

Bayberry Cove Property Owners' Association
Homeowners' Meeting Minutes
October 15, 2013

I. Persons in Attendance

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| A. President: Todd Breeding | D. Secretary: Laura Fleming |
| B. Vice-President: James Rivoir | E. Carol Martins: Member-at-Large |
| C. Treasurer: Brooke Gordon | F. Homeowners (none) |

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

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

- A.** Traffic light at front entrance has extremely long cycle late at night and early mornings
- B. Homeowners' Forum Closed** (7:08 p.m.)

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

A. Reading of Minutes

- 1. Minutes from August 20, 2013 meeting read by Secretary
- 2. Approved and adopted as read with minor amendments

B. Treasurer's Report

- 1. Read "Financial Statement Balance Sheet" from Board Package provided by Manager
- 2. Actual Petty Cash balance is \$755.49 even though the report indicates a \$1,200.00 balance due to Board's reimbursement policy.
- 3. Report approved as read

C. President's Report

- 1. Board needs to meet to approve budget for upcoming fiscal year
- 2. Board needs copy of current UP management contract; Board must complete and approve contract by November 1, 2013; Board will meet October 22 at 7:00 p.m.

D. Grounds Committee

- 1. Landscaper has aerated commons areas
- 2. Playground sand boxes need to be cleaned out

E. Social Committee

- 1. Suffolk Officer Boring met with Board to give update on community safety issues
 - a. Emphasized the need to lock/secure vehicle doors and not leave valuables in sight
 - b. Addressed Board's concern about solicitations/solicitors in neighborhood
 - c. Discussed attempted break-in on Gum Ct.
 - d. Otherwise, community is reasonably safe
- 2. Halloween Event scheduled for Saturday, October 26 at 2:00 p.m.; volunteers needed

F. Architectural Review Committee

- 1. One application received for shed installation; need to determine location
- 2. President will meet with homeowner to finalize location

G. Manager's Report

1. Gave Board new Petty Cash Agreement; Treasurer signed on behalf of Board
2. Gave Board copy of tax engagement proposal for 2013; CPA will file taxes for Homeowner Association. *JO.*
3. One (1) resale package completed and one (1) more received
4. Sales for homes up in Bayberry Cove over previous years
5. Board wants more detailed report to include specific itemized breakdown of BMP costs; removing vegetation and debris is already a part of the contract; Board wants to ensure

that

- Homeowners Association is not being double-charged
6. Board questions why Solitude Lake is not finding problems with BMPs during its monthly inspections, yet the City finds major problems with BMPs during its annual inspection that Solitude Lake should have identified earlier on

H. Unfinished Business

1. Manager will send letters to homeowners to submit ARB applications for structures already installed without following required procedures which includes pre-approval for modifications to outside structures
2. Time to replace trees along Shoulders Hill and Bob White; manager will get with landscaper

I. New Business (none)

J. Board Meeting Adjourned (8:04 p.m.)

V. Homeowners' Forum Re-Opened (8:04 p.m.)

- A. No concerns presented
- B. Homeowners' Forum Closed (8:04 p.m.)

VI. Executive Session (8:04 p.m.)

- A. Topics Discussed
 1. Tribunals
 2. Collections
- B. Executive Session Closed (8:11 p.m.)

VII. Meeting Adjourned (8:11 p.m.)

Next Board Meeting: 7:00 p.m. Tuesday, December 17, 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 12/14/2013

Laura Fleming
(Laura Fleming, Secretary)

Date 12/18/13