

Bayberry Cove Property Owners' Association

Meeting Minute

April 12, 2011

- I. Persons in attendance
 - A. President: Todd Breeding
 - B. Vice President: James Rivoir
 - C. Secretary: Laura Fleming
 - D. Member-At-Large: Richard Curtis
 - E. Property Manager: Qiana Solomon
 - F. Homeowners (2)
- II. Opening of Meeting – Todd Breeding President (7:06 p.m.)
- III. Homeowners' Forum (7:06 p.m.)
 - A. Picture of “sandwich board” sign to display upcoming events was presented for Board consideration
 - B. Should Bayberry Cove be a “no solicitation” community?
 - C. Speeding on Rabey Farm Rd. continues to be an issue, speeding school buses specifically noted
 - D. Concern about traffic light pattern at front intersection; wait time unacceptable to cross to and from Rabey Farm and Pughsville
 - E. Suffolk police contacted about possibly placing speed control sign on Rabey Farm; responded that sign is non-functioning; urged residents to contact City Council about funding for new sign
 - F. Homeowners' forum closed (7:13 p.m.)
- IV. Board Meeting Called to Order (7:13 p.m.)
 - A. Reading of Minutes (7:13 p.m.)
 - 1. Minutes of February 22, 2011 read by secretary
 - 2. Minutes approved as read, with typing error amendment
 - B. Treasurer's Report (7:15p.m.)
 - 1. Report read by President in absence of Treasure (balance sheet for all expenditures and income)
 - 2. Noted that late fees appear to be down in last 90 days
 - 3. Treasurer's report approved
 - C. President's Report (7:18 p.m.)
 - 1. BMPs have been re-inspected; City of Suffolk found that previously cited problems still exist
 - 2. Noted that playground needs some attention – replenishment of sand; bench repair; replacement of basketball net; solutions will be coordinated by Grounds Committee; UPA will secure sand; landscaper will spread in appropriate area(s)
 - 2. Noted that playground equipment may need to be inspected for sake of liabilities; Manager will check to see if other associations conduct professional inspections of equipment and possible costs
 - 3. Noted trailer in driveway of one residence needs to be relocated according to By-Laws
 - 4. Vice-President inquired as to whether or not Board must purchase shed from approved vendors only or can it be purchased from Lowe's or Home Depot; Manager responded that such purchases must be from approved vendors; Lowe's and Home Depot are on list of approved vendors; Member-At-Large will check on prices and needs; Vice-President will consult City for codes, etc.
 - D. Social Committee Report (7:28 p.m.)
 - 1. Book Drive successful; books to be donated to CHKD
 - 2. Committee preparing for Community Yard Sale May 14th from 8:00 a.m. to 12 Noon

- E. Manager's Report (7: 31 p.m.)
 - 1. Presented Board with "Package" which included financial report, delinquencies, noting of one resale with letter sent to new owner; violation log, bids and contracts received, homes for sale and rentals, requests for exterior modifications
 - 2. Weekly inspections of property ongoing
 - 3. Weekly "Item List" indicating progress of projects sent to Board via e-mail
- F. Unfinished Business (7:35 p.m.)
 - 1. BMPs – City has granted Board time to resolve issues; Board approved acceptance of present bid by Stormwater Pond Management to repair BMPs to code specifications; if company is unable to do so, it must submit new bid
 - 2. Entrance lights – One bid for solar lighting of signs at entrances received for \$2,225.00, but Board wishes to continue comparison shopping; Vice-President and UPA will continue work on the project.
 - 3. Landscaping – According to the landscaper, boxwoods at entrance have been replaced; Board wishes to confirm this
 - 4. Action list – President read list of projects recently completed by the Board
 - 5. Action needed – crumbling of curbs need to be inspected; trees need to be re-inspected; shed needs to be purchased and set up
- G. New Business (7:46 p.m.)
 - 1. Board developed plan to revive playground
 - 2. Problem with the dumping of pool water into BMPs; Manager will ask City officials if untreated pool water can be dumped into storm drains
 - 3. Soliciting – topic will be placed on ballot at upcoming Annual Homeowners Meeting with three options: allow – do not allow with exceptions – do not allow
 - 4. Board requested updated version, with no revisions shown, of By-Laws and Covenants
 - 5. Board approved to purchase one "sandwich board" sign with letters for front entrance
- H. Board meeting adjourned (7:58 p.m.)

- V. Homeowners' Forum Re-opened (7:58 p.m.)
 - A. Flowering plants - which types are best suited for front entrance; soil needs to be tested
 - B. Event guests – "guests" refers to any visiting relatives of Bayberry Cove residents

- VI. Executive Session (8:07 p.m.)
 - A. Violations for grass
 - B. Violations for items left at curb; Board cautioned Manager to make sure time length is not reasonable before citing
 - C. Trailer needs to be relocated from driveway to back
 - D. Homeowner with garden in BMP needs to restore the area to its original condition
 - E. Late fees and interpretation of delinquency report; Board requested UPA make changes in its report documents for greater ease of understanding
 - F. Executive session adjourned (8:28 p.m.)

Next Annual Homeowners' Meeting: : 7:00 p.m. Tuesday, June 10. 2011 at United Properties Associates, 5849 Harbor View Blvd, Suite 200, Suffolk, VA. 23435 (in Konikoff Bldg. across from Rose and Womble)

Signatures:

(Todd Breeding, President)

(Date)

(Laura Fleming, Secretary)

(Date)

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