

109 Rabey

Bayberry Cove Property Owners' Association

109 Elm Tree

Meeting Minutes

September 9, 2008

2002 Blackoak Ct.

- I. Persons in attendance
 - A. President: Janine DeMello
 - B. Secretary: Laura Fleming
 - A. Treasurer: Scott Ramsay
 - B. Manager: A. D. White
 - C. Several Homeowners
 - D.
- Note that there was no association meeting in October due to bimonthly schedule**
- II. Opening of meeting – Janine DeMello (7:02 p.m.)
 - III. Homeowners' forum (7:02 p.m.)
 - A. Recognized attendance of new resident James Rivoir
 - B. Social Committee did not receive reimbursements in a timely manner because of insufficient petty cash funds; process for reimbursement must be re-instituted each year; necessary funds should be in treasurer's hand by end of the month; it was moved and seconded to secure petty cash receipts and replenish cash allotted for the present in the amount of \$775.00 plus \$117.81
 - C. Homeowners' forum closed (7:14 p.m.)
 - IV. Board meeting called to order (7:14 p.m.)
 - A. Reading of minutes from July 8 meeting (7:14 p.m.)
 - 1. Motioned and seconded to approve reading of minutes
 - 2. Board voted approval with several minor spelling corrections
 - B. Treasurer's report (7:18 p.m.)
 - 1. Treasurer read financial statements from July's balance sheet ("assets / liabilities and equity")
 - 2. It was moved and seconded to accept the treasurer's report
 - C. President's report (7:20 p.m.)
 - 1. Acknowledged successful Ice Cream Social sponsored by Social Committee
 - 2. Received two (2) new ARC applications – one pending, one approved
 - D. Manager's report (7:21 p.m.)
 - 1. Received one bid of \$900.00 from Bay Area Tree Removal Service for cutting down trees at 311 Silver Poplar Court; needs to know from Board whether to give contractor go ahead to complete removal
 - 2. Weekly inspections continue to take place
 - 3. Fence on Bob White repaired due to what appeared to be vandalism
 - 4. Management received no correspondence from homeowners
 - 5. Board in process of preparing next year's budget
 - 6. President requested that manager closely monitor some lawns – seems to be same lawns usually in need of care
 - 7. Moved and seconded to accept Manager's report
 - E. Social Committee report (7:27 p.m.) - none
 - F. Grounds Committee report (7:27 p.m.) - none
 - G. Architectural Review Committee report (7:27 p.m.) - none
 - H. Communications Committee report (7:27 p.m.) - none
 - I. Unfinished business (7:27 p.m.) - none

- J. New business (7:27 p.m.) - none
- K. Board meeting adjourned (7:27 p.m.)

V. Homeowners' forum reopened (7:27 p.m.)

- 1. Board members brought it to secretary's attention that they have not received addendum to reimbursement policy; secretary will make sure updated copies with addendum are available
- 2. Suggested that budget be discussed at November's meeting, if changes are necessary
- 3. Suggested that all bids from contractors be in writing
- 4. Suggested Covenant needs to be reviewed by Board with homeowners' input for possible changes or tweaking
- 5. Question arose as to length of time it takes for decisions on ARC applications; technically it takes two months but the committee will expedite procedure at homeowner's request
- 6. Homeowners' forum closed (8:04) p.m.

VI. Executive session (8:04 p.m.)

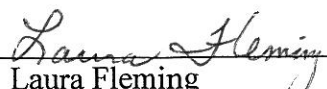
- 1. Board heard presentation by representative from Towne Insurance in efforts to comparison shop for insurance for common areas in Bayberry Cove
- 2. Board is reviewing present policy to ensure there is adequate coverage to meet the needs of the development and to ensure homeowners are getting the best coverage at the price
- 3. Old Business
 - Board decided that cost of cutting down trees at 311 Silver Poplar by Bay Area Tree Removal was too expensive since removal of the trees was not included in the \$900 bid; it was suggested that Bear Company will possibly do the project for less and will submit an estimate
- 4. New Business
 - Board will begin to peruse proposed budget and make changes to better reflect the Association's needs; Manager will adjust the budget to reflect actual changes and submit to the Board
 - Board will meet with new regional director to discuss UPA contract
 - Board decided to request the reduction of the cost of resale packages from \$250 to \$150 since Bayberry Cove is not a condo and does not request in-house inspections
- 5. Meeting adjourned (9:08 p.m.)

Next Board Meeting: 7:00- p.m. Tuesday, November 11, 2008 at the UPA Office, 6550 Town Point Road, Suite 113, Suffolk, VA 23435

Meeting Minutes Signed:



Janine DeMello, President 11/11/08
Date



Laura Fleming 11/11/08
Date