

A regular meeting of the Board of Directors of the Coventry Homeowners Association, Inc. was held Monday July 11th, 2023. The meeting was held at the Coventry Clubhouse, 100 Wrought Iron Bend, Yorktown, VA 23693.

I. CALL TO ORDER

President, Julianne Post, called the Open Session to order at 6:01 pm.

II. ATTENDANCE OF BOARD MEMBERS

The following Board Members were present: Julianne Post, Ruthanne Gray-Grabowski, Randy Wojcik, Jiselle Anderson, Gary Cusack.

III. EXECUTIVE SESSION

The Board went into Executive Session at 6:02 pm for violations of the government documents.

IV. OPEN SESSION

The Board called Open Session back at 7:04 pm.

V. REVIEW AND APPROVE MINUTES

Minutes from June 2023 were reviewed by the board and approved.

VI. TREASURER'S REPORT

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

VII. ARC REVIEW

The board reviewed ARC requests and has no comments or concerns at this time.

VIII. INSPECTIONS

The board reviewed inspections with no comments or concerns at this time.

IX. UNFINISHED BUSINESS

- A. **Pool Gate:** The swimming team has paid to have a gate added to the fence at Harvest Lake. Pool.
- B. **Newsletter:** The newsletter is now going out on digital platforms and will no longer be printed for each home. If a resident would like a printed copy, they can get one from the office.
- C. **Mulch;** The mulch has been distributed and Director Gary Cusack will be addressing any issues that occur with the mulch from U.S. Lawns.
- D. **Portal:** The HOA is looking into updating the portal system to a full customer portal, which would allow for the ability to pay due online. Research into pricing, contract length and timeline with various companies will be continued to be reviewed.
- E. **Pool & Social Activities:** Julianne Post motioned to have the age limit to go to the pool independently lowered to 13 years of age. The motion had a second and the motion passed. Julianne Post motion to have the budget for the July 4<sup>th</sup> party increased to \$1,000 for 2023. The motion had a second and the motion passed. Bingo and Bunko are delayed for further review of York County laws. The board has a desire to provide a volunteer thank you dinner and the ability and how it would be done is currently under review. Vice President, Ruthanne Gray Grabowski has a lead on swim team instructors for swim lessons at the pools in August, which will be free for the HOA, but cost residents if they want to purchase the lessons. She also

informed the board that the Coventry party planner is considering retiring from the volunteer position.

**X. NEW BUSINESS**

A. **Sprinkler System:** U.S. Lawns cannot find the boxes that turn the system on and off. Board believes the main box is at the little hut next to the Harvest Lake Cove and controls the entire system. Director Gary Cusack will inform. U.S. Lawns.

B. **CAF Action Form MA704:** There is a request for three broken lights in the Harvest Lake Parking lot be repaired. Secretary, Jiselle Anderson is retrieving quotes.

C. **CAF Action Form MA705:** There is a request to have some trees trimmed up off Wrought Iron Bend as they are overgrown. Director, Gary Cusack is retrieving three quotes.

D. **News from Legal & Legislative Update & Expo 2023:** Provided updates presented during the legislative and case law updates from the expo. All information will be verified by the HOA lawyer.

E. **Strategic Planning:** The board is looking to host the first strategic planning meeting on July 31<sup>st</sup>, 2023, at 7:00 pm at the Clubhouse. If residents are interested in participating, they should email [coventryboardmember@gmail.com](mailto:coventryboardmember@gmail.com).

F. **Office Hours/Staff Hours:** The sub-committee boards and the public are asked to minimize their time at the Clubhouse Office so staff can better focus on their work. The board has determined the following schedule for the new office/staff hours.

Monday: Closed to public. Staff will be completing inspections.

Tuesday-Thursday: Office open to public, 10am- 8pm, but closed 1-2pm each day for staff's lunch break.

Friday: Open 2-5pm.

The bookkeeper will be working four, 10-hour shifts Monday-Thursday with Fridays off.

HOA manager will continue to work 9am- 5pm with certain hours closed to the public on Friday so the manager can complete administrative work.

Lunch for staff is Monday-Friday from 1-2 pm.

These new hours will be advertised on Google, the website and on the CHPA Facebook pages, with a sign placed on the office door.

President, Julianne Post motioned to change the schedule for the office and staff as determined above. The motion received a second and the motion passed.

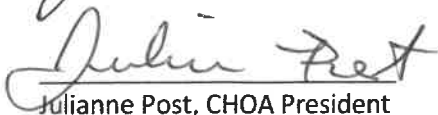
The new schedule will start August 1<sup>st</sup> to coincide with payroll.

**XI. OPEN FORUM**

Residents expressed questions and provided comments to the board.

Meeting adjourned at 8:50 pm

  
Jiselle Anderson, CHOA Secretary

  
Julianne Post, CHOA President