

**Bayberry Cove Property Owners' Association**  
**Homeowners' Meeting Minutes**  
August 20, 2013

**I. Persons in Attendance**

- |                                 |                                          |
|---------------------------------|------------------------------------------|
| A. President: Todd Breeding     | D. Secretary: Laura Fleming              |
| B. Vice-President: James Rivoir | E. Carol Martins: <i>Member at Large</i> |
| C. Treasurer: Brooke Gordon     | F. Homeowners (2)                        |

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

**III. Homeowners' Forum:** <sup>7:07 p.m. JTB.</sup> ~~(7:04 p.m.)~~

- A. Welcomed new neighbor present
- B. Soliciting in area by hard-pushing peddler/solicitor raised concerns
- C. Acknowledged notice from Property Association about crime charges
- D. Residents urged to use caution when keeping garage door openers in cars; intruders use device to gain access to homes
- E. Budget mailings sent without actual budget itself included; second mailing done at expense of UPA included the budget
- F. **Homeowners' Forum Closed** (7:23 p.m.)

**IV. Board Meeting Opened** (7:23 p.m.)

**A. Reading of Minutes**

- 1. Minutes from June 18<sup>th</sup> meeting read by Secretary
- 2. Approved and adopted as read

**B. Treasurer's Report**

- 1. Report given by Treasurer; read from "current assets" in treasurer's report
- 2. Petty Cash discrepancy resolved; two (2) checks were never reimbursed; Treasurer has copies of cancelled checks from the bank; correct Petty Cash balance is \$755.49, not \$1200.00
- 3. Management and Board agreed that Petty Cash would be replenished to \$1200.00 at end of each fiscal year (January 1 through December 31)
- 4. Report approved as read

**C. President's Report**

- 1. Need to alert homeowners of new guidelines for yard upkeep and trash cans
- 2. Homeowners will get post card alert and then copies of resolutions from UPA

**D. Grounds Committee**(none)

**E. Social Committee**

- 1. Possible Wine and Jazz event; also possible Halloween event
- 2. Volunteers still needed for Social Committee

**F. Architectural Review Committee**

- 1. One application received and pending; five applications approved
- 2. Possibly one fence installed without ARB approval; a check will be made to determine Status
- 3. Homeowners reminded prior approval is needed when making outside structural changes

SCC Jmj

**G. Manager's Report**

- 1. SSC Annual Report
- 2. UPA drafted new Petty Cash agreement for the Association division but BBC Board opted to retain their present procedure
- 3. Three resales; Manager will send names of new homeowners to Board
- 4. President will meet and greet new homeowners
- 5. Landscaper doing great job maintaining grounds
- 6. Presented Board with new homeowner guidelines for yard upkeep and trash receptacles
- 7. Manager will ask City about BMP turnover timeline; Manager will get two additional quotes from engineers in order to complete required work on BMPs
- 8. All contracts and bids current

**H. Unfinished Business**

- 1. Manager presented Board with new 2014 Budget
- 2. Board must meet to finalize and approve budget

**I. New Business (none)**

**J. Board Meeting Adjourned (8:25 p.m.)**

**V. Homeowners' Forum Re-Opened (8:25 p.m.)**

A. Board explained to homeowner amount of monthly dues and reasoning behind small annual increases vs. large, less frequent increases

**B. Homeowners' Forum Closed (8:28 p.m.)**

**VI. Executive Session (8:30 p.m.)**

**A. Topics Discussed**

- 1. Terminated accounts
- 2. ARB applications

**B. Executive Session Closed (8:50 p.m.)**

**VII. Meeting Adjourned (8:50 p.m.)**

**Next Board Meeting:** 7:00 p.m. Tuesday, October 15, 2013 at the UPA Office, 5849 Harbor View Blvd. Suite 200, Suffolk, VA 23435 (Konikoff Building across from Rose and Womble)

James S. Breeding  
(Todd Breeding, President)

Date 10/15/2013

Laura Fleming  
(Laura Fleming, Secretary)

Date 10/15/2013