May 16 LC meeting will have an extended homeowner period and we want to invite homeowners to attend and listen to this year's plans and provide an opportunity to volunteer for special projects, as they occur.
- We are in the process of working with MG on a re-landscaping plan for the median N of the pool. Implementation scheduled for this Fall. We are also contracting with MG for a re-landscaping plan for the N & S sides of the Boulevard. Implementation TBD.

#### F. Electrical Committee (Mike McCabe read by Anne Nelson Morck)

There was a significant amount of water running outside the fountain. Fortunately there was no leak in the underground piping. We had the fountain heads extended a bit so all the water that drips down the outside of the heads falls into the sump. This appears to have solved the issue and it looks better. The brass nipples and fittings will patina and match the other piping in short order. Also, I recommend replacing the rocks around the pipes to protect them from being kicked. It will look better also.

The light pole at the apartment end of our bridge has been leaning for a long time. We sent a work order to have it straightened up. The pole itself is actually cracked. Obviously it was hit by something. The crack extended all the way to the bottom so the pole has been removed and is being repaired. Fortunately it's fiberglass and will be as good as new when completed. It should be reinstalled sometime during the week of 03/20.

The toilet, sink, and water fountain are being removed from the garage and all lines and drains capped.

The filter cartridge for the fountain will be replaced in late spring sometime and the old filter cleaned and stored for the next change. At that time I'll check out the sump and see if it requires cleaning.

#### Poop Committee

There will not be any routine reports needed but just a couple of comments:

We had a great response to our request for help in removing the waste each week and a schedule has been put together. Thank you all who volunteered.

Please only take one bag as needed. This is there for the use of our residents and it's not meant to be a used for stocking your houses. This is an ongoing issue and really shouldn't be happening.

#### G. Website Committee (Dan Apple read by Larry Dahn)

The website continues to grow in user ship. The main hurdle to overcome is getting residents to view the website as not only a news outlet but also a resource for all sorts of community needs (ie. home services, classified ads, calendar of events, social activities) rather than solely relying on emails from the board. Once this happens there should be far more interaction and two-way communication using the website as the resource rather than strictly email. Having said that, we've made good progress since its launch August 1, 2022. There have been 10,540 site visits so far!

More recently, here's the site's activity since January 1st.

Total Site Visits = 1,121  
Total Sessions = 577 (a session is where they navigate beyond the home page)  
Average time per session = 1:47  
Average pages visited = 2.5  
Top 3 pages visited 1) Announcements (News) 2) Calendar 3) Document Library

Communications:

Emails sent = 842 read = 677 or 80.4%  
News Announcements via email = 840 (5 emails @ 168 each); 415 read or 49.4%

Database of residents updated 3/20/23 to match Anne's directory. 169 resident emails in database.

As for feedback from residents, I have only heard positive comments. Now that the site is being accepted and used more, I feel it's time to get more reviews, suggestions from the board and residents in general. There's an easy way to do this on the home page by submitting a review with comments/suggestions. Or use the contact us form at the bottom of the home page. Also happy to talk to anyone by phone, (804) 640-4253 is my cell.

H. AED Committee (Rick Bream)

No major announcements. Some discussions of holding a CPR/first aid class - 2 potential issues - there may be a cost involved; largest group would be about 9 people so there may be a need for multiple date options. Pricing and potential location of 2nd AED will be provided by August of 2023 to the Board.

I. Managing Agent (Dave Herring)

Covenants Committee provided a list of potential violations throughout the community and in February Dave did a walk around with Larry - 6 violations letters were sent out in February and all were resolved.

VI. OWNER COMMENT PERIOD\*

Mark B. - questions in relation to the Homeowners Association fees. Does Community Partners charges a fee to manage the community - YES, comes out of the \$275. Are the funds invested under the Creeks Edge at Stony Point or under Roseann - invested under the Creeks Edge at Stony Point Townhomes. What about investing outside of a credit union - we only invest in Federally insured instruments (FDIC or NCUA). Rates are different for a business than for an individual.

Paul G. - wants to install storm doors in entry ways - sent the request to Community Partners but hasn't heard anything. Will give the request it to Debbie M. directly.

Mike R. - if Board decides to spend money that isn't "in budget", what happens? We maintain a contingency fund for unexpected or unanticipated projects which are necessary for the current year. We conduct an annual budget review which includes reassessing funds needed for large future projects. We conduct an official review of our reserve fund every 5 years but also review it annually to account for any major changes. With this practice, we propose adjustments to our monthly HOA dues to fund our community needs and avoid an annual assessment. Of course, this is all estimates, we do our best but it's not guaranteed.

