

Bayberry Cove Property Owners' Association

Meeting Minutes

July 10, 2007

I. Persons in attendance:

- A. President: Robert Garrott
- B. Vice-President: Janine DeMello
- C. Secretary: Laura Fleming
- D. Treasurer: Carol Martins
- E. Member-At-Large: Todd Breeding
- F. UPA Property Manager: Albert White
- G. Property Owners

II. Opening of Meeting – Robert Garrott - (7:03 p.m.)

III. Homeowners' Forum – (7:03 p.m.)

- A. Concerns
 - 1. Speeding still continues to be a problem
 - 2. Landscaping around retention pond (BMP) by chain link fence – Is it included in landscaping contract? Board members will investigate
- B. Homeowners' forum closed - (7:09 p.m.)

IV. Board Meeting – called to order (7:09 p.m.)

- A. Reading of minutes from last meeting by secretary, June 14th
 - 1. Motioned and seconded to approve minutes as read
 - 2. Board voted unanimous approval with no amendments / corrections
- B. Treasurer's report – copy distributed to homeowners (7:18 p.m.)
 - 1. Concern by treasurer: There is a variance under "maintenance;" amount has changed from \$1,937 spent by the association to \$1,355; why has it decreased?
A.D. White, present property manager, will check with Betsy Ellis, former property manager, for clarification
 - 2. Motioned and seconded to approve treasurer's report as read
 - 3. Board voted unanimous approval
- C. President's report – (7:27 p.m.)
 - 1. President and treasurer inspected fence damage and decided damage was not as extensive as initially reported
 - 2. President is pleased with property manager's handling of monthly inspections
 - 3. Motioned and seconded to approve president's report as read
 - 4. Board voted unanimous approval
- D. Manager's report – (7:31 p.m.)
 - 1. Concern – trucks parked across sidewalk impeding movement of sidewalk users
 - 2. Concern – brick ornamental constructions without ARC approval which includes mailboxes
 - 3. Unlikely to be able to change wording of by-laws to require "grass" as opposed to "weeds"
 - 4. Motioned and seconded to approve manager's report as read
 - 5. Board voted unanimous approval

- E. Architectural review committee report (ARC) – (7:55 p.m.)
 - 1. Received two (2) new ARC applications and one (1) pending
 - 2. Suggested posting reminder to homeowners in newsletter of the necessity to follow ARC procedures for changes
 - 3. Motioned and seconded to approve ARC report as read
 - 4. Board voted unanimous approval
- F. Communication’s committee report (7:57 p.m.)
 - 1. Newsletter looks good
 - 2. All newsletter articles due to L. Fleming by September 1st
 - 3. Colleen Hamlin has done great job with bulletin board in park
 - 4. Motioned and seconded to approved communication committee’s report as read
 - 4. Board voted unanimous approval
- G. Grounds committee’s report (8:00 p.m.)
 - 1. Landscaper reported problem with wasps / yellow flies which burrow holes on playground; Bob Garrott sprayed holes with insect spray
 - 2. Landscaper has recommended person to repair fence; needs to fill out application to become vendor
 - 3. Curb house numbers – A.D. will investigate for vendor
 - 4. Janine DeMello provided bill for sand replenishment
 - 5. Glenn Harsh repaired broken playground swing
 - 6. Bob Garrott inspected perimeter fence and submitted comprehensive report on repair needs and generated bid sheet based on needs, copies of which were distributed to board members and homeowners; now necessary to solicit bids; two bids have already been submitted, but considered too expensive by board members
 - 7. Weeds on perimeter of playground by sand box; landscaper to be contacted
 - 8. Motioned and seconded to grounds committee’s report as read
 - 9. Board voted unanimous approval
- H. Social committee – (8:28 p.m.)
 - 1. Committee met in early June and assigned duties for upcoming social in the park
 - 2. Flyer reminding homeowners of event distributed
 - 3. Motioned and seconded to approve social committee’s report as read
 - 4. Board voted unanimous approval
- I. Unfinished business – (8:33 p.m.)
 - 1. Quorum change – attorney gave o.k., but must have 50% of homeowners to approve change to 10% of residents for annual meeting and election if officers; debated that 10% was too low; motioned and seconded a 20% quorum requirement for holding annual meeting and election of officers; one (1) proxy is good for 11 months when rescheduling meetings
 - 2. Suggestions needed to improve image of the board
 - 3. New batteries installed in entrance lights; light fixtures will ultimately have to be replaced
- K. New business – (8:57 p.m.)
 - None
- L. Board meeting adjourned

V. Executive session results – (8:57 p.m.)

- A. Board approved payment to LJB Trucking for sand replenishment on playground after company has filled out necessary paper work
- B. Board approved submitting request to United Properties to review all Bayberry Cove files
- C. Closure and adjournment at 9:50 p.m.

