

VEPOA BOARD MEETING

December 5, 2024

Attending Board members: Eric Camplin, Joseph Arthur, David Horn, Bob Richards, Erica Martin and Carl Bowser. Chad Harmon attended remotely.

Community members: Attendance not taken

Location: The meeting was held at the Moneta Public Library.

Meeting opened: 6:57 PM.

Approval of minutes

Minutes from the previous Board Meeting: Eric asked for a motion to approve minutes.

Motion by Carl Bowser. Erica Martin seconded; All approved.

President's Remarks

Eric discussed the future use of the Water Authority building. Apparently, the issue is lack of compliance with some users – not us. Will be discussed further by the Water Boards, here and in Forest. Both must agree.

Eric solicited interest in supporting a newcomers committee. The only information on newcomers today is the real estate packet process. At least two sales did not get a packet because they were private. GIS monitoring is an option but tedious and slow. Investigating this was assigned to Carl, Erica and David.

Eric recognized the members who passed: Gene Suggs and Christine Dideon's mother. Condolences to the families. Followup with families recommended.

Reports and Old Business

Vice President – Chad Harmon

List of fines and amount to be levied provided as an initial draft for review Actions and, later, fines mirror the Architectural Guidelines. Initial actions should be informal with followup by Board members. David recommended a single point of entry. Another option would be the use of a listserv. Fines should be limited to items identified in the guidelines and should escalate when compliance is not forthcoming. Enforcement methods also TBD.

Recommend approval by the community at large at the annual meeting. Updates will be by the board and included in approval process.

Chad recommended Zoom as addition to meetings. Can be supported by a laptop and smart TV. Cost: \$15/month. Okay'd as petty cash expense.

Other potential meeting rooms: The Landing or one of the area churches if they can support Zoom. Eric will check the local churches.

Treasurers Report – Carl Bowser

- Full treasurers report supplied by Carl (see attached). Includes information on supporting bookkeeping/accounting services.
- New computer received and will be setup by Chad on his next visit..

- Balances are excellent (see the villageeast.org website for details)
- CDs are generating income
- Details discussed and included in the attached document
- Debits rising and may impact excesses usually reserved
- Adding planned boat storage will affect capital outlays but will generate income later
- Estimate for this year: \$13,000 rollover to contingency based on estimates and past practice
- Rollover estimate for 2025: \$10,000. Road impact will be higher in 2025
- Recommended upgraded pool furniture should be capital expense rather than using operating funds
- Two properties in substantial arrears.

The motion was made to approve the Treasurers Budget by David Horn. Bob Richards seconded. All approved.

- Discussed hiring outside bookkeeping/accounting support. Two bids were obtained at \$300/month (Arthur's) and \$450/month (Akershoek). Of the two, the higher of the two was a better value. Eric agreed with Carl's assessment. It is still under the estimate we set as guidance.

The motion was made to approve hiring Akershoek by Eric Camplin. Bob Richards seconded. All approved.

- We will continue to manage billing
- We have a phone at the pool that is rarely used. It is required by the Virginia Department of Health for emergencies. It can be turned on and off by the month. We will disconnect it when the pool is closed
- Boat storage location is still TBD.

Architectural Committee – Joseph Arthur

Linda Elton getting ready for construction (lot clearing for construction).

Another is on Little Creek which may be started in the spring if approved.

Gravel in a Coronado driveway is not adequate to limit mud on the road.

Grounds Committee – Mark Thompson

Trees have been marked for removal on VE right of way. Spinett will take them down to \$3,000

A motion to approved the spending up to \$3,000 by Erica Martin. Second By Bob Richards.

Pool Committee – Bob Richards

No report needed at this time.

Roads Committee – Mark Brown

Mark Thompson will handle road painting and marking.

Speed bumps need to re-marked with new poles and reflectors. 4x4 recommended. Motion not required

To do: reminder email to watch one's speed.

Communications – Erica Martin

Email is still an issue. There is a sign-up link on the website for those not getting emails currently.

Holiday party listed on the website if the email did not get delivered.

