

Bayberry Cove Property Owners' Association

Meeting Minutes

November 11, 2008

- I. Persons in attendance
 - A. President: Janine DeMello
 - B. Vice-President: Todd Breeding
 - C. Secretary: Laura Fleming
 - D. Treasurer: Scott Ramsay
 - E. Property: A.D. White

- II. Opening of meeting – Janine DeMello (7:07 p.m.)

- III. Homeowners' forum (7:07 p.m.) – concerns
 - A. Some homeowners on Rabey Farm Road finding dog feces on their lawns; residents reminded to keep dogs on leashes when required by law and use scooper when necessary; animals are not allowed to use other residents' lawns when excreting, regardless of whether it's removed or not
 - B. Speeding on Rabey Farm has increased; residents are urged to call City of Suffolk Police to voice concerns; City Council Representative for Bayberry Cove district, Leroy Bennett, to be invited to future HOA meeting to address concern
 - C. Homeowners' forum closed (7:31 p.m.)

- IV. Board meeting called to order (7:31 p.m.)
 - A. Reading of minutes from April meeting (7:31 p.m.)

Motioned and seconded to approve minutes as read
 - B. Treasurer's report (7:36 p.m.)
 1. Report based on Assets / Liabilities and Equity
 2. Everything balances
 3. Treasurer settled all requests for Petty Cash Reimbursements from Social Committee for October event
 4. Treasurer suggested establishing checking account for better management of petty cash reimbursements
 5. Moved and seconded that account be opened at Towne Bank for said purpose; Treasurer and President will take responsibility of opening the account
 6. Board approved treasurer's report as read
 - C. President's report (7:49 p.m.)
 1. Homeowner submitted name of possible vendor for tree removal
 2. Received request from resident and student for use of park for short film
 - D. Manager's report (7:57 p.m.)
 1. Incorporated changes requested by HOA Board into 2009 Proposed Budget
 2. Provided bid from Tanner Enterprises to cut down trees on Silver Poplar as requested by Board; requests approval from Board
 3. BMP – Homeowner observed Stormwater Pond Management spraying something directly into pond; Concerns: What was being sprayed? Does it meet environmental guidelines? What is the company's schedule for pond maintenance? Manager asked to get pond maintenance schedule so residents will have it.
 4. Provided log of weekly inspections
 5. Received no requests for Resale Certificate Packages
 6. Received no ARB application requests for modifications
 7. Received no new correspondence from homeowners

- 8. Motioned and seconded to accept the manager's report
- E. Unfinished business (8:08 p.m.)
Tabled deliberations with Regional Direct about UPA contract until Executive Session
- F. New business (8:10 p.m.) – none
- G. Board meeting adjourned (8:10 p.m.)

- V. Homeowners' forum re-opened (8:10 p.m.)
 - 1. Great Halloween event; need more homeowner volunteers
 - 2. Trash can liners/tops need to be replaced for some trash cans in park; moved and seconded
Carlis Brown will purchase missing trash receptacle items
 - 3. Appearance of landscaping at entrance is lacking; no symmetry; overgrowth; etc.; Carlis will meet with landscaper to discuss concerns or personally remedy situation
 - 4. Request for decision on lighting at front entrance; response - presently too expensive
 - 5. Forum closed (8:22 p.m.)

- VI. Executive session (8:22 p.m.)
 - 1. Board granted bid to Tanner Enterprises, Inc. to cut down four (4) trees at 311 Poplar; Manager will contact company to clarify procedure to ensure company will access trees through Common Area, that company understands that removal of any fence is prohibited, and approval is only for four (4) designated trees
 - 2. ARC Chairperson (DeMello) received one (1) ARC packet
 - 3. Homeowner, who is also student at Regent University, requests use of park for producing short film; homeowner needs to: a) inform Board of subject/topic of film b) sign disclaimer protecting Homeowners' Association c) receive parental consent/release forms if children are subjects in film; UPA will provide Disclaimer Form
 - 4. Met with Regional Director to discuss upcoming contract; Board's recommendations to new UPA Contract: a) length of renewal time should not exceed two (2) years; b) Percent of increase to be zero (0) for next two (2) years
 - 4. Executive session adjourned (9:04 p.m.)

Next Board Meeting: 7:00 p.m. Tuesday, January 13, 2009 at the UPA Office, 6550 Town Point Road, Suite 113, Suffolk, VA 23435

Meeting Minutes Signed:

Jenine DeMello 1/12/08
 Jenine DeMello, President Date

Laura Fleming 1/13/08
 Laura Fleming Date