

A regular meeting of the Board of Directors of the Coventry Homeowners Association, Inc. was held Monday February 6th, 2023. The meeting was held at the Coventry Clubhouse, 100 Wrought Iron Bend, Yorktown, VA 23693.

Open Session

I. CALL TO ORDER

President, Julie Post, called the meeting to order at 7:11 pm.

II. ATTENDANCE OF BOARD MEMBERS

The following Board Members were present: Julianne Post, Ruthanne Gray Grabowski, Randy Wojcik, Jiselle Anderson, Tony Collins.

III. REVIEW AND APPROVE MINUTES:

Executive meeting minutes from January 2023 were reviewed and approved by the Board.

IV. TREASURER'S REPORT

Treasurer reviewed current funds and reported that Coventry is in the process of switching to Langley Federal Credit Union. The HOA has been losing money being at Town Bank (\$30 a month with almost no interest accruing). Treasurer reviewed the purchase of CD's in which the HOA will be getting 5% back, with no fees.

V. ARC REPORT

The Board reviewed the ARC report and have no concerns at this time.

VI. UNFINISHED BUSINESS

- A. **Walking Pathways**: Reviewed three proposals and with feedback from residents the Board chose Peninsula Paving Inc. who quoted the work at \$44,954. After further discussion it was also decided to ask for the warranty before contracting.
- B. **Clubhouse Pool Slide Removal**: It was reiterated that a new slide would cost \$40,000 and the current slide is not up to code so it cannot just be repaired. To avoid liability issues a company will be hired to remove the slide.

VII. NEW BUSINESS

- A. **VDOT Crosswalk**: President, Julie Post has contacted York County requesting light up, cross walk signals throughout Coventry and an additional crosswalk by Peachtree Ln, but she has not yet received a response. Residents voiced that there also needs to be a cross walk between Seekright Dr. and Blacksmith Arch. When students and parents are going to the elementary school they are crossing from this area and several students have almost been hit. Julie Post will add this additional crosswalk to the current request that has been submitted with York County. It is encouraged that residents reach out to York County to get a more prompt response for the crosswalk needs.
- B. **Verizon Cell Phone Tower**: An application has been submitted, but there has not yet been a response. The Board reminded residents the tower is not a definite as it has not been determined where the tower would go and there will be a vote if the community wants the tower. The Board reminded residents one benefit is the HOA will receive \$20,000 a year to have the tower on Coventry property.
- C. **HL Parking Lot Light Repairs Estimate**: R. M Lawson Electric Company LLC proposal was voted on and approved. The repair will be \$3,500.
- D. **Increase Affiliate Pool Membership Prices**: The rate will increase from \$355 to \$395.
- E. **Landscape Management Contract Proposals**: It was determined that Divine Landscaping LLC, who does an excellent job with Smithy Glen's landscaping is not large enough to maintain the entire HOA landscaping. A resident requested that if possible, time the Smithy Glen landscaping with the general HOA landscaping so that there isn't different heights in the grass.

It was reported that last years cost was around \$156,000 for lawn care services. Virginia Grounds, who managed the HOA landscaping this past year, quoted \$160,000 for 2023. Board Members Julie Post and Tony Collins agreed that Virginia Grounds fixed their mistakes and where very receptive to addressing issues. The Ferguson Glade HOA president

and other Ferguson Glade Board Members disagreed and report they are not satisfied with Virginia Grounds services and do not believe Virginia Grounds fixed their mistakes.

A resident mentioned that he knows the owner of U.S. Lawns, Steve Ferguson, who is very proactive in trying to improve Newport News and also has the lawn contract for Camp Perry, which is very difficult to get and maintain. President, Julie Post noted that the contract paperwork from U.S. Lawns was very thorough and extensive.

There were two confident votes for Virginia Lawn and two confident votes for U.S. Lawn. The deciding vote went with U.S. Lawns.

- F. **Pool Management Contract Proposals:** It was determined that if Clearwater Services will remove in their contract, under section P. Safety Standards, the clause, "Water wings, mermaid tails, and mono-fins are prohibited. All flotation devices must be U.S. Coast Guard approved and are subject to inspection and removal if deemed necessary by lifeguard and/or contractor." they will win the pool contract. This was agreed upon by the Board because the often used, puddle jumpers and other fun flotation devices for kids would not be allowed with the current wording of the contract.

