

**MINUTES**  
**WILDFLOWER RIDGE HOMEOWNERS ASSOCIATION, INC.**  
**Townhall Meeting**  
**February 27, 2020**

**Board of Directors Present:**

Elizabeth Young, President  
Delia Plowden, Secretary  
Michael Showe, Member at Large

**Others Present:**

Melody Rockenbaugh, Community Manager  
Angela Thurber, Community Manager

**I. Call To Order:**

The meeting was called to order at 6:01 PM by Elizabeth Young, and was held at the Knights of Columbus located at 108 W. Stephens St., Martinsburg, WV. There were two other households represented (see sign in sheet).

**II. Proof of Quorum/Roll Call of Officers**

We have the required quorum of at least 1%.

**III. Approval of Minutes:**

The last meeting minutes were omitted as this was the first town hall meeting for Wildflower Ridge HOA.

**IV. Old/New Business**

- a. Elizabeth Young discussed a recap of the Storm Water Management issues and the process up to date. To include discussions with Leslie Brown of Rees Broome to perform legal review to determine responsibility of the HOA; BOD conversations with several engineering companies; and the RFP to study the community; finally a contract was signed in January 2020 with Triad Engineering. Elizabeth Young introduced Marc, from Triad Engineering to discuss the Storm Water Management Issue. Marc stated 10 locations are their first priority and the BOD will continue to solicit for more homeowners with issues related to drainage issues. Triad Engineering will continue to process surveys and field work to determine causes for concerns and solutions, to report back to the BOD.  
Some action items:
  - Progressive Bookkeepers to provide Section 4 Plat to Marc from Triad Engineering
  - Progressive Bookkeepers to mail out Stormwater Management Issue notice to homeowners
  - Progressive Bookkeepers to update the website to include Stormwater Management Testing in the community, and request for homeowners to report known issues.
  - Triad Engineering to prepare a draft for review after findings.
  - Elizabeth Young to reach out to the other development to see if they are having issues as well.
- b. Elizabeth Young discussed the contract with Clagett Management, and the process that was taken when finding a new management company. To include recorded executive sessions, discussion with Leslie Brown from Rees Broome, requesting bids, and negotiations. Contract with Clagett terminated in 4<sup>th</sup> Qtr of 2019 and new contract signed with Progressive Bookkeepers, LLC in 1<sup>st</sup> Qtr 2020. Discussion of expectations from Progressive Bookkeepers and the processes to include inspections; violations, and the collection processes. Melody and Angela discussed new payment methods, and the website update. Homeowners expressed concerns and issues with safety in the community due to the need for lights in dark areas.  
Some action items:
  - Progressive Bookkeepers will follow up to determine who is responsible for the poles and the possibility to get lights in the dark areas.
  - Progressive Bookkeepers will follow up to determine if the HOA is eligible for grant funding
- c. Next annual meeting will be in June 2020
- d. Bi-Annual audit was processed in 2018, and preformed by a CPA.
- e. Engineer was budgeted in current budget – assessments were increased in compliance with the state statute controlled by the CPI, due to the increased budget.
- f. One nomination was received prior to the meeting, no nominations were received at the meeting, vote pending.
- g. Working on getting stop signs and towing signs installed at the Community Entrance and throughout the

community in the next few weeks. The cost was incorporated into the 2020 budget; new signs will be installed in the next few weeks, to replace the damaged and missing signs throughout the community.

Some Action Items:

Progressive Bookkeepers to reach out to another towing company for towing signage.

Progressive Bookkeepers to order stop signs for spring installation

**V. Open Forum Homeowner Q&A**

Homeowners would like to establish community events, to include block parties, community clean ups, and community tree planting. Homeowners expressed concerns for yard sale signs that need to be removed once the yard sale is over. Homeowners would like to see more security in the community either by contract or by cameras installed, and a neighborhood watch program. Discussions on how to get approval for architectural changes by homeowners and what happens when the application isn't processed. BOD mentioned the need for volunteers for an architectural review committee to process ARC application for BOD approvals.

Some Action Items:

Progressive Bookkeepers to contact Apple Valley Waste to try to get a community clean up organized.

Progressive Bookkeepers to contact local Sheriff's office to discuss neighborhood watch possibilities for the HOA.

BOD Secretary to gather pricing for third party security for community.

**VI. Adjournment:**

There being no further business, the meeting was adjourned at 8:06 PM.

*Minutes submitted by Angela Thurber.*