

MINUTES

Silver Woods Community Association Annual Meeting

December 7, 2022

6:30 p.m. – 7:30 p.m. via Zoom

Old Business

1. All action items complete.

New Business

1. **Financial Review:** (Diane DeVoe): see “Budget/Financial Information” section below.
2. **Community Association Board Member Election:** (Laura Giorgianni): Laura reviewed the ballot instructions with attendees and answered questions. In summary: there are three positions open, ballots must be submitted to Excel by 12/8/2022, ballots will be counted by Excel, Trish, and Laura, Friday, 12/9/2022. Homeowners will be notified shortly thereafter. Lisa Besack and Diane DeVoe are leaving the Board when their term concludes at the end of 2022. Laura thanked them for their service. Laura will email a ballot to Claudia Coad.
3. **Storm Door Permit-by-Rule:** (Laura Giorgianni): Laura reviewed the permit-by-rule vote for storm doors. This information was emailed, and a hardcopy was mailed to homeowners in the annual meeting packet. In summary: If you vote to approve, this means that a Silver Woods Architectural Review Committee (SWARC) application and associated fee is not required for installation of a storm door that meets the Permit-by-Rule requirements. If you vote to reject, this means an approved SWARC application and payment of the associated fee is required prior to installation of a storm door on a home.

Homeowner comments:

- a. Storm door permit-by-rule was suggested by a current homeowner and if approved will result in time and cost savings by eliminating the need to complete a SWARC application and pay a fee. Rick Newsome stated that a storm door is personal and should not be under SWARC guidelines. Sandra Magera questioned the option of having a design. Laura explained that all exterior changes to homes need to be approved per our governing documents. The styles of doors listed in the Permit-by-Rule are styles already in the community and provide several options for homeowners. If a style other than those listed is desired, the homeowner can submit a SWARC application and associated fee but may only proceed with installation of the storm door if the application is approved. The vote will be counted on 12/9 and communicated shortly thereafter. If approved, homeowners may purchase a storm door, and have it installed if it meets the permit-by-rule guidelines without going through the SWARC process. The town of Ocean View does not require a permit for installing a storm door.

- b. Len Jansen reminded attendees that the ARC guidelines were given to new homeowners when they signed at settlement and that they are there to protect the community and property values by setting a consistent aesthetic standard which homeowners must follow.

4. **BrightView Landscape Services** (Laura Giorgianni): Laura advised homeowners that BrightView Landscape Services has been hired to maintain the Community Association single-family home lots and common areas for 2023. Refer to the attachment sent in the annual meeting packet for more information explaining this change. In summary: BrightView is a national company, and the contract price is a cost savings for the community. The Board received excellent feedback from the current customers who were contacted. BrightView has a robust website that will eliminate the need to email the Board and will allow customers to ask questions, make requests for additional services, check statuses and the number of mows throughout the season. Additionally, BrightView uses a mulching technique where the grass clippings go back into the yard and has its own “repair” staff that respond to repair issues.

Homeowner feedback:

- a. There were questions and comments regarding drainage issues of common areas, plant destruction from previous landscaping employees, and common area mowing. Common areas are owned by the developer and when turnover happens these areas will need to be corrected. Common area mowing will be managed between the landscaping company and the board representative who communicates with them. Plant destruction will need to be communicated to the landscaping company either by a phone call or through their website.
- b. If there are issues with BrightView, homeowners will contact them directly via the above-mentioned website.
- c. Budgeting for tree care was brought up by Tom Villa. Diane DeVoe explained in the financial part of the meeting that we have excess funds and to increase our dues to put aside money for this now will only result in more excess. A concern was expressed over the liability for homes that have the potential to fall and damage property. These trees are on land owned by the developer, and he has been made aware of homeowner concerns and received a copy of the tree survey, but he has refused to act. Laura advised homeowners that we need to speak with Premier Community Association Management (new property management company) and our attorney to determine the path forward.