New Business

Marty VandeLinde late starting deer culling due to illness

Holiday party signup still under way.

For some residents, the internet is being affected by the Zitel fiber installation. Note: they are allowed to install on your property without asking. Restoration to original status is required. Install in your home is free.

New member: Tom McAlister attended alone. He and his wife live at 107 Wagon Wheel Road

Next meeting

Scheduled for TBD date in March, 2025.

It will be held at 7pm at the Bedford County Public Library.

Adjournment

Motion to adjourn the meeting at 9:10 PM. By Erica Martin. Second by David Horn. All agreed.

VEPOA Board Meeting
5-Dec-24
Treasurer's Report

- 1 General comments, follow up from last meeting
 - Still very good position due to Karen, Don, Geoff, and others
 - New computer has arrived and transfer of software from old computer will happen soon
 - SCC registration and fee paid (\$25)

- 2 Current Account Balances (as of 12/5/2024)

Checking:	\$ 18,960.93	
Reserve:	\$ 113,630.28	
CD:	\$ 51,767.74	\$1767.74 return since inception (average of \$200/mo)
Debit Card:	\$ 531.59	
Total:	\$ 184,890.54	

- 3 2024 Capital Improvements paid through the Reserve Account

	Budget Approved	Actual	% of Budget
Repair/pave entrance	\$ 5,700	\$ 4,057	71%
Shoulder stone placement IRD	\$ -	\$ 11,000	#DIV/0!
Dock Renovation	\$ 20,000	\$ 12,686	63%
Road Repaving; Wagon Wheel	\$ 48,000	\$ 48,000	100%
Total	\$ 73,700	\$ 75,743	103%

- 4 Discussion: 2025 projected budget
 - In general, similar income
 - in general, greater expenses
 - inflation
 - Ruggieri lawn service up \$3000/year
 - possible additional bookkeeping fees
 - It is possible that 2025 contingency funds will not be there as in 2024
 - Therefore, year to year trend will need to be watched for possible need for dues increase for 2026 - 27

- 5 Hiring of outside CPA/bookkeeper
 - Akershoek CPA Firm, Bedford \$450/mo
 - Arthurs Business Service, Bedford \$300/mo

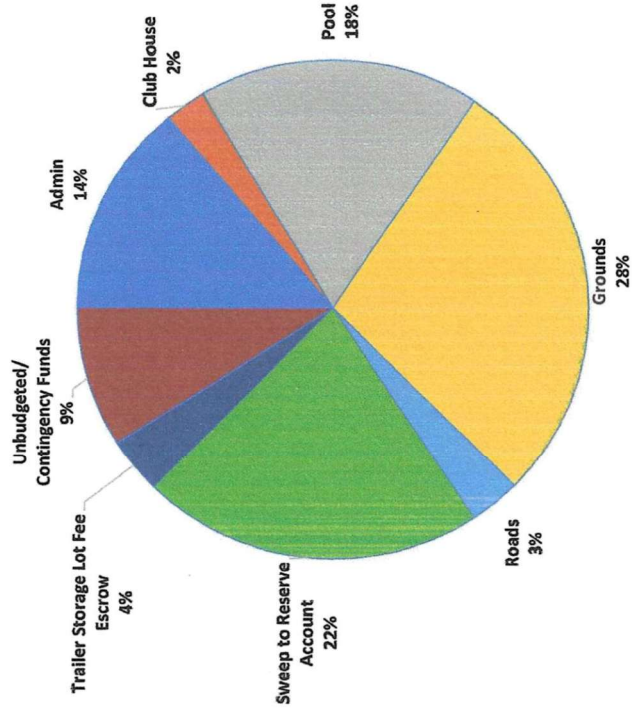
- 6 Discussion: Pool Phone
 - \$62 average monthly charge, 12 months /year, \$744/year
 - Va law 12VAC5-460 relating to pools in communities: no mention of a requirement to have a phone in area of pool
 - John Bond (Scott and Bond Insurance) states "there are no regulations or recommendations regarding phones at pools"
 - John does mention a drowning in early years at the VE pool that may have spurred presence of phone
 - MyLink Communications (online phone monitoring company)
 - States in ads "VA state Pool Code guidelines say you need a phone that can access 911"
 - Will sell you a wireless system for less than hardwired costs
 - Pool committee input?
 - Board to consider three options: Continue, abandon, Suspend phone number for inactive months

