

**BAYBERRY COVE PROPERTY OWNER'S ASSOCIATION**

**MEETING MINUTES**

October 3, 2006

7:00 P.M.

**I. Persons in Attendance:**

President:	Ron Hoover	ARC:	Ann Davis
Vice-President:	Bill Raetzke	Treasurer:	Carol Martins
Secretary:	Robert Garrott	UPA Manager:	Betsy Ellis

**II. Homeowner's Forum: 7:00 P.M.**

Thirteen homeowners were present. Extensive questions and responses between attendees, Board and UPA Manager. Note: many concerns were noted but are not mentioned within these minutes; the purpose of minutes is to provide an official record of things that are done, not details of things that are said. Request for explanation of Board's and various committee's duties; provided. In response to question about sending articles and information to Newsletter Editor; Board recommended direct submission via email and, to allow more development time, amended scheduled submission deadline from 11/1/2006 to 10/24/2006.

**Meeting Minutes**

**III. Meeting Called to Order: 8:20 P.M.**

**IV. Minutes of August 22, 2006:** Secretary read minutes. Motion to accept minutes as read, seconded & passed.

**V. Approval of Financials for August 31, 2006:** Presented by Treasurer. Motion to accept financial report, seconded & passed.

**VI. Committee Reports:**

Architectural Review Committee – Approved two ARC applications, one for a screened porch and deck, the other for a privacy fence. Neither application required a variance.

Communications Committee – Todd Breeding has received administrator privileges for web site and is working diligently on bringing it current. Extensive discussions among the committee members have not produced a consensus on host, features and appropriate cost for web site. This voided plans to have a new web site in place and allow current hosting agreement to expire 10/1/2006. Board motion to continue existing hosting agreement until 12/31/2006 to allow an orderly resolution without loss of service, seconded and approved.

It has been less than two weeks since active web site management resumed and the Committee Chairman requested patience as content is updated and expanded to include items requested by homeowners during forum. Committee will continue to survey

homeowners, evaluate features, development costs/support and hosting alternatives, and recommend action to Board prior to 12/31/2006. Presented for Board consideration the names of Communications Committee members: Robert Garrott – Chairperson, Todd Breeding – Webmaster, Laura Fleming – Newsletter Editor, Colleen Hamlin – Bulletin Board Coordinator, and Ann Davis – Member-at-large. All are homeowners in good standing. With the addition of new business issues below, Board moved to accept report, seconded and approved.

Grounds Committee – Playground border material ordered; if stated delivery times apply it should be delivered to contractor (Riddick and Sons) before the end of October and hope to have all repairs completed before the Fall Costume Parade. Underestimated shipping costs resulted in order exceeding planned obligation by \$215, but Board had approved necessary additional funding. Committee focusing on oversight of playground repairs and landscape contract issues; deferring action on entrance landscaping proposal until both complete. Committee is developing a work list of proposed changes to facilities for future action; list includes playground facilities (monkey bars, baby swing, bouncy animals, and a shelter over concrete slab) and an additional bulletin board to be placed on community property along Rabey Farm Road between Hackberry Court and Gum Court; based on homeowner input, added evaluation of a paved walking trail around playground area and evaluation of adding a clubhouse in the playground area. As an interim step, Board moved to authorize purchase of a baby swing (from replacement reserves) via petty cash fund, to replace an existing swing seat, seconded and approved. Replacement cork backing for playground bulletin board purchased through petty cash fund and installed.

Committee presented three new landscaping contract bids for Board action, and generated input from homeowners in attendance of at least two other potential bidders who should be considered. Discussion led to Board decision to continue existing contract for another month to give the committee an opportunity to compile and rank new and existing proposals for Board action. Requested that any resident who knows a landscaping contractor that is licensed, bonded, and insured, and might submit a bid for consideration, to please contact the Grounds Committee no later than 10/31/2006 to receive a copy of the landscaping template. All bids must be submitted no later than 11/5/2006 to the Grounds Committee Chair. No other bids will be accepted after the deadline date. Presented for Board consideration the names of Grounds Committee members: William Raetzke – Chairperson, Colleen Hamlin, Rhonda Envoy, Jennifer Neal and Christine Fry. All are homeowners in good standing. With the addition of new business issues below, Board moved to accept report, seconded and approved.

Social Committee – Committee met three times since forming in August, selected 110 Rabey Farm Road (Alvin & Wilma Jack) as September Yard of the Month and refined plans for Fall Costume Parade on 10/28/2006. An initial round of announcement flyers have been distributed to homeowners; a second round will be distributed as the date approaches. A rain date of 11/4/2006 (one week later), if needed, will be advertised. Committee is still seeking volunteers and sponsorships; several homeowners in attendance volunteered to assist, and attending homeowner and realtor Janine DeMello volunteered sponsorship for rental of inflatable “Bounce-and-Play” structure. Board motion to authorize up to \$400 from community activities line in budget if committee is unable to

obtain adequate sponsorship of refreshments and costume contest prizes, seconded and approved.

