

## Bayberry Cove Property Owners' Association

### Meeting Minutes

August 9, 2011

#### I. Persons in attendance

- A. President: Todd Breeding
- B. Secretary: Laura Fleming
- C. Treasurer: Scott Ramsay
- D. Property Manager: Qiana Solomon
- E. Homeowners (2)

#### II. Opening of Meeting – Todd Breeding, President (7:13 p.m.)

#### III. Homeowners' Forum (7:13 p.m.)

- A. **Foreclosure fees** - inquiry as to how outstanding fees are collected in foreclosure cases; Manager responded that all such fees are collected through the Association's attorney
- B. **Speeding** - continues to be a problem not only by cars, but school buses, delivery vehicles (especially UPS and FedEx), etc.; letters / phone calls will go out to companies involved; Suffolk Police Dept. will be informed of continuing problem; speeders jeopardize residents' safety (particularly children who use streets as play areas)
- C. **Meter reading issue** – worker recently expressed great concern and irritation about residents preventing access to water meter by covering meters with lawn debris and mulch; this makes the worker's job more difficult and far more time-consuming; look for related article in next newsletter
- D. **Newsletter access** – Web manager noted that a small percentage access the newsletter via the BBC website; for greater accessibility, efforts will be made to send the newsletter via e-mail and/or via placing hard copies on mail boxes
- F. **Homeowners' forum closed (7:26 p.m.)**

#### IV. Board Meeting Called to Order (7:26 p.m.)

- A. **Reading of Minutes (7:26 p.m.)**
  - 1. Minutes of June meeting read by secretary
  - 2. Minutes approved as read, with typing error amendments
- B. **Treasurer's Report (7:30 p.m.)**
  - 1. Report read by Treasure (from balance sheet for all expenditures and income)
  - 2. Noted that "petty cash" balance as of June 30<sup>th</sup> per bank statement is \$717.35; per calculations of Treasurer as of July 4<sup>th</sup> balance is \$204.90 with no outstanding receipt reimbursement requests
  - 3. Board requested that CDs be labeled in financial report
  - 4. No current or long-term liabilities
  - 5. Treasurer's report accepted as read
- C. **President's Report (7:35 p.m.)**
  - 1. President recognized Social Committee/Communications Committee for their outstanding Efforts
  - 2. Noted desire to re-establish Communications Committee
- D. **Social Committee Report (7:38 p.m.)**
  - 1. Outstanding success of Wine and Jazz Event for adult residents acknowledged
  - 2. Yard-of-the-Month: 108 Rabey Farm Rd.
- E. **Grounds Committee Report (7:40 p.m.)** – none; but President will ask Vice-President and Member-At-Large to look into additional repairs for playground equipment
- F. **Architectural Review Committee Report (7:42 p.m.)** - none

**G. Manager's Report (7: 42 p.m.)**

1. Presented Board with "Package" which included financial report, delinquencies, re-sales, violations log, bids and contracts received, homes for sale and rentals, requests for exterior modifications
2. Noted one resale package requested; welcome letter sent to new homeowner at 201 Dean Station
2. Weekly inspections of property ongoing; violation letters sent out
3. Submitted budget proposal and UPA contract proposal for 2012; overall, no cost increase for 2012 but increase by approximately 3% for 2013; Board will **scrutinize** budget proposal and UPA Contract proposals submitted
4. Reminded landscaper of contractual agreement to maintain/cut grass in specific commons areas which are being overlooked presently
5. Stormwater Management in process of making arrangements with homeowner about tree the company destroyed on his property; it is up to homeowner to decide if further action is needed; Manager will follow-up with homeowner to assess status of settlement
6. BMPs finished, but pile of rocks remain which Stormwater Management is responsible for removing; city conducted preliminary inspection reporting that everything seemed O.K., however it needs to conduct a final assessment after which BMPs will be turned over to city; Board member noted that sediment still remains in pipe where it tapers, this needs to be removed in order to allow ease of water flow from pipe
7. Weekly "Item List" indicating progress of projects sent to Board via e-mail

**H. Unfinished Business (8:09 p.m.)**

1. Basketball courts – Board continues to investigate matter
2. Manager will purchase shed after receiving specs from Board
3. Manager purchased and delivered one sandwich board sign; Board will erect and purchase another if it likes its style and functionality
4. Manager will purchase twelve (12) solar lights for entrances

**G. New Business (8:15 p.m.)**

1. Board approved replenishing of "petty cash" account to equal total of \$900.00 in order to insure adequate funding of Social Committee events through 2011 (ice cream social for back-to-school, Halloween in the Park, food drive, Christmas luminaries); also noted that the account balance is low because of added event (Wine and Jazz)
2. Feral cats – residents need to contact Animal Control about roaming/stray cats; Manager will research codes/laws about roaming cats

**H. Board meeting adjourned (8:23 p.m.)**

**V. Homeowners' Forum Re-opened (8:23 p.m.)**

How to be a "good" and "helpful" neighbor – recently a contractor ran over a homeowner's mailbox; but wasn't too cooperative about remedying the situation... that is until the homeowner's neighbor made the contractor aware that he had caught the incident on camera

**VI. Executive Session (8:27 p.m.)**

- A. Violation and repeat violation letters sent to homeowners
- B. Liens placed on four (4) homes
- C. Another home just purchased on Dean Station

**F. Executive session adjourned (8:40 p.m.)**

**Next Annual Homeowners' Meeting:** 7:00 p.m. Tuesday, October 11, 2011 at United Properties Associates, 5849 Harbor View Blvd, Suite 200, Suffolk, VA. 23435 (in Konikoff Bldg. across from Rose and Womble)

Signatures:

James S. Breeding  
(Todd Breeding, President)

10/11/11  
(Date)

Laura Fleming  
(Laura Fleming, Secretary)

10/11/11  
(Date)