- 7 Upcoming Actions/Activities:
 - Jan-25 Prepare 2024 end of year reports, record contingency funds amount to be transferred April 2025
 - Dec-24 Prepare and mail yearly dues and trailer storage lot fees
 - Jan-25 Set up Finance committee review/audit for 2024
 - Dec-24 Coordinate and prepare Capital Improvement Plan for 2024-2029
 - Prepare Dues Invoices for 2024 Dues

2025 Budget

Budget Income	\$	96,650
Budget Expenses		
Admin	\$	13,100
Club House	\$	2,350
Pool	\$	15,100
Grounds	\$	30,000
Roads	\$	3,000
Total Expenses	\$	63,550
Budget Income	\$	96,650
Budget Expenses	\$	63,550
Net Income	\$	33,100
Sweep to Reserve Account	\$	20,000
	\$	-
Sweep to Boat Storage Lot Escrow	\$	3,360
Unbudgeted/ Contingency Funds	\$	9,740

2025 VEPOA BUDGET \$96,650



Village East Property Owners Association
Income and Expenses
January through December

	2024 Estimates	2024 O&M Budget	2025 O&M Budget Recommendation	Comments/ Justification
Ordinary Income/Expense				
Income				
Annual Dues and Fees	100,281	94,400	96,560	Village North (houses only) increased from \$500 to \$550 annually
Total Income	100,281	94,400	96,560	
Expenses				
Administrative				
Administrative - Other	1,495	850	800	QuickBooks subscription large increase
Technology/ Website	221	50	50	New website is \$630 for 5 yrs (2027); domain renewal is ~\$35 per yr.
Telephone	666	700	700	eliminate if possible
Utility	3,460	3,500	3,500	Electric bills dropped substantially after temporary pump was installed
Postage & Shipping	407	500	500	
Office Supplies	550	400	400	check order '24
Licenses & Fees	80	100	100	
Bank Service Charges	49	100	50	
Insurance	3,628	3,800	3,800	Additional coverage for Reserve Account, new dock
Legal	2,380	2,300	2,300	
Taxes	36	100	200	
Member Events		700	700	
Total Administrative	12,972	13,100	13,100	
Club House				
Furniture Replacement	0	800	-	capital expense furniture
Repair & Maintenance	1,206	1,200	2,200	
Supplies	89	450	150	
Total Club House	1,295	2,450	2,350	
Pool				
Open & Close Pool Fee	1,310	1,500	1,600	
Repair	403	1,500	500	
Supplies & Chemicals	3,796	2,500	2,000	fall - chemicals for next year purchased
Upkeep Pool & Grounds Fee		-	-	
Pool - Caretakers	11,000	11,000	11,000	
Total Pool	16,509	16,500	15,100	
Grounds				
Landscape Repair & Maint.	23,193	25,000	28,000	
Dock/Fence/Boat Storage R & M	309	1,500	1,000	
Grounds - Other	4,196	-	1000	deer culling
Total Grounds	27,698	26,500	30,000	
Roads				
Repair	143	500	500	
Snow Removal		2,500	2,500	
Roads - Other		-	-	
Total Roads	143	3,000	3,000	
Total Expense	58,617	61,550	63,550	Total Budget
Net Ordinary Income	100,281	94,400	96,560	Budgeted Income
Net Income	41,664	32,850	33,010	
Sweep to Reserve	20,000	20,000	20,000	Sweep to Reserve Account for (Capital Improvement Projects)
Sweep Impact Fees to Road Escrow	4,000	0	0	0 Sweep Road Impact Fees to Reserve (Road Escrow)
Sweep to Reserve (Boat Lot Fees)	3,280	2,760	3,360	3,360 Sweep to Reserve Account (Boat Lot Fees)
Unbudgeted/ Contingency	14,404	10,090	9,650	9,650 Unbudgeted/ Contingency Funds

