

# Bayberry Cove Property Owners' Association

## Meeting Minute

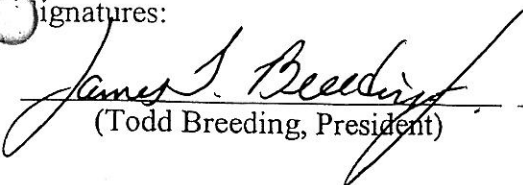
April 12, 2011

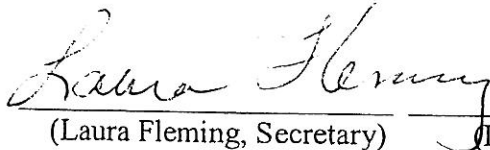
- I. Persons in attendance
  - A. President: Todd Breeding
  - B. Vice President: James Rivoir
  - C. Secretary: Laura Fleming
  - D. Member-At-Large: Richard Curtis
  - E. Property Manager: Qiana Solomon
  - F. Homeowners (2)
- II. Opening of Meeting – Todd Breeding President (7:06 p.m.)
- III. Homeowners' Forum (7:06 p.m.)
  - A. Picture of "sandwich board" sign to display upcoming events was presented for Board consideration
  - B. Should Bayberry Cove be a "no solicitation" community?
  - C. Speeding on Rabey Farm Rd. continues to be an issue, speeding school buses specifically noted
  - D. Concern about traffic light pattern at front intersection; wait time unacceptable to cross to and from Rabey Farm and Pughsville
  - E. Suffolk police contacted about possibly placing speed control sign on Rabey Farm; responded that sign is non-functioning; urged residents to contact City Council about funding for new sign
  - F. Homeowners' forum closed (7:13 p.m.)
- IV. Board Meeting Called to Order (7:13 p.m.)
  - A. Reading of Minutes (7:13 p.m.)
    1. Minutes of February 22, 2011 read by secretary
    2. Minutes approved as read, with typing error amendment
  - B. Treasurer's Report (7:15p.m.)
    1. Report read by President in absence of Treasure (balance sheet for all expenditures and income)
    2. Noted that late fees appear to be down in last 90 days
    3. Treasurer's report approved
  - C. President's Report (7:18 p.m.)
    1. BMPs have been re-inspected; City of Suffolk found that previously cited problems still exist
    2. Noted that playground needs some attention – replenishment of sand; bench repair; replacement of basketball net; solutions will be coordinated by Grounds Committee; UPA will secure sand; landscaper will spread in appropriate area(s)
    2. Noted that playground equipment may need to be inspected for sake of liabilities; Manager will check to see if other associations conduct professional inspections of equipment and possible costs
    3. Noted trailer in driveway of one residence needs to be relocated according to By-Laws
    4. Vice-President inquired as to whether or not Board must purchase shed from approved vendors only or can it be purchased from Lowe's or Home Depot; Manager responded that such purchases must be from approved vendors; Lowe's and Home Depot are on list of approved vendors; Member-At-Large will check on prices and needs; Vice-President will consult City for codes, etc.
  - D. Social Committee Report (7:28 p.m.)
    1. Book Drive successful; books to be donated to CHKD
    2. Committee preparing for Community Yard Sale May 14<sup>th</sup> from 8:00 a.m. to 12 Noon

- E. Manager's Report (7:31 p.m.)
1. Presented Board with "Package" which included financial report, delinquencies, noting of one resale with letter sent to new owner; violation log, bids and contracts received, homes for sale and rentals, requests for exterior modifications
  2. Weekly inspections of property ongoing
  3. Weekly "Item List" indicating progress of projects sent to Board via e-mail
- F. Unfinished Business (7:35 p.m.)
1. BMPs – City has granted Board time to resolve issues; Board approved acceptance of present bid by Stormwater Pond Management to repair BMPs to code specifications; if company is unable to do so, it must submit new bid
  2. Entrance lights – One bid for solar lighting of signs at entrances received for \$2,225.00, but Board wishes to continue comparison shopping; Vice-President and UPA will continue work on the project.
  3. Landscaping – According to the landscaper, boxwoods at entrance have been replaced; Board wishes to confirm this
  4. Action list – President read list of projects recently completed by the Board
  5. Action needed – crumbling of curbs need to be inspected; trees need to be re-inspected; shed needs to be purchased and set up
- G. New Business (7:46 p.m.)
1. Board developed plan to revive playground
  2. Problem with the dumping of pool water into BMPs; Manager will ask City officials if untreated pool water can be dumped into storm drains
  3. Soliciting – topic will be placed on ballot at upcoming Annual Homeowners Meeting with three options: allow – do not allow with exceptions – do not allow
  4. Board requested updated version, with no revisions shown, of By-Laws and Covenants
  5. Board approved to purchase one "sandwich board" sign with letters for front entrance
- H. Board meeting adjourned (7:58 p.m.)
- V. Homeowners' Forum Re-opened (7:58 p.m.)
- A. Flowering plants - which types are best suited for front entrance; soil needs to be tested
  - B. Event guests – "guests" refers to any visiting relatives of Bayberry Cove residents
- VI. Executive Session (8:07 p.m.)
- A. Violations for grass
  - B. Violations for items left at curb; Board cautioned Manager to make sure time length is not reasonable before citing
  - C. Trailer needs to be relocated from driveway to back
  - D. Homeowner with garden in BMP needs to restore the area to its original condition
  - E. Late fees and interpretation of delinquency report; Board requested UPA make changes in its report documents for greater ease of understanding
  - F. Executive session adjourned (8:28 p.m.)

**Next Annual Homeowners' Meeting:** : 7:00 p.m. Tuesday, June 10, 2011 at United Properties Associates, 5849 Harbor View Blvd, Suite 200, Suffolk, VA. 23435 (in Konikoff Bldg. across from Rose and Womble)

Signatures:

  
 (Todd Breeding, President)      6/14/2011  
 (Date)

 6-14-11  
 (Laura Fleming, Secretary)      (Date)