

**Bayberry Cove Property Owners' Association**  
**Homeowners' Meeting Minutes**  
April 16, 2013

**I. Persons in Attendance**

- |  |                                    |
|--|------------------------------------|
| <b>A. President:</b> Todd Breeding     | <b>D. Secretary:</b> Laura Fleming |
| <b>B. Vice-President:</b> James Rivoir | <b>E. Homeowners:</b> 1            |
| <b>C. Treasurer:</b> Brooke Gordon     |                                    |

**II. Call-to-Order:** Todd Breeding, President (7:04) p.m.)

**III. Homeowners' Forum:** (7:04 p.m.)

- A.** Police advised / called about speeding throughout development; speeds seem to have increased; residents urged to adhere to speed limit and caution visitors of need to reduce speed; police monitored Rabey Farm briefly
- B.** Warm weather means time to tend to yards and landscaping; manager's inspection schedule changed from bi-weekly to weekly; some yards need tending
- C. Homeowners' Forum Closed** (7:08 p.m.)

**IV. Board Meeting Opened** (7:08 p.m.)

**A. Reading of Minutes**

- 1. Minutes from February 19<sup>th</sup> meeting read by Secretary
- 2. Approved and adopted as read

**B. Treasurer's Report**

- 1. Report given by Treasurer
- 2. Informed Board that Petty Cash balance still needs to be corrected by UPA
- 3. Question posed as to why all figures are negative in Capital and Equity columns; Treasurer will check with Manager
- 4. Treasurer needs to know exact / actual dates for CD's and reinvestments
- 5. Report approved as read

**C. President's Report**

- 1. President working to re-establish inactive committees, especially the Social Committee; an active and vibrant Social Committee greatly enhances the quality of life in Bayberry Cove
- 2. One resident has volunteered to take care of the park bulletin board

**D. Grounds Committee**

- 1. Landscaper fulfilling contractual obligations
- 2. President and Vice-President presently fulfilling duties of committee

**E. Social Committee**

- 1. Annual Neighborhood Yard Sale Saturday, May 18, from 8:00 a.m. until
- 2. Rain date Saturday, May 25
- 3. Brooke Gordon will advertise in newspaper and on Craig's List
- 4. Volunteers needed for Social Committee

**F. Architectural Review Committee**

- 1. One application received for new fence
- 2. Committee approved application

**G. Manager's Report (read by President)**

1. Provided package to Board which included for month ending February 28, 2013 financial report, delinquencies, resales, violations log, bids and contracts received, homes for sale and rentals, requests for external modifications when applicable
2. Per request of the Board, Manager requested another CD be purchased for Bayberry Cove; Manager will send Board receipt; transaction will appear in next financial report
3. Manager recommends the Treasurer and President request Petty Cash account statements in order to verify monies paid out and when
4. Weekly inspections done
5. One (1) resale package for 150 Rabey Farm Road received
6. Landscaper removed fallen tree off of Rabey Farm Road; is keeping management aware of issues he encounters on Bayberry Cove grounds; landscaper is on track with maintenance
7. Manager received one bid from engineer for performing work required for transferring BMP's to City of Suffolk; Manager met with City reps to determine why process is so tedious and drawn out; problem is lack of city maps prior to 2006; bid included in Manager's packet for Board decision
8. All contracts and bids current

**H. Unfinished Business**

1. City Traffic Engineers adjusted timing of light at Rabey Farm and Shoulders Hill
2. House numbers have been painted on curbs in front of some homes
3. Stones tossed in bags with business advertisements

**I. New Business (none)**

**J. Board Meeting Adjourned (7:53 p.m.)**

**V. Homeowners' Forum Re-Opened (7:53 p.m.)**

- A. Cats roaming neighborhood; such animals may scratch finish on vehicles, urinate on porches, etc. to mark their territory
- B. Tree fell in park, may need removal
- C. Homeowners' Forum Closed (7:58 p.m.)

**VI. Executive Session (7:58 p.m.)**

**A. Topics Discussed**

1. Foreclosures
2. Text for trash can guidelines to be put in newsletter and posted on website
3. Text for yard guidelines to be put in newsletter and posted on website

**B. Executive Session Closed (8:06 p.m.)**

**VII. Meeting Adjourned (8:06 p.m.)**

**Next Board Meeting:** 7:00 p.m. Tuesday, June 18, 2013 at the UPA Office, 5849 Harbor View Blvd. Suite 200, Suffolk, VA 23435 (Konikoff Building across from Rose and Woble)

James Beatty Date 6/18/2013 Laura Fleming Date 6/18/2013