



BOARD OF DIRECTORS EXECUTIVE SESSION
(February 17th, 2022)

I. CALL TO ORDER

Board member Bill Miller, President, called the meeting to order at 5:15 PM virtually via Zoom.

II. ROLL CALL OF OFFICERS/BOARD MEMBERS

Present: Bill Miller (President), Terence Davis (Vice President), Kai Wilkins (Treasurer), and Kim Baker (Interim Secretary)

III. OUTSTANDING INVOICES

Tributaries Environmental: Invoices received from vendor for services rendered on storm water maintenance ponds for December 2021 and January 2022 totaling \$660. Bill Miller covered email and text message correspondence back and forth with owner as well as manager regarding invoicing. December 2021 invoice was paid through previous management company (L&N) on December 23, 2021, via check, according to the financial report provided by Tammy Whatts. January 2022 service was performed after contract had expired and Tributaries notified of intent to not renew contract for 2022-2023 season. *Board voted unanimously that neither invoice would be paid due to December already being paid and January 2022 outside of scope of contract services 0 (yes) 4 (no).*

Chester River Landscaping: Bill Miller provided a recap to board on the board's concerns invoices from Chester River for snow removal services provided for the January 3rd and January 7th 2022 snow events. These invoices totaled \$6,285. On February 16th, 2022 the board received updated invoicing totaling \$2,985. Savings of \$3,300 due to adjustments made for errors found in invoicing for time spend, cost of material, and amount of salt put down in neighborhood. *Board was satisfied with adjustments and voted unanimously 4 (yes) 0 (no) to approve and pay invoices in question.*

IV. OPEN VENDOR CONTRACTS FOR 2022-2023 SEASON

Landscaping Contract: Requests for bids submitted to: LandCare, Pantazes, Bay Country Landscape, and Chester River Landscaping. All bids requested were received back from vendors for review. Landscaping contracts were reviewed by the board and Chester River Landscaping was awarded the contract for the 2022-2023 season. *Vote recorded unanimously as 4 (yes) 0 (no).*

Storm Water Maintenance Contract: Requests for bids submitted to: Lake Source Aquatic Habitat Management LLC., Envirotech Environmental Consulting Inc., and Tributaries Ecological Restoration. All bids requested were received back from vendors for review. Storm Water Maintenance contracts were reviewed by the board and Envirotech Environmental Consulting Inc., was awarded the contract for the 2022-2023 and 2023-2024 seasons. (2 Year Contract)



Vote recorded unanimously at 4 (yes) 0 (no).

Snow Removal Contracts: Snow removal requests for proposals (RFPs) were submitted to vendors by Sylaunda McKnight with a due back date of February 28th, 2022. Decision was made to return to using Chester River to service the community for any additional snow events now that invoicing concerns had been resolved.

Bill Miller committed to signing contracts for landscape and storm water maintenance contracts via DocuSign and sending to vendors for signatures. Once signed by all parties, contracts will be forwarded to Sylaunda McKnight for record keeping.

V. COMMITTEE UPDATES

VI. COMMUNITY EVENTS/ENGAGEMENT

Wicksfield Community Yard Sale: Date and time confirmed as April 2nd, 2022 at 8am for Wicksfield community wide yard sale. HOA will advertise on behalf of community. Decision was made (*vote recorded 1 (yes) 3 (no)*) to not provide a roll away dumpster this year. Cost was estimated to be \$425-\$450 and based on last year's feedback dumpster was full by noon and many homeowners did not benefit from cost.

Wicksfield Spring Fling: Bill Miller presented idea to the board of having a spring fling in center of Ormonde Circle or in common area located between entrance/exit of Eastmoor Circle. Event ideas to include food trucks, ice cream truck, inflatables for kids, and events for neighbors to engage one another safely outdoors. Bill Miller will be taking the lead on this event and all board members committed to assisting with the event tentatively scheduled for Saturday May 7th, 2022.

Wicksfield Night Out: Kai Wilkins presented idea to the board of having a Wickfield Night Out where all members of the community would be encouraged to turn on their front lights and sit out in the driveway, on the porch, or in the yard. Neighbors could walk the community and engage with one another safely outdoors. Kai Wilkins to take the lead on this event and more information to come.

Food Truck Fridays: Bill Miller presented idea to the board of having local food trucks come into the community on Fridays for the month of June and July. Trucks could set up on Halliwell Drive or Wicksfield Blvd. on Fridays. This would give homeowners a convenient dinner option in the neighborhood, support local small businesses, and is at no cost to the association.

Father's Day Car Show/Parade: Kim Baker presented idea to the board of having a Father's Day car show and car parade throughout the community on Father's Day weekend. Kim Baker will be taking the lead on this event and Terence Davis committed to partnering with Kim on the event tentatively scheduled for Saturday June 18th, 2022.

VII. OTHER BUSINESS

Notice to Community of New Board Member: We discussed sending a notice out to the community informing them of Kim Baker's appointment to Interim Secretary. This would be



done digitally through the Premier Portal as well as on the Spring 2022 postcard to avoid incurring any additional costs.

Delinquent Accounts Update: "Intent to collect" letter sent out from Premier Property Management on February 15th, 2022. Since letter 5 homeowners have set up payment plans that have been approved by the board to satisfy delinquent account within 1 year. Also 2 homeowners have brought their account 100% current.

Letters from Premier Property Management: Sylaunda was made aware that letters coming from Premier through Outsource are not branded with Premier Property Management logo. Sylaunda committed to looking into this and getting back to the board with an answer.

On-Site Community Inspections: Community ride through and calibration conducted on 2/17/2022. A number of violations were found throughout the community. Sylaunda will be sending out a general notice to homeowners on violations found to give them an additional opportunity to correct. Additional on-site inspection to follow later this month to ensure violations were corrected before proceeding with warnings and fine schedule.

VIII. CALL TO ADJOURN

Motion by Bill Miller to adjourn meeting and seconded by Kai Wilkins.

Meeting adjourned at 7:31 PM.