5. **Open Forum:**

- a. Property Management Company Request for Proposal: (Laura Giorgianni): The RFP committee interviewed six companies and recommended Premier Community Association Management (Premier) to replace Excel as our new property management company. The Board supported this decision and notified Excel. Premier will be working with Excel in December to ensure a smooth transition in January. Premier will be reaching out to all homeowners to introduce themselves. In summary: Premier is contracted for two years with no increase during this time, SWARC fee falls from \$75 to \$50, and they use a system called Vantaca for homeowner communication. The Board is very appreciative of the RFP committee’s hard work.

- b. Marybeth McCusker asked about mail/package pick-up to her home. MaryJane Volk advised that her packages may be delivered to the post office for pick up. The Board has no jurisdiction/information on post office procedure, so it is best for homeowners to contact the post office directly with questions.
- c. Trudy Hargett acknowledged RFP committee, especially Marc Bogner, on their outstanding work with selecting a new property management company.
- d. Laura provided a summary of the Ocean View Planning and Zoning (P&Z) meeting that took place in November which reviewed the amended ordinance for the expansion of Silver Woods. The ordinance set a timeline for the developer to start and complete the obligations made to Silver Woods homeowners (walking trails, pool deck expansion, bocce courts, tennis/pickle ball courts and landscaping). The timeline was worded to start prior to the future development starting and finish by the 54th Certificate of Occupancy (CO). At the P&Z meeting Laura requested a more aggressive finishing schedule so multiple projects had a staggered finish schedule. It was decided that all projects must start prior to the new development being started, the walking trails must be finished prior to the first foundation being poured, and the remaining projects must be finished prior to the 54th CO.
- e. Tom Villa asked if the town of Ocean View would plow our roads this winter. Laura advised that they told her Ocean View would plow our roads which will reduce the expense to Silver Wood Community Association.
- f. A homeowner asked if Premier reviews ARC or is it the Board. Premier will review ARCs as there are not enough volunteers to do this internally.
- g. Marybeth McCusker thanked the Board for their communication and efforts.
- h. Joe Zakir, a new homeowner on Brenda Lane asked if the POA has its own BOD, governing documents, election, etc. Laura informed him that the POA is a separate entity and the POA Board has three members. The POA uses the amenities of Silver Woods (clubhouse and pool) and pays quarterly dues to the Community Association for the management and maintenance of these amenities. Randi Johnson offered to answer Joe's questions offline.
- i. Homeowners were reminded of the following community events: cookie exchange on 12/14, holiday party 12/17, and the New Year's Eve party on December 31.
- j. A homeowner asked if development plans for the new phase would include a pool. Laura commented that we have been told there are no plans for the developer to add another pool or clubhouse. This topic was discussed at the Town of Ocean View planning and zoning meeting earlier this year. The ordinance previously discussed will be reviewed at the next Town Council meeting on December 15, 2022, at 3pm.

Budget/ Financial Information

Diane DeVoe reviewed the Silver Woods Community Association Balance Sheet and Profit & Loss Statements for Jan-October 2022, which were distributed prior to the meeting. In summary:

Comparing the projected 2022 year-end to the 2022 budget, we are projecting to end the year in a deficit position of approximately \$9,500. This deficit is due primarily to an unfavorable variance on the clubhouse maintenance line for the balance due on the new pool furniture and for snow removal costs. The pool furniture expense was expected and was earmarked from our balance sheet surplus generated in 2021. In addition, there were unanticipated expenses for snow removal and a reassessment for taxes on the clubhouse for the Town of Ocean View.

For the 2023 budget, dues are flat despite an increase in the cost of most of our expenses because of a change in our landscape company from Passwaters to BrightView Landscape Services. This change resulted in savings of approximately \$7 per month per homeowner. In addition, although we will have legal fees in 2023, we have not yet exhausted the \$5,000 in legal fees we budgeted for in 2021. The Board does not plan to conduct another tree survey, so there was no need to budget additional funds.

Meeting Attachments

- Agenda
- Financial Statements
- Election Ballot and bios
- Storm Door Permit-by-Rule Vote

Action Items

- Post minutes to website (Diane Seeger/ Dave Burrows)
- Return election ballot (homeowners)
- Return storm door permit-by-rule vote (homeowners)
- Notification of election of board members and Permit-by-Rule vote results (Laura)

Next Meeting

SW Community Association Q1 meeting: TBD- March 2023.