It was also determined to keep the lifeguard ratio and schedule as it is currently stated in the contract: Weekends, 3 guards; Monday through Friday 2 guards, and 3 guards for four, peak hours (e.g. 2p-6p)

Also discussed pool hours being from 10 am to 8 pm.

- G. **Pool Automation System:** The automation system will cost \$22,432. The system constantly regulates the pools and administers chemicals as needed. In the past this was up to the lifeguards, however lifeguards under the age of 18 are not allowed to insert chemicals due to state laws. Board Member Julie Post noted that in the past the pool companies didn't care if the pool was imbalanced and would leave the pool open when it needed to be closed.

A resident inquired about the warranty and Board member Julie post reports it is similar to the filtration system warranty, which is ten years. It was also clarified for residents that the cost of chemicals and management of the automation system is on the pool management company and employees such as the lifeguards. The chemicals are not part of the price of the automation system, but they are a part of the pool management contract.

Board Member, Jiselle Anderson inquired if the purchase of the automation system fits in the HOA budget. Treasurer, Randy Wojcik reports it will be a strain on the HOA budget. Mr. Wojcik recommended that since we are hiring the same company for our pool management that we ask \$10,000 off the from the automation system.

Resident asked what happens if we switch pool companies. Board member, Julie Post clarified that all pool management companies can run and maintain the automation system.

Another resident also asked what savings would the HOA get from Clearwater since Clearwater staff will not have to test the water nor will they need put chemicals in the pool. Board member Julie Post will ask Clearwater this question.

- H. **Swim Team Proposals:** The swim team wants to put in a three-year contract to have all three of their swim meets at the Harvest Lake pool. The HOA would receive \$1,500 per meet. A resident is concerned that the parking for the swim meet could mess up the grass at the Harvest Lake Park. Board member, Ruthann Gray Grabowski who lives by the Harvest Lake area noted that everyone mainly parked on Honeysuckle last year, which is a wide road with no house entrances at the first part of the street. It was agreed that part of the contract with the swim team will state the swim meet attendees need to park on Honeysuckle for overflow and no parking allowed on grass.
- I. **Coventry Signage Lighting Proposals:** Two flood lights are needed on Coventry signage. After reviewing proposals the motion was carried to go with Greathouse Home Services, LLC with a quote of \$1,337.
- J. **Beautification Committee Report:** Committee head, Stephen Orlando discussed amending the soil in order to get flowers to bloom well. Azalea beds are going into Ferguson Glade and topsoil will be brought in early spring as it is the second best time of the year to do so. Azalea beds will be 3 to 4 ft.

Mr. Orlando would like to have a community day to have residents involved in cleaning up the neighborhood. Since April 22nd is Earth Day it is the chosen date for Community Day. The program will run from 9 am to noon. It has been determined that there needs to be a committee for Community Day. Sue Crandall will be heading up the committee and it was asked that Community Day be put in the newsletter.

Resident noted that the corner beds and lattice at the Harvest Lake pool are looking rough. Mr. Orlando also mentioned the need for new planters at the pool. It was recommended that these issues be addressed during Community Day.

Mr. Orlando brought up the idea of a standing library case somewhere in the community. Mr. Orlando reported that the Dolly Parton Foundation will be contributing books. Residents recommended that the library case be put by the clubhouse where there is the resident traffic.

Mr. Orlando went around the neighborhood with a resident and Smith's Tree Care Inc. who quoted the HOA at \$600 for all the stump removal. This proposal was approved. Some stumps are too close to electrical boxes and they will not be removed by Smith's Tree Care Inc, but special, chemical agents will be purchased to slowly dissolve the stumps. Some residents at the meeting mentioned stumps not on the quote and President, Julie Post directed residents to contact Stephen Orlando if more stumps need to be added to the current proposal.

- K. **Hiring Within the Community:** A resolution for hiring Coventry residents and homeowners for HOA positions was proposed. Residents at the meeting all agreed with the proposed resolution. All Board Members voted for the resolution and the HOA hereby adopts the following policy: "A resident or homeowner can be hired by the Coventry Homeowner's Association (CHOA) if that individual is deemed capable of completing the work to the standards expected by CHOA."