Village East Reserve Analysis (updated 6.08.2024)

Key:	Project Completed
	Best Estimate - Project Proposals Received
	Rough Estimate - No Proposal Received
	Road Escrow

Year	Potential Projects-Capital Components (Based on expected need/date. Need/date & cost could shift based on annual evaluation)	Anticipated Amount	Reserve Funds (Year Start)	Sweep from Prior Year Budgeted (March)	Sweep from Prior Year Unspent Funds (March)	Available Reserve Funds	Planned Funding (Replace with Actuals when completed)	CIP Funds Available (Year End)	Road Escrow Balance (Year End)	Trailer Lot Escrow (Replace with Actuals at year end)
2019	Multi-Purpose Court	\$ 22,000	\$ 85,200	\$ 20,000	\$ 13,500	\$ 118,700	\$ (21,404)	\$ 87,296	\$ 10,000	\$ -
	Road Escrow	\$ 10,000					\$ (10,000)			
2020	Clubhouse/Pumphouse Roofing + Gutters	\$ 9,204	\$ 97,296	\$ 20,000	\$ 20,000	\$ 137,296	\$ (9,850)	\$ 80,326	\$ 20,000	\$ -
	Clubhouse Renovation	\$ 6,950					\$ (7,230)			
	Pool Decking	\$ 17,500					\$ (19,850)			
	Road Escrow	\$ 10,000					\$ (10,000)			
2021	Boat Ramp/Parking Paving	\$ 25,000	\$ 100,326	\$ 20,000	\$ 15,000	\$ 135,326	\$ (24,997)	\$ 62,635	\$ 30,000	\$ -
	Boat Ramp Access Gate and Electrical	\$ 15,000					\$ (17,694)			
	Road Escrow	\$ 10,000					\$ (10,000)			
2022	Extensive Road Repairs (postponed)	\$ 5,000	\$ 93,635	\$ 20,000	\$ 20,000	\$ 132,635	\$ -	\$ 91,635	\$ 52,000	\$ 2,680
	Dock Improvements (DEPOSIT)	\$ 5,000					\$ (1,000)			
	Road Escrow*	\$ 22,000					\$ (10,000)			
2023	Dock Improvements (updated estimate)	\$ 20,000	\$ 143,635	\$ 20,000	\$ 5,500	\$ 169,135	\$ (625)	\$ 106,510	\$ 58,500	\$ 5,740
	Woodley & Little Creek Road Repairs	\$ 7,500					\$ (7,500)			
	Road Escrow*	\$ 14,000					\$ (10,000)			
2024	Custom Pool Cover/Sand Filters	\$ 11,000	\$ 165,010	\$ 20,000	\$ 13,000	\$ 198,010	\$ -	\$ 121,767	\$ 9,500	\$ 9,000
	Paving Wagon Wheel	\$ 48,000					\$ (59,000)			
	Dock Improvements (postponed from 2023)	\$ 20,000					\$ (12,686)			
	Repair/Repave Entrance	\$ 5,700					\$ (4,057)			
	Surveys for Future Culvert Work (2025)	\$ 1,000					\$ (1,000)			
	Road Escrow	\$ 10,000					\$ (10,000)			
2025	Culvert Work (Little Creek) # 1	\$ 16,500	\$ 131,267	\$ 20,000	\$ 9,000	\$ 160,267	\$ (17,000)	\$ 83,767	\$ 19,500	\$ 12,360
	Culvert Work (Little Creek) # 2	\$ 39,500					\$ (40,000)			
	Road Escrow	\$ 10,000					\$ (10,000)			
2026	Additional Boat Storage Lot	\$ 18,000	\$ 103,267	\$ 20,000	\$ 9,000	\$ 132,267	\$ (18,000)	\$ 84,767	\$ 29,500	\$ 15,720
	Road Escrow	\$ 10,000					\$ (10,000)			
2027			\$ 114,267	\$ 20,000	\$ 9,000	\$ 143,267		\$ 103,767	\$ 39,500	\$ 19,080
	Road Escrow	\$ 10,000					\$ (10,000)			
2028			\$ 143,267	\$ 20,000	\$ 9,000	\$ 172,267		\$ 122,767	\$ 49,500	\$ 22,440
	Road Escrow	\$ 10,000					\$ (10,000)			
2029			\$ 172,267	\$ 20,000	\$ 9,000	\$ 201,267		\$ 141,767	\$ 59,500	\$ 25,800
	Road Escrow	\$ 10,000					\$ (10,000)			