Presented for Board consideration the names of Social Committee members: Ann Davis – Chairperson, Colleen Hamlin, Laura Fleming, Carlis Brown, Michelle Brown, Jennifer Neal, Leigh-Ann Harsh, and Janine DeMello. All are homeowners in good standing. Board motion to accept report, seconded and approved.

**VII. Unfinished Business:**

UPA Manager provided a Reserve Study acceptance memo that was signed by a majority of the Board members. CLOSED

UPA Manager is working with the City of Suffolk to complete the installation of “Children at Play” signs. Still issues related to transfer of streets from Virginia Department of Transportation to the City of Suffolk this summer. OPEN

Replacement of volleyball net and volleyball deferred, due to planned replenishment of sand pit during scheduled play area maintenance and repairs. Once complete, Grounds Committee will purchase replacements and establish equipment loan policy. OPEN

Grounds Committee to provide oversight of contracted playground repairs and ensure that if not completed, safety hazards minimized prior to Fall Costume Parade events. OPEN

Grounds Committee to evaluate and rank proposals for new landscaping contract for final action at next Board meeting. Planning and estimates for improving landscaping at entrances deferred until new landscaping contract in place. OPEN

President reported on discussions with City of Suffolk about promised traffic lights at Shoulders Hill Road and Pughsville Road and Bob White Trail. City is monitoring traffic levels, not enough occupied homes on Bob White Trail to generate traffic levels that trigger installation of lights. Estimate another six to eight months before that happens. OPEN

**VIII. Association Manager’s Report:** A written report was provided, with most issues being addressed elsewhere in these minutes. Satisfactory storm water pond inspection reports dated 9/5/2006 submitted to Board; UPA Manager will request contractor cut back vegetation in both ponds. Clarified UPA Policy on responding to phone messages and emails within 48 hours of receipt; concerned that some email may be going to an obsolete address (her correct email address is [betsye@unitedproperty.org](mailto:betsye@unitedproperty.org) while phone number is 484-0706, ext. 410), and asked that homeowners leave detailed messages to permit thorough research or resolution before responding. Board motion to accept Manager’s Report, seconded & approved.

**IX. New Business:**

Board directed UPA Manager to call contractor for removal of dried concrete spilled on pavement on Rabey Farm Road near corner of Deanes Station Road.

Received request for posting of copy of the Association's approved budget on the homeowner-only portion of the web site. All homeowners receive mailing with copy after Board approval; tabled until Secretary can provide recommendation to Board as to whether this is appropriate for posting.

Received request that Manager's Report include a violation summary that omits names and addresses but includes the general types of violations found during neighborhood inspections. Tabled pending further Board discussion with UPA Manager.

Communications Committee will attempt contact with all homeowners without current web site access to advertise recent developments and, where practical, update contact information in homeowner address book.

Received request for more timely availability of information on Board meeting discussions than is possible from posting of approved minutes on web page after formal approval at subsequent meeting. Tabled pending Board discussion in Executive session.

Received a request for more consistent scheduling of Board meetings. No formal vote, but consensus of Board members is that unless it must be rescheduled due to a lack of Board member quorum or similar issue, Board meetings will be scheduled on the first Tuesday of each month.

Board directed UPA Manager to solicit legal opinion as to whether homeowners can make voluntary special assessments or contributions earmarked to complete specific facility projects, and feasibility of recovery of damage to fences from landscape contractor's equipment.

Need to survey and mark boundaries between developed lots and common area between Hackberry Court and Deanes Station Road to assist homeowners and landscape contractor in their maintenance efforts. Grounds Committee to provide estimates for Board approval.

Need to schedule Board discussion and development of 2007 Association budget that allows completion and approval prior to 12/31/2006.

Closed Board meeting.

**X. Homeowner's Forum:** 10:30 P.M. No new comments presented.

**XI. Executive Session:** 10:35 P.M. Reviewed delinquencies and inspection reports. Discussed Architectural Review Committee duties and prospective membership. Provided guidance for Grounds Committee review and ranking of landscape contract proposals. Closed Executive Session.

Motion to add the following homeowners to assist Chairperson Ann Davis on the Architectural Review Committee: Tim (James) Neal, Michelle Brown, Henry Melvin, Glen Harsh, Darryl Davis, and Carol Martins. All are homeowners in good standing. Seconded and approved.

The Grounds Committee has received several landscape contract proposals that vary in scope of activities and expects more proposals as a result of homeowner statements this meeting. No formal vote, but Grounds Committee is to prepare and distribute to all bidders a template detailing required activities and require all new or amended proposals be submitted by October 31, 2006 to allow development of a ranked recommendation for Board approval at the meeting of November 7, 2006. No other bids will be accepted after this deadline.

**XII. Meeting Adjourned:** 11:25 P.M.

**XIII. Next Board Meeting:** November 7, 2006 at the Harborview Conference Room. ARC Meeting, if required, begins at 6:30 P.M., followed by the Board meeting at 7:00 P.M.

Meeting Minutes signed:

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Ron Hoover, President

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date

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Robert Garrott, Secretary

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date