Rick B. - do we know if Eagle Construction will be using pre-painted hardi plank siding? Per Steve M., most likely to use pre painted hard plank siding.

Is there a coordinated window washing company? Not aware of anything. Spotless is recommended.

VII. UNFINISHED BUSINESS

A. PowerWash This concierge service

Last 2 items not voted on within this concierge service:

Mold on the roof (\$14,500 reserve expense)  
Cleaning of exterior of gutters (\$5000 operating expense)

B. Sealcoating pavement

Sealcoating is not a good option according to expert. The recommendation is to mill, pave and re-stripe. 2 vendors provided quotes for 1/2 the community; less expensive one is \$115,592 (reserve expense).

VIII. NEW BUSINESS

A. Team US Arborist - additional projects

1. \$4500 (operating expense). Remove 10 Zelkovas and grind stumps. Do we need to remove all 10? All are in poor condition. Homeowners will be notified of the removal prior to it being done.

2. \$1855 (operating expense). Remove 2 Oak trees and grind stumps.

Roseann will get together with Sharon/Joe to get a better view of finances from the LC.

B. Pool tiles - no diving

Price of \$2,857. No diving and depth tiles. Can put off to 2024.

C. Quotes for Asphalt and concrete work

\$115,592 (reserve) quote for milling and paving and striping 1/2 of community - hold off until 2026

\$2000 (reserve) quote for striping the other 1/2 of community - hold off until 2026

\$7600 (operating) quote for 80" LF new asphalt curbing for water drainage far left of community - hold off until 2026

\$4600 (operating) quote for French drain @ 9484 - prioritize for 2023

\$5402 (reserve) quote for 5 Exposed aggregate concrete sidewalk repairs - prioritize for 2023

\$2200 (reserve) quote to replace 8" concrete gutter pan; podge 26 areas of damaged concrete - 2023

Other items:

\$1600 (operating) quote for cleaning out garage and installing shelving low priority - hold off until 2024

\$2000 (operating) quote for removing shower heads at Clubhouse low priority - hold off until 2024

**Priority list:**

**PROJECTS** - We have preliminarily suggested these timings for the projects, Roseann will model the effect on our 2023 budget and provide a summary to the board to make a final decision on what will be done in 2023.

**Reserve Items -**

PRIORITY

- \$5402 (reserve) quote for 5 Exposed aggregate concrete sidewalk repairs - prioritize for 2023

Discussion of Mill, Pave and Re-stripe 1/2 the community: Ultimately decided to hold off until potentially 2026 and complete entire community. Per Roseann, aesthetically and politically, should we wait to do the first 1/2 the community in 2024? Or do we wait to do the entire community in a few years? Per Dave, nothing is failing now. The more money we keep now, we will earn on that amount. And if we do it all at once, there may be some savings. Do we want to re-stripe the entire community? Not now.

\$14,500 (reserve) Mold/mildew off of roof - wait until roof decision is made.

**Operating Items -**

PRIORITY

- \$4600 (operating) quote for French drain @ 9484.
- \$1855 (operating expense). Remove 2 Oak trees and grind stumps.
- \$4500 (operating expense). Remove 10 Zelkovas and grind stumps.

\$1600 (operating) quote for cleaning out garage and installing shelving low priority - hold off until 2024

\$2000 (operating) quote for removing shower heads at Clubhouse low priority - hold off until 2024

\$5000 (operating) cleaning of exterior gutters - 2024 timeframe

\$14490 (operating) Discussion of parking pads for 5 houses. Several potential solutions were discussed; however, we need to determine if this is an HOA expense; it is most likely a homeowner obligation. Discussion around - do we need to do the 2 pads that are just dirt? \$3000 per unit - includes removal of dead grass and one pour of concrete between the 2 strips. 9440 and 9428 - 2 units to complete. Decision to get a rock quote.

D. Roof report - hail damage - keep open until May 24, 2023 meeting

E. Post on private portion of website - financials : year end for the December 2022 and then every month balance sheet and income expense statement. Roseann and Dave will work with Dan.

IX. NEXT MEETING DATE – 5/24/23 @ 5 pm

X. EXECUTIVE SESSION (n/a)

XI. RETURN TO OPEN SESSION (n/a)

XII. ADJOURNMENT

Larry Dahn made a motion to adjourn at 8:06 pm: Roseann Salasin 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.*