

Bayberry Cove Property Owners' Association

Homeowners' Meeting Minutes

October 16, 2012

I. Persons in attendance

- | | |
|-------------------------------|------------------------------------|
| A. President: Todd Breeding | E. Member-At-Large: Tyrone Higgins |
| B. V. President: James Rivoir | F. Manager: Qiana Solomon |
| C. Treasurer: <i>Vacant</i> | G. Homeowners (3) |
| D. Secretary: Laura Fleming | |

II. Call-to-Order: Todd Breeding, President (7:02 p.m.)

III. Homeowners' Forum (7:02 p.m.)

- A. Suffolk Police Department posted Speed Wagon in neighborhood recently
- B. Homeowner noticed big reduction in speeding along Rabey Farm, but feels speeding will resume
- C. **Homeowners' Forum Closed** (7:10 p.m.)

IV. Board Meeting Opened (7:10 p.m.)

A. Reading of Minutes

- 1. Minutes from August 20, 2012 meeting read by Secretary
- 2. Minutes approved as read

B. Treasurer's Report

- 1. Read by President who, along with V.P., has taken over Treasurer's role (from balance sheet for all Expenditures and Income as of September 30, 2012 based on Assets / Liabilities and Equities)
- 2. Suggested looking at investing additional funds from Cash Operating Reserves and Cash Replacement Reserves into CD's at end of fiscal year
- 3. Everything balances
- 4. Report approved as read

C. President's Report

- 1. Noted that social events in the community not carried out due to lack of support by homeowners as event volunteers
- 2. Board vacancies still exist; again, greater need for homeowner participation and time investment in community affairs; need to be pro-active rather than re-active

D. Grounds Report

- 1. Landscaper checks frequently with Manager to ensure all contractual needs are being met
- 2. Manager will check to make sure all core aerating and reseeding has been completed
- 3. One of solar lights at front entrance is not functioning

D. Social Committee Report: (Committee inactive due to lack of event volunteers)

E. Architectural Review Report

- 1. On new application for fence received and approved
- 2. One new application for replacing garage door received but not yet approved

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
- 2. Inspections now being performed bi-weekly
- 3. One new ARC application received
- 4. No resale packages requested

5. No new leads for engineers to work on BMP specs required by city in order to get the BMPs transferred to the city; Board members will join Manager in search for qualified engineers willing to work on the project
6. Manager spoke with Solitude Lake Management Supervisor about the company's need to submit a more detailed report on exactly what they do in reference to maintaining and monitoring BMPs; Supervisor agreed to comply
7. Manager consulted with V.P. about correct increase in Homeowners' Dues for the new budget; correct increase is \$1.00 (one dollar) per month for one (1) year / 12 months
8. All contracts are up-to-date

H. Old Business

1. President explained function of BMPs to homeowner
2. All Amendments to Covenants, By-Laws, etc have been located except for one document; Manager will continue research with lawyer
3. Manager will secure new Board of Directors' books with all updated information for Members of the Board

I. New Business

1. V.P. will check on problem with sign at front entrance
2. Board will proceed with investing funds into CDs
3. Board will scrutinize proposed new budget submitted by UPA and direct any concerns to Manager
4. Welcomed new homeowner, Josh Andrews, to meeting

J. Board Meeting Adjourned (7:52 p.m.)

V. Homeowners' Forum Re-Opened (7:52 p.m.)

- A. ARB application form needs to be updated by UPA in the resale packet
- B. **Homeowners' Forum Closed (7:55 p.m.)**

VI. Executive Session (7:55 p.m.)

- A. Topics Discussed during session
 1. ARB applications
 2. Liens on homes for delinquent dues
 3. Remittance report
 4. Review of upcoming Manager's Action List
 5. Upcoming Annual Homeowners' Meeting (January) agenda
- C. **Executive Session Closed (8:43 p.m.)**

VII Meeting Adjourned (8:43 p.m.)

Next Board Meeting: 7:00- p.m. Tuesday, December 18, 2012 at the UPA Office, 5849 Harbor View Blvd. Suite 200, Suffolk Va. 23435 (Konikoff Building across from Rose & Womble)

James S. Breeding
Todd Breeding, President 2/19/2013
Date

Laura Fleming
Laura Fleming, Secretary 2/19/2013
Date