

# Bayberry Cove Property Owners' Association

## Meeting Minutes

December 13, 2011

### I. Persons in attendance

- A. President: Todd Breeding
- B. Secretary: Laura Fleming
- C. Treasurer: Scott Ramsay
- D. Member-at-Large: Richard Curtis
- E. Property Manager: Qiana Solomon
- F. Homeowners (6)

### II. Meeting Called to Order – Todd Breeding, President (7:01 p.m.)

### III. Homeowners' Forum (7:01 p.m.)

- A. Basketball rim and backboard removal** - Several homeowners in attendance expressed concern about the Board's decision to remove the basketball court in the park. Board had debated its possible removal for months and possible reactions as a result of their decision after having received several complaints over a period of time about some children living in the development being denied access to the basketball court by others and use of profanity by some players on the court. Homeowners felt that the Board's solution was harsh and should have presented the matter to all Bayberry Cove residents for consideration and resolution to matter. The Board acknowledged that, in retrospect, this is an action that should have been taken in order to achieve a resolution. The topic will be placed on the ballot for residents to vote on at the upcoming Annual Meeting in January.
- B. Failure to obey stop signs in development** – There are drivers who still continue to speed and fail to stop at stop signs in Bayberry Cove which poses a danger to all, especially small children living in the area. Residents and their visiting guests are urged to obey signs and posted speed.
- C. Homeowners' Forum Closed (7:21 p.m.)**

### IV. Board Meeting Called to Order (7:21 p.m.)

#### A. Reading of Minutes (7:21 p.m.)

1. Minutes of October meeting read by secretary
2. Minutes approved as read after amending them (VI. Executive Session A-4 "Board agreed to remove basketball goal in the park.") during Executive Session

#### B. Treasurer's Report (7:25 p.m.)

1. Report read by Treasurer (from balance sheet for all expenditures and income as of October 31, 2011)
2. Treasurer and UPA in process of transferring money to settle receipts received from the Social Committee
3. Treasurer pleased to note interests earned from CD investments
4. No current or long-term liabilities
5. Treasurer's report approved as read

#### C. President's Report (7:32 p.m.)

1. Landscaper has replaced dead trees along perimeter of development on Shoulder's Hill and Bob White as requested by Board
2. Shed has been set up in park area and is being used to store Bayberry Cove property
3. Lights at front entrance will be replaced soon
4. V.P. will work with Manager to purchase solar lights for the shed

#### D. Grounds Committee Report (7:38 p.m.) none

**E. Social Committee Report (7:38 p.m.)**

1. Thanks to all residents for giving generously to Food Drive; ten boxes of food were taken to Harris Teeter, as instructed by the Southeastern Food Bank agent, to be picked up
2. Halloween event was successful. Even though Driver Day was scheduled the same day and the parade was smaller than usual, many residents filtered to park to enjoy the food and games. Committee appreciates the support of the Suffolk Police and Fire Departments
3. Committee met to organize Christmas event for Saturday, December 17 at 7:00 p.m.

**F. Architectural Review Committee Report (7:43 p.m.)**

1. Two ARB documents requested from homeowners because of exterior changes seen by Manager on home that have not been documented
2. Homeowners reminded of need to submit ARB application prior to making exterior changes

**G. Manager's Report (7:45 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. Adopted budget mailed November 30<sup>th</sup>
3. Inspections performed bi-weekly
4. Landscaping contract up for bid; present landscaper wishes to renew contract which ends March 1, 2012; Board must consider all bids submitted but will choose the one which best serves homeowners' needs
5. One new bid submitted for BMP upkeep; Manager and City Environmental Specialist will perform an informal inspection of all BMPs in January; Board still questions the advantage of turning over BMPs to city, especially with new disclosure of upfront costs merely to do so; Manager will gather all info and answers to questions, then submit info to Board; Board will meet with Environmental Specialist and City of Suffolk if needed (if all questions not answered)
6. No new ARB applications received
7. Manager will give Board updated account of the total number of rentals; will also investigate the impact of high number of rentals on other homeowners in Bayberry Cove

**H. Unfinished Business (7:59 p.m.)**

1. At the Annual Homeowners' Meeting on January 10, 2012, all homeowners will have the opportunity to vote on replacing the basketball goal or keeping it down.. UPA will be mailing out information about the meeting soon. Each mailing will contain a proxy form for any homeowner who cannot attend.
2. Soccer goal issue pending because costs thus far have been prohibitive; still investigating options

**I. New Business (8:02 p.m.)**

1. Board is seeking a place to hold Annual Meeting in January; manager will assist in locating facility such as a library, church, etc.
2. Revised Adopted Budget – moved to Executive Session
3. Bids for lawn contract – moved to Executive Session
4. Missing park signs – Board approved the replacement of all signs at park entrances where needed ("Park Closes at Dusk", "For Residents only", and "Park Rules" which will contain standard rules)
5. Playground light(s) – V.P. will investigate installation of park security lighting; will consult City and Dominion Power for assistance, possible costs and upkeep costs; this will be placed on agenda at next meeting as "Unfinished Business"
6. Park bulletin board – is in need of repair; President will investigate

**J. Board meeting adjourned (8:20 p.m.)**

**V. Homeowners' Forum Re-opened (8:20 p.m.)**

**A.** Discussed possible multiple uses of playground area; Homeowners also suggested adding other amenities to the playground and development such as a full-court basketball facility and a swimming pool. Board responded that usually such amenities are provided by the developer when building a community; subsequent installation of such would incur astronomical costs for construction. Then there are the matters of high costs due to required insurance and maintenance. It was discussed to install lights in park area to enhance security.

**B. Homeowners' Forum Closed (8:30 p.m.)**

**VI. Executive Session (8:39 p.m.)**

**A. Actions taken**

1. Discussed foreclosure on one unit
2. Request received by UPA for info on one resale package indicating possible home sale
3. **Administrative error in Annual Budget received by homeowners from UP** – The information reported in recent communication to homeowners from UPA that quarterly dues have decreased was incorrect. The quarterly dues are actually \$105 (again, that is quarterly) in response to the last Reserve Study conducted. All questions regarding this issue should be directed to the Bayberry Cove Property Manager, Qiana Solomon, at (757) 484-0706 ext. 426
4. Basketball goal to be added to agenda for next meeting; Manager will add to hers also
5. Manager's agenda format will reflect format of minutes for greater coordination
6. Bid for lawn contracts will be discussed at separate meeting
7. Board amended then approved the minutes
8. Board continues to explore ways of getting greater homeowner participation; one homeowner Has expressed interest in becoming Board member
9. ***Annual Meeting will be held Tuesday, January 14, 2012 at 7:00 p.m. (location to be determined)***

**B. Executive session adjourned (8:58 p.m.)**

**Next Homeowners' Meeting:** 7:00 p.m. Tuesday, February 14, 2012 at United Properties Associates, 5849 Harbor View Blvd, Suite 200, Suffolk, VA. 23435 (in Konikoff Bldg. across from Rose and Womble)

Signatures:

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(Todd Breeding, President)

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(Date)

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(Laura Fleming, Secretary)

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(Date)