Order for Paving: remainder of Indian Ridge (\$38,635), Ridgeway (\$24,000), Overlook and Sky Dome (\$50,000), Woodley (\$15,000), Camelot and Bacova (\$38,000)

*Includes Road Impact Fees



VEPOA Treasurer <vepoatreasurer@gmail.com>

Quote: Village East POA Accounting Services

3 messages

Arthurs Business Service <arthursbusinessservice@gmail.com>

Mon, Nov 11, 2024 at 9:57 AM

To: "vepoatreasurer@gmail.com" <vepoatreasurer@gmail.com>

Mr. Bowser,

I hope this message finds you well.

After sharing the details of our conversation with our CPA, we have determined a quote for the Village East POA accounting services. The inclusive monthly price is \$300, minus 1099 preparation (\$10 each). This cost includes:

1. Bookkeeping completed and reports submitted monthly to POA Treasurer.
2. Monthly exchange of QuickBooks back-up with POA Treasurer.
3. Monthly recording of accounts receivable - deposit services may be considered but process needs to be discussed.
4. Bi-monthly accounts payable services, at agreed upon intervals.
5. Creation of annual invoices for POA dues.
6. Creation of annual past due statements.
7. Creation and e-Filing submission of both annual state and federal tax returns.

Thank you for the opportunity to quote this service. If you have any questions, please do not hesitate to reach out to me directly.

Regards,
Cody Rader, Accountant

Arthurs Business Service LLC
107 S Bridge St
Bedford, VA 24523
540-586-6511

VEPOA Treasurer <vepoatreasurer@gmail.com>

Mon, Nov 11, 2024 at 11:58 AM

To: Arthurs Business Service <arthursbusinessservice@gmail.com>

Cody,

Thank you for this timely response and for your interest in helping our HOA with its accounting/bookkeeping. I will include this proposal in my presentation to the Village East HOA board meeting on Dec. 5. I expect a decision to be made so that I can reach out to you the next day.

Carl Bowser
[Quoted text hidden]

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Carl Bowser
VEPOA Treasurer
717 873 4210

Arthurs Business Service <arthursbusinessservice@gmail.com>

Mon, Nov 11, 2024 at 5:27 PM

To: VEPOA Treasurer <vepoatreasurer@gmail.com>

You are welcome. We look forward to hearing from you.

Regards,
Cody Rader, Accountant



VEPOA Treasurer <vepoatreasurer@gmail.com>

Proposal for bookkeeping Services

1 message

Chrystal Akershoek <chrystal@akertax.com>
To: VEPOA Treasurer <vepoatreasurer@gmail.com>
Cc: Emily Abbett <emily@akertax.com>

Thu, Nov 14, 2024 at 3:55 PM

Hi Carl,

It was very nice meeting you on Monday. My office would be very happy to help Village East POA with the accounting services. I would propose a \$450/month fee for the accounting services. This would include the A/R and A/P functions, bank reconciliation, 1099 preparation, tax return preparation, invoicing and creating monthly reports.

Chrystal

Chrystal Akershoek, CFE, CPA

311 W. Main St.

PO Box 257

Bedford, VA 24523

Office: 540-586-5511

chrystal@akertax.com

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Advice Disclosure: Any advice contained in this communication, (including any attachments) is limited solely to the facts and circumstances provided to me.

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