

# Bayberry Cove Property Owners' Association

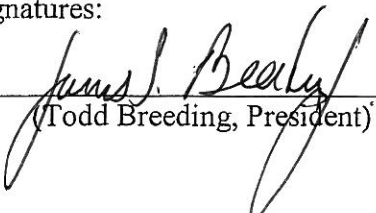
Meeting Minute  
February 22, 2011

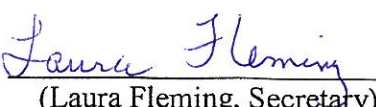
- I. Persons in attendance
- A. President: Todd Breeding
  - B. Vice President: James Rivoir
  - C. Treasurer: Scott Ramsay
  - D. Secretary: Laura Fleming
  - E. Member-At-Large: Richard Curtis
  - F. Property Manager: Qiana Solomon
  - G. Homeowners (5)
- II. Opening of meeting – Todd Breeding President (7:06 p.m.)
- III. Homeowners' forum (7:06 p.m.)
- A. Individuals walking dogs allow their pets to go onto other homeowners' property and leave excrement and dig holes
  - B. Curbs are deteriorating throughout the development; President will contact city officials about the matter
  - C. Speeding on Rabey Farm Rd. continues to be an issue; homeowners encouraged to contact Suffolk Police Dept.
  - D. Homeowner observed a vehicle going throughout BBC during early morning hours; Board informed resident it is believed to be people delivering newspapers
  - E. A need for light on signs at entrances
  - F. A tree on BBC property along Shoulder's Hill Rd. is down
  - G. Homeowner reported termite problems at residence; urged others to check for possible termite infestations
  - H. House at 202 Catalpa continues to violate bylaws; Manager will pursue matter
- 4/12/2011  
JTB  
I. Homeowners' forum closed (7:15 p.m.)
- IV. Board meeting called to order (7:15 p.m.)
- A. Reading of minutes (7:15 p.m.)  
Minutes read by secretary for both November 9, 2010 and January 25, 2011; moved and seconded to approve all minutes as read
  - B. Treasurer's report (7:25p.m.) -
    - 1. Treasurer read balance sheet for all expenditures and income
    - 2. Noted problem with accuracy of Petty Cash on hand; most recent balance as of January 31, 2011 should be \$494.43 vs. \$800.00 as reflected in printed report in package provided by UPA
    - 3. No long-term liabilities
    - 4. Board would like to transfer excessive funds from the Operating Reserves Account into the Replacement Reserves Account; it was moved, seconded and unanimously approved to transfer all but \$10,000.00 from the Operating Reserves Account into the Replacement Reserves Account
    - 5. Board would like to invest \$20,000.00 of the Replacement Reserves Account funds in a 12-month CD and \$20,000.00 of the Replacement Reserves Account funds in a 24-month CD; the \$10,000.00 left in the Operating Reserves would not be invested for purposes of easy access to some cash if needed; it was moved, seconded and unanimously approved to accept the Board's proposal
    - 6. Moved and seconded to accept the Treasurer's report

- C. President's / Officers' report (7:44 p.m.)
  - 1. President continues to walk throughout the community making observations
  - 2. Secretary inquired about the possibility of publishing newsletter and posting it on BBC website; Manager said it can now be; President will get with Communications Committee providing PDF is necessary and will monitor the number of readers on site in order to determine whether or not homeowners are being reached
  - 3. It was noted that the website needs to be updated
- D. Manager's report (7:53 p.m.)
  - 1. Provided Board with CD info requested
  - 2. One new homeowner at 144 Rabey Farm Rd; UPA sent them "welcome" letter
  - 3. Manager inspects property bi-weekly until end of March
  - 4. Renters' log sent out and responses are beginning to come in
  - 5. No ARB applications received
  - 6. Board reminded Manager of the need to insure the accuracy of violation letters sent to homeowners
- E. Unfinished Business (7:56 p.m.)
  - 1. President will contact tree specialist about condition of all trees along Bob White and Shoulders Hill
  - 2. President will welcome new residents until the Social Committee can assume responsibility
  - 3. Social Committee to meet soon; will provide dates and times to Board
  - 4. UPA Manager will provide a list of possible vendors capable of installing solar lights at both entrances; electric lighting in these areas will not meet BBC needs
- F. New Business (8:05 p.m.)
  - 1. Board members will remove fallen tree on Shoulders Hill Road
  - 2. Board members will inspect curb conditions throughout BBC, then get with city officials
  - 3. Moved and seconded to have landscaper plant 10 boxwoods (with no cost for labor) at front entrance; UPA will contact landscaper
- G. Board meeting adjourned (8:08 p.m.)
  
- V. Homeowners' Forum Re-opened / Closed (8:08 p.m.) – no discussion
  
- VI. Executive Session (8:09 p.m.)
  - A. Repeat violators – process started
  - B. Vacant homes
  - C. Logging of violations
  - D. BMP repair plans
  - E. Signing of Federal and State Income Tax Forms; President signed on behalf of Board
  - F. Executive session adjourned (9:03 p.m.)

**Next Annual Homeowners' Meeting:** : 7:00 p.m. Tuesday, April 14, 2011 at United Properties Associates, 5849 Harbor View Blvd, Suite 200, Suffolk, VA. 23435 (in Konikoff Bldg. across from Rose and Womble)

Signatures:


 \_\_\_\_\_ 4/12/2011  
 (Todd Breeding, President) (Date)


 \_\_\_\_\_ 4/12/11  
 (Laura Fleming, Secretary) (Date)