

## Bayberry Cove Property Owners' Association

### Homeowners' Meeting Minutes

February 19, 2013

#### I. Persons in attendance

- |                               |                                   |
|-------------------------------|-----------------------------------|
| A. President: Todd Breeding   | E. Member-At-Large: Carol Martins |
| B. V. President: James Rivoir | F. Manager: Qiana Solomon         |
| C. Treasurer: Brooke Gordon   | G. Homeowners (3)                 |
| D. Secretary: Laura Fleming   |                                   |

#### II. Call-to-Order: Todd Breeding, President (7:07 p.m.)

#### III. Homeowners' Forum (7:07 p.m.)

- A. Speeding on Rabey Farm continues to be a problem night and day; Suffolk police will be made aware of on-going problem
- B. Cycle time of traffic light at intersection of Rabey Farm/Pughsville and Shoulders Hill Road
- C. Drivers cutting off those leaving Bayberry Cove crossing over to Pughsville
- D. Stop sign running at Black Pine and Scotch Pine still continues
- E. Homeowners' Forum Closed (7:17 p.m.)

#### IV. Board Meeting Opened (7:17 p.m.)

##### A. Reading of Minutes

1. Annual Meeting minutes from January 22, 2013 meeting read and approved
2. Reading of minutes from October 16, 2012 meeting approved as read; quorum not met for December 18, 2012 meeting

##### B. Treasurer's Report

1. Given by President (from balance sheet for all Expenditures and Income as of December 31, 2012 based on Assets / Liabilities and Equities)
2. Discrepancy with petty cash balance noted; balance listed as \$830.87, but should be \$1,200; Board requests itemized petty cash statement from UPA accountant
3. Requested purchase of another 12-month \$20,000 CD from Replacement Reserves in order to generate greater revenues for Association
4. Requested to reinvest / renew both of present 12-month and 24-month CDs; Board requests original date of investment of all CDs
5. Board requested Manager to find out from UPA accountants where the "Variance" money goes to and comes from
6. Report approved as read with amendment

##### C. President's Report

1. Thanked new Board members, Carol Martins and Brooke Gordon, for committing their time and effort to Bayberry Cove; Board once again has full slate of officers
2. Gave kudos to Manager for excellent job conducting extensive research necessary to compile new Manuals with updated information for all Board members; especially noted great design changes at front of manual
3. Noted problem with one front entrance light is probably due to varying position of sun
4. Continues to walk the community; has observed large amounts of algae/mildew on some homes; plan suggested that homeowners may wish to combine efforts to contact a contractor to wash a group of homes at a discount rate

**D. Grounds Report (none)**

**E. Social Committee Report**

1. Efforts underway to revive committee; anyone wishing to participate, even on a minimal basis, should contact a Board member or website
2. Publishing of first 2013 quarterly Newsletter in process; look for it in March; Brooke Gordon is new editor
3. Board would like to organize Easter event for children of Bayberry Cove; if interested in helping to organize the event, please contact a Board member

**F. Architectural Review Report (none; no new applications received)**

**G. Manager's Report**

1. Presented Board with "Package" which included financial report, delinquencies, re-sales, violation log, bids and contracts received, homes for sale and rentals, requests for external modifications when applicable
2. Inspections performed bi-weekly
3. No resale packages requested
4. Manager working with engineer on BMP specs required by city in order to get the BMPs transferred to the city; in order to keep costs low, engineer is collecting data from City and VDOT to accurately determine required measurements for easement and other purposes; these measurements initially taken by a now defunct company; costs will be substantial if the measurements need to be retaken; Manager will seek information from other associations that have successfully transferred BMPs to City
5. Solitude Lake Management continues to maintain BMPs; Board requested to see most recent report (s); Manager will meet with UPA and City officials March 12, 2012 to discuss specific plans and requirements for BMP transfers; Board will be represented at the meeting
6. Landscaper on track with grounds maintenance
7. All contracts are up-to-date

**H. Unfinished Business**

1. Website is now under Bayberry Cove's administration; President maintains website
2. Money requested to pay annual renewal fee for domain name

**I. New Business**

1. Some perimeter fence repairs have been made, but additional repairs need to be done; Board members will walk perimeter to assess further repair needs; may be necessary to walk through a few homeowners' yards to assess needs inside fence
2. Board noted need for more specific guidelines for maintenance of yards throughout Bayberry Cove
3. Some concern about placement of garbage / recycle cans on property sites
4. **New Board resolution** about *lawn care* and *trash can location* will appear in March's Newsletter and on website
4. Manager will see landscaper about placement of mulch around trees

**J. Board Meeting Adjourned (8:46 p.m.)**

**V. Homeowners' Forum Re-Opened (8:46 p.m.) – no additional comments or concerns**

**VI. Executive Session (8:47 p.m.)**

**A. Topics Discussed during session**

1. Collections
2. Waiting for remittance report
3. Violations
4. Review of upcoming Manager's Action List

**B. Executive Session Closed (8:59 p.m.)**

*President*  
*James J. Beedus* / *6/18/2013* *James Fleming* *June 18, 2013*