

# Bayberry Cove Property Owners' Association

## Meeting Minutes

October 11, 2011

### I. Persons in attendance

- |                             |                                    |
|-----------------------------|------------------------------------|
| A. President: Todd Breeding | D. Member-at-Large: Richard Curtis |
| B. Secretary: Laura Fleming | E. Property Manager: Qiana Solomon |
| C. Treasurer: Scott Ramsay  | F. Homeowners (3)                  |

### II. Meeting Called to Order – Todd Breeding, President (7:04 p.m.)

### III. Homeowners' Forum (7:04 p.m.)

- A. **Dog fecal matter** – Some homeowners are still plagued by dog droppings on their lawns. Dog owners are reminded to be considerate and thoughtful of their neighbors by not allowing their pet(s) to deposit excrement on other residents' lawns; do the right thing by avoiding other residents' property while walking your pet(s) and using a scoop to clean up behind your pet(s) when and where necessary.
- B. **Red light runners** - Residents are warned to take precaution at Rabey Farm and Shoulders Hill intersection due to vehicles on Shoulders Hill observed running red light; also noted that vehicles on Pughsville making left turn onto Shoulders' Hill cut off vehicles leaving Bayberry Cove and proceeding onto Pughsville because Cove residents must move slowly due to big bump on Rabey Farm at light
- C. **Homeowners' Forum Closed** (7:11 p.m.)

### IV. Board Meeting Called to Order (7:11 p.m.)

- A. **Reading of Minutes** (7:11 p.m.)
  - 1. Minutes of August meeting read by secretary
  - 2. Minutes approved as read
- B. **Treasurer's Report** (7:18 p.m.)
  - 1. Report read by Treasure (from balance sheet for all expenditures and income as of August 31)
  - 2. Treasurer is holding onto receipts until end of year for greater ease of managing account
  - 3. Receipts still not submitted for reimbursements from Back-to-School event that was cancelled
  - 4. No current or long-term liabilities
  - 5. Treasurer's report accepted as read
- C. **President's Report** (7:23 p.m.) none
- D. **Grounds Committee Report** (7:23 p.m.)
  - 1. Member-at-Large reviewed playground inspection provided by city
  - 2. Most changes were minor such as swing chains and other "wear" parts need to be replaced due to normal wear and tear
- E. **Social Committee Report** (7:27 p.m.)
  - 1. Back-to-School event cancelled due to rain on both scheduled occasions
  - 2. Committee decided to combine resources from cancelled event with Halloween event
  - 3. Meeting already scheduled to plan Halloween event
- F. **Architectural Review Committee Report** (7:31 p.m.)
  - No ARC applications received
- G. **Manager's Report** (7:31 p.m.)
  - 1. Presented Board with "Package" which included financial report, delinquencies, re-sales, violations log, bids and contracts received, homes for sale and rentals, requests for exterior modifications
  - 2. Noted one (1) new homeowner at 319 Silver Poplar (acknowledged new owner at meeting)

3. Bi-weekly inspections of property now in effect; violation letters will be sent out but not for mold on homes after temperature reaches 43°
4. Will advise landscaper and BMP managers of need to submit new bids in order to receive continued contract due to prior poor performance
5. No ARC applications received from Board
6. Manager will research actual number of homes for sale and rentals

**H. Unfinished Business (7:39 p.m.)**

1. Shed has been delivered and is functional
2. Solar lights for front entrance arrived and turned over to Board; V.P. will install
3. Management fees have been changed in proposed budget to reflect actual fees
4. Management and Board realize proposed budget reflects current fees of contractors for lawn care and BMP maintenance and is subject to change pending new vendor selections
5. Board will sign proposed budget during Executive Session
6. President sought input from homeowners present on replacing dead and/or missing trees along perimeter of development; was unanimously agreed by Board and homeowners present to replace nine (9) trees along Bob White and Shoulders Hill
7. Damage to perimeter fence acknowledged; Board members will inspect fence by spring and revisit issue

**I. New Business (7:55 p.m.)**

1. Board wished to know advantage of turning over BMPs to City if Association must pay for continued BMP maintenance; why is Association still responsible for maintaining BMPs if City is taking them over
2. What action will City take if BMP managers fail to maintain BMPs according to contract as demonstrated in the past?
3. Board seeks to revamp playground usage to better meet needs of residents; Treasurer researched cost of portable, safe goals and found them to be cost prohibitive; will continue to research permanent, in-ground goals or other possibilities; Member-at-Large will research websites for soccer goals

**J. Board meeting adjourned (8:05 p.m.)**

**V. Homeowners' Forum Re-opened (8:05 p.m.)**

**A. Concern:** Why is City now assessing residents \$17.50 per month to recycle?

Answer: According to City Government website, City will no longer fund sanitation from general funds; assessment is its effort to make sanitation a separate, self-sufficient entity

**B. Homeowners' Forum Closed (8:13 p.m.)**

**VI. Executive Session (8:13 p.m.)**

**A. Actions taken**

1. Board reviewed proposed annual management contract; Board approved and signed contract
2. Board reviewed proposed annual budget; Board approved and signed budget
3. Discussed need for homeowners to follow architectural bylaws; application must be submitted **prior** to making changes to exterior of homes to insure compliance
4. Board agreed to remove the basketball goal in the park

**B. Executive session adjourned (8:49 p.m.)**

**Next Annual Homeowners' Meeting:** 7:00 p.m. Tuesday, December 13, 2011 at United Properties Associates, 5849 Harbor View Blvd, Suite 200, Suffolk, VA. 23435 (in Konikoff Bldg. across from Rose and Womble)

Signatures:

James I. Breeding      12/13/2011  
(Todd Breeding, President)      (Date)

Laura Fleming      12/13/11  
(Laura Fleming, Secretary)      (Date)