

A regular board of directors meeting of the Coventry Homeowners's Association, Inc., was held on Monday, October 7, 2024, at the Coventry Clubhouse, 100 Wrought Iron Bend, Yorktown, VA 23693.

I CALL TO ORDER

President Julianne Post called the open session meeting to order at 6:01 pm.

II ATTENDANCE OF BOARD MEMBERS

The following board members were present: President Julianne Post, Vice-President Gary Cusack, Secretary Ruthann Gray Grabowski, Treasurer Randy Wojcik, and Director Jeffrey St Sauveur.

III EXECUTIVE SESSION

President Julianne Post called the meeting into Executive Session at 6:01 pm for homeowner infractions.

IV OPEN SESSION

President Julianne Post called the board back to open session at 7:00 pm.

V REVIEW AND APPROVE MINUTES

The board reviewed and approved the meeting minutes for September 9th, 2024.

VI TREASURER'S REPORT

Treasurer Randy Wojcik presented the monthly Treasurer's Report.

VII COMMITTEE REPORTS

Architectural Review Committee: 13 requests were approved, 5 with conditions.

Beautification Committee:

Stephen Orlando reported bulb planting will be conducted on Saturday, November 2, at 9:00 am at the corner of Owen Davis and Coventry Blvd.

Fresh evergreen branches for wreath making will be collected, and natural boughs will be arranged on December 4th at the Clubhouse.

Social Activities Committee: Book Club will be held on Monday, October 14th at 7 pm.

VII UNFINISHED BUSINESS

A. Tree Removal

- Remove two Bradford Pear trees on Honeysuckle Lane: Julianne moved, seconded by Randy, and unanimously approved to award \$790 to Trees R Us for this service.
- Common Area Cleanup Wexford Court to Wrought Iron Bend: Julianne moved, Jeff seconded, and unanimously approved awarding Rusty Ruskin \$1,800 for this service.
- Coventry property deceased tree off Kay Lane: Motion by Julianne and second by Ruthann and unanimously approved to award \$790 to Trees R Us. Board for this service.
- Dead branches on the common property behind Brantley Court: Motion by Julianne, second by Ruthann and unanimously approved, to award \$200 to Rusty Ruskin for this service.

B. Per CAF MA741, request to install a hitting wall on one Tennis Court for \$12,542. Motion by Julianne and second by Ruthann to disapprove this purchase, and the board unanimously disapproved.

C. Proposal regarding use of Coventry amenities by Non-residents: Residents are not permitted to invite the general public to use amenities via advertising, social media, etc. Julianne made the motion, which Ruthann seconded, and the board approved the proposal on a 4/3 vote.

D. Proposal regarding Pool Parties: tabled

VIII NEW BUSINESS:

- A. Donation of Little Book Library Stand: Motion by Julieanne and second by Randy to accept homeowner donation and place in Coventry. Unanimously approved.
- B. Replace HL Tennis Court Lights: The current lights are out of code and pending removal. We need quotes to replace them. This item is deferred to the December meeting.
- C. Verizon Internet: Motion by Julianne, seconded by Randy, to remove the clubhouse TV service and approve Verizon Internet package for \$164.54 monthly. Board unanimously approved
- D. Buildium proposal: The Buildium portal was previously approved but not implemented due to information obtained subsequently. Julianne moved, seconded by Randy, to rescind the previous Buildium approval, which the board unanimously approved.


- E. Portal and Accountant Contract: Limited Management Services Proposal to approve Town Management to provide bookkeeping and accounting services, including the resident portal, for \$2,500 monthly and an additional sub-association communication access fee. Motion by Julianne and second by Ruthann to approve the proposal. The board approved 3/2, with one abstaining and one voting against it.

IX OPEN FORUM

Residents made inquiries to the board and provided comments on current issues to the board.

X ADJOURNMENT

President Julianne Post adjourned the meeting at 8:45 p.m. The next meeting will be the annual meeting at Coventry Elementary School on November 13, 2024, at 7 pm.


Ruthann E. Gray Grabowski
Secretary


Julianne Post
President

A special board of directors meeting of the Coventry Homeowners's Association, Inc., was held on Wednesday, October 30, 2024, at the Coventry Clubhouse, 100 Wrought Iron Bend, Yorktown, VA 23693.

I CALL TO ORDER

President Julianne Post called the open session meeting to order at 5:33 pm.

II ATTENDANCE OF BOARD MEMBERS

The following board members were present: President Julianne Post, Vice-President Gary Cusack, Secretary Ruthann Gray Grabowski, and Treasurer Randy Wojcik.

III REVIEW AND APPROVE MINUTES

The board reviewed and approved the meeting minutes for October 7, 2024.

IV NEW BUSINESS

- A. Nominating Committee: Julianne's motion was seconded by Gary, who unanimously approved Julianne, chair MaryAnn Dawson, Judy Finley, and Judy McMillian's nominating committee. The committee will meet on Sunday, November 3rd, at 2 p.m.
- B. Tree Removal: Previously approved Trees R Us cannot perform the job because they underbid the work. Gary motioned, and Ruthann seconded, to approve Cut Em Down taking down the previously approved trees for \$2,300, which was unanimously approved.
- C. Signs for Recreation Area: The previously approved eight signs from FASTSIGNS will cost \$1,024.70. Julianne motioned, Randy seconded, and the board unanimously approved this amount for the community signs.
- D. Audit: Previously uncompleted audits cannot be completed because of a lack of needed documents and information. Julianne motioned, and Ruthann seconded, to approve a 2023-2024 compilation instead of an audit by Marshall Overlander Melvin Riggins, which the board unanimously approved.
- E. Bookkeeper/Portal Contract: Approve Towne Management to take over bookkeeping and provide a portal beginning December 1, 2024, for 13 months, at \$1,998.20 per month, plus a one-time \$1,500 to initiate the service—motion by Julianne seconded by Gary to approve and unanimously approved by the board. This service also includes the Enumerate Central (formerly TOPS HOA portal), a property management software that allows

homeowners access to their property account to pay HOA fees, View account history, view government documents, and other features.

F. Proposed Contract to fund sub-associations for Bookkeeping Services and Enumerate Central portal: Motion by Julianne and seconded by Ruthann to fund the sub-associations for one year, starting on January 1, 2025, if they choose to contract with Towne Management for bookkeeping and portal services. The monthly cost for this financial service is \$1,622.00 for Smithy Glen, \$1,010.20 for Ferguson Glade, and \$976.00 for Finch Terrace. The board unanimously approved the motion.

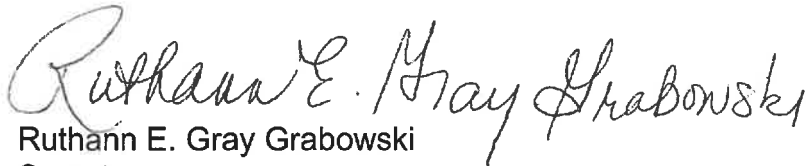
G. Tiller Rental for Beautification Committee: \$50 for Tiller Rental was approved unanimously.

V OPEN FORUM

Residents made inquiries to the board and provided comments on current issues to the board.

VI ADJOURNMENT

President Julianne Post adjourned the meeting at 6:59 p.m. The next meeting will be the annual meeting at Coventry Elementary School on November 13, 2024, at 7 pm.



Ruthann E. Gray Grabowski
Secretary



Julianne Post
President