

Bayberry Cove Property Owners' Association

Meeting Minutes September 11, 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. **Several homeowners**

- II. **Opening of meeting – Robert Garrott (7:00 p.m.)**

- III. **Homeowners' forum (7:00 p.m.)**

Concern: Why do homeowners who are "slightly" in violation of the by-laws receive the same letter as those who are in "major" violation? Answer: There is only one form letter for those who are in violation, regardless of the degree.

- IV. **Board meeting called to order (7:12 p.m.)**
 - A. **Reading of minutes from August 11th meeting (7:12 p.m.)**
 - 1. **President requested two corrections to minutes**
 - 2. **Motioned, seconded and passed to approve reading of minutes, subject to changes**
 - B. **Treasurer's report (7:20 p.m.)**
 - 1. **President questioned meaning of Capital and Equity Line 916-3400 "Replacement Reserves YTD" in July 31, 2007 financial report; Manager will research and report back to Board**
 - 2. **It was moved, seconded and passed to approve the treasurer's report, with exception to the item in question**
 - C. **President's report (7:25 p.m.)**
 - 1. **October 9th Board Meeting designated for the sole purpose of preparing the 2008 budget. Budget must be prepared in time for new coupon books to be printed**
 - 2. **Lawn maintenance expenditures has greatly increased primarily due to gasoline prices**
 - 3. **Still collecting proxies for Annual Meeting**
 - 4. **Efforts to resolve fence repairs and painting of house numbers on curbs issues continue**
 - D. **Communications Committee report (7:30 p.m.)**
 - 1. **No minutes available from last Communication Committee meeting**
 - 2. **Search ongoing for newsletter assistant**
 - E. **Social Committee report (7:33 p.m.)**
 - 1. **August ice cream social big success**
 - 2. **Upcoming events include Annual Costume Parade in October and Food Drive in November, with food donations going to the Food Bank**
 - 3. **Manager contacted Social Committee in reference to reimbursement process**
 - F. **Grounds Committee report (7:36 p.m.)**
 - 1. **Landscaper has resolved weed issues in sand box and cut back holly bushes, at no charge**
 - 2. **Bench in park broken by vandals**

3. Chem Lawn missed first two scheduled visits, came on third scheduled visit and sprayed, but failed to place signs indicating such; suggestion made to provide Colleen Hamlin with Chem Lawn's spraying schedule so she can monitor situation
 4. Circulated fence contract to Grounds Committee; they narrowed the field to two bidding contractors
 5. Grounds Committee has recommended two (2) trash can models for playground
 6. Committee members looking for post hole digger to install playground signs; President, Robert Garrott, has one they can use
 7. Suggestions for growing a good lawn submitted to newsletter
 8. Landscaper still concerned about homeowners throwing trash in the common area
 9. Robert Garrott and several other homeowners will fix vandalized bench in park
 10. Manager will find someone to conduct annual inspection of playground equipment for safety purposes
- G. Architectural Review Board report (7:50 p.m.)
1. No new applications
 2. Approved variances for six (6) previous applicants
 3. It was moved, seconded and passed to add Wilma Jack and Laurie Walsh to Architectural Review Board
 4. Manager will provide ARB with forms with approved variances indicated (such as doors, etc.) to help expedite procedure
- H. Manager's report (7:55 p.m.)
1. Manager has investigated several options for investing \$5,000 of Replacement Reserves money into a CD account
 2. As part of the delinquency report, a few homeowners will be referred to the attorney for non-payment of fees
 3. Some delinquent accounts read "current" because the closing statements have not been received by UPA
 4. No more bids or proposals are being solicited; no new work necessary
 5. Inspections were done on August 6th, 15th, 22nd and 31st; Board members and manager will re-inspect those homes listed for violations to determine whether or not they have been brought into compliance
 6. Landscaper continues to do a good job
 7. BMPs are looking good; homeowners who disagree should take pictures and present to Board so concerns can be addressed
 8. Three (3) new homeowners have moved into the development
 9. Six (6) ARB modifications were approved
 10. No correspondence received from homeowners
 11. It was moved, seconded and passed to accept the manager's report as read
- I. Unfinished business (8:05 p.m.)
1. Grounds Committee has completed assessment of bids submitted by contractors for painting the perimeter fence and narrowed their decision to two, S & W Contractors and Tidewater Contractors; Selected Board members will interview each contractor and make final decision
 2. After studying bids submitted for painting house numbers on curbs, Board president made a recommendation. It was then moved, seconded and passed to award the contact to Heritage Seal Coat Company. Vice-president DeMello will spearhead efforts to get homeowners to contribute \$6.00 per household to help defray costs. Contractor will be required to paint new numbers over old numbers for aesthetic and safety purposes

3. Board discussed making changes in allocations for the "Operations" and "Replacement. Reserves"
4. It was moved, seconded and pass that Bob Garrott and Carol Martins make final decision about new park trash receptacle

J. New Business (8:44 p.m.) – none

K. Board meeting adjourned (8:44 p.m.)

V. Homeowners' forum reopened (8:45 p.m.)

-Concern: Homeowners who fail to edge lawns and easement areas, especially along sidewalk along Rabey Farm

VI. Executive session (9:52 p.m.)

A. Discussed violations of by-laws

B. Closure and adjournment (9:00 p.m.)

Next Board Meeting: 7:00 p.m. Tuesday, October 9, 2007 at the UPA Office, 6550 Town Point Road, Suite 113, Suffolk, VA 23435

Meeting Minutes Signed:

Robert Garrott, President

Date

Laura Fleming

Date