

A regular board of directors meeting of the Coventry Homeowner's Association, Inc., was held on Monday, April 8th, 2024, at the Coventry Clubhouse, 100 Wrought Iron Bend, Yorktown, VA 23693.

#### I. CALL TO ORDER

Vice-President Ruthanne Gray-Grabowski opened the session meeting to order at 6:00 pm.

#### II. ATTENDANCE OF BOARD MEMBERS

The following board members were present: Vice-President Ruthann Gray-Grabowski, Treasurer Randy Wojcik, and Director Gary Cusack. President Julianne Post and Secretary Jiselle Anderson were not able to attend.

#### III. EXECUTIVE SESSION

Vice-President Ruthanne Gray-Grabowski called the board into executive session at 6:05 pm.

Violation 1: The homeowner must clear debris from the driveway and trash container left out. Both violations have been ongoing since March 11, 2024. The homeowner was assessed a fine of \$50.00.

Violation 2: It was determined that the homeowner left their trash container out. This violation has been ongoing since February 26, 2024. A fine of \$50.00 was assessed to the homeowner.

Violation 3: It was determined that the homeowner left their trash container out. This violation has been ongoing since February 26, 2024. A fine of \$50.00 was assessed to the homeowner.

#### IV. OPEN SESSION

Vice-President Ruthanne Gray-Grabowski called the board into an open session at 7:00 pm.

#### V. REVIEW AND APPROVE MINUTES

The board reviewed and approved the March 2024 meeting minutes.

#### VI. TREASURER'S REPORT

Mr. Wojcik presented the monthly Treasurer's Report and answered questions from the board.

#### VII. COMMITTEE REPORTS:

- A. Architectural Review Committee - Six ARC requests were made, four approved, and two approved with conditions.
- B. Beautification Committee:
  - a. The committee provided details on the three hardscape projects at Wrought Iron Bend across from Hamlet Court, Wrought Iron Bend across from Monument Court, and Owen Davis Blvd near Patrick Lake. Vice-President Ruthanne Gray-Grabowski motioned to approve the hardscape projects for \$5,060.00. The motion was seconded and passed with all board members' approval.
  - b. The Beautification Committee also discussed their Phase 1 and 2 tree pruning and sapling projects.

- c. The Beautification Committee will run Community Day on April 20 from 9 am to 12 pm. Everyone wanting to volunteer should meet at the Clubhouse at 9 am.

C. Social Committee

- a. The committee chairperson, Vice-President Ruthanne Gray-Grabowski, said the Spring Egg Hunt was successful. Many homeowners' children searched and found about 2,800 candy-filled eggs. Vice-President Ruthanne Gray-Grabowski was happy for the volunteer support in filling the eggs and dispersing them before the hunt.
- b. Vice-President Ruthanne Gray-Grabowski stated that the traditional 4th of July cookout at Harvest Lake Recreation Area will not be held this year. In the last few years, attendance has exceeded the 200 limit that the Harvest Lake Pool can handle. Vice-President Ruthanne Gray-Grabowski stated she is looking to hold another social event at a time and date to be determined.

VIII. UNFINISHED BUSINESS

A. **Pool Repairs:**

Vice-President Ruthanne Gray-Grabowski motioned to approve Clearwater Pool Management replacing the handrails at Harvest Lake for \$8,106.00, replacing the handrails at the Clubhouse pool for \$5,100.00, and re-grouting brick coping at both pools for \$1,404.00. There was a second, and the motion passed.

The board decided to defer the deck-o-seal work to another meeting due to its \$9,521.00 cost, and the board is still determining what is involved with this work.

- B. **Pool Rules:** Vice-President Ruthanne Gray-Grabowski motioned to approve the revised pool rules, which would allow each member over the age of 18 to allow four (4) guests free of charge on Monday through Friday, and each guest would be charged \$5.00 on Saturday and Sunday. Children under five will be charged \$3.00 daily on Saturday and Sunday. The motion had a second but did not pass. A minority of the present board wanted to receive stakeholders' comments from our staff and Clearwater Pool Management company.
- C. **Common Area Tree Removal Behind 316 Blacksmith Arch:** Vice-President Ruthanne Gray-Grabowski asked for clarification on this request. Mr. Cusack stated that only two proposals were received, and a third proposal is required. Mr. Cusack further said he is working on getting the third proposal and should be ready by our next homeowners' meeting.
- D. **Clubhouse Playground Replacement Proposals:** Vice-President Ruthanne Gray-Grabowski motioned to approve MaxPlayFit to install our new playground utilizing the International Play Equipment Manufacturers Association (IPEMA) wood playground mulch, for a cost of \$61,628.71. A minority of the present board wanted to reduce the cost of this project by performing the demo and disposing of the old playground equipment. There was a second, and the motion passed with a simple majority of the present board.

IX. NEW BUSINESS

- A. **Common Area Tree Removal Behind 121 Ivy Arch:** An approximately 100-foot pine tree is immediately behind the homeowner's fence, and the tree's roots are lifting and damaging the fence. The board requests three proposals be acquired before approving funds to remove the tree.

- B. **Homeowner Donation:** A recently moved out-of-Coventry homeowner donated a vacuum for the HOA's use.
- C. **Audits:** Vice-President Ruthanne Gray-Grabowski motioned to approve Malvin Riggins and Company to perform our 2023 audit and state and federal taxes. The board decided not to conduct an audit for calendar years 2020, 2021, and 2022. The 2023 audit cost should be between \$7,500.00 and \$8,500.00, and the state and federal taxes should be between \$500.00 and \$750.00. There was a second, and the motion passed.

X. OPEN FORUM


Residents expressed questions and provided comments to the board.

XI. ADJOURNMENT

Vice-President Ruthanne Gray-Grabowski adjourned the meeting at 8:18 pm.



Gary Cusack, CHOA Director



Ruthanne Gray-Grabowski, CHOA Vice-President