It was clarified this is not a change in by-laws or in the CC&R, but a change from a previous resolution.

- L. **Zumba Noise Complaint:** Board Member, Tony Collins was given the floor to discuss his reasoning for continuing Zumba at the tennis courts even though the Board has already voted on this issue during a previous meeting. None of his arguments negated the fact that the homeowner with the complaint has a disability that is affected by loud noises and vibrations and has been building a case with video documentation showing Tony Collins not complying with alternate, possible solutions when they were agreed upon in board meetings.

Zumba can still be held at the clubhouse, and if overcrowding is an issue than Mr. Tony Collins wife, who is the Zumba instructor, should not allow people outside of Coventry to attend the program, particularly because having people outside of Coventry attend the program has not been sanctioned by the HOA.

A resident asked where in the process was this complaint and the Board verified that this issue has been going on for at least a year where the resident has turned in Community Action Forms and contacted Board Members to address the issue and it is to the point where they are ready to build a legal case against the HOA.

Residents at the meeting agreed that if there is a lawsuit involving the American Disabilities Act (ADA) it is a case the HOA will lose and even if the case could be won, the financial cost would hurt the residents. Tony Collins proposed a motion for "having the speaker turned 180 degrees from the house having issues." The Board voted against the motion, three to two votes.

- M. **Vending Machines:** The idea of having vending machines by the clubhouse was brought to the floor and immediately all residents who attended the meeting voiced disdain for the idea. Residents report that the vending machines will just get vandalized and broken. The Board will no longer be pursuing this idea.

VII. **OPEN FORUM**

-Gary Custer reports he has written two to three CAFS and has not received any kind of response. The Board reported that residents are supposed to receive a response within 30 days. President Julie Post will be following up with the CAFs that have not received a response.

Mr. Custer also recommended the HOA purchase an electrical utility vehicle aka golf cart. It would make litter pick-up much faster for a maintenance manager and staff could use it for inspections.

-Brian Fenelon requested to know if the President, Julie Post received his email with the searchable copy of the bylaws. Julie Post verified she received the email. Discussed legal verbiage and how the document can be labeled under "Searchable Copy". Discussed idea of having a searchable copy and a concise copy. Motion was made to create a Document Review Committee. Motion passed with five votes. Randy Wojcik will be the head of the committee. Another resident informed the Board that Running Man and Tabb Lakes have recently redone their by-laws and Running Man used a document specialist. The Board will contact both HOA's to get more information on how they accomplished this task.

-Sue Crandall requested to know what the Board is doing about the sprinklers. The sprinklers were put in years ago at a hefty cost but were only used for one year. Mrs. Crandall reports the sprinklers were torn apart by the landscapers running over the sprinklers with lawn mowers. The Board will ask U.S. Lawn, our new landscaper to inspect the sprinklers.


Melissa Rogne confirmed that residents and the Board still want food trucks. She also reported that last year she had a difficult time getting the office staff to post advertising. Board Member, Jiselle Anderson will make sure social media advertising is available and work with Mrs. Rogne on the other advertising issues.

Rob Fitzgerald inquired about the bench that used to be by erosion area in Smithy Glen. He reports someone broke it apart and is wondering if it will be replaced. HOA cannot verify if the chair will be replaced as there are many other costs for repairs in the neighborhood.

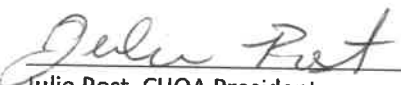
Resident asked about having electronic payments for HOA fees and the board informed residents that an upgrade in the current TOPS system would allow this and Treasurer Randy Wojcik is looking into the costs to upgrade the software.

Melissa Rogne inquired if the residents would be interested in a Luau. Board Member Julie Post thought this would be a good back to school function. Mrs. Rogne will look into this programming with support from Board Member Ruth-Ann Gray-Grabowski.

Meeting adjourned at 9:20 pm.



Jiselle Anderson, CHOA Secretary



Julie Post, CHOA President