

**BAYBERRY COVE PROPERTY OWNER'S ASSOCIATION**

**MEETING MINUTES**

December 5, 2006

7:00 P.M.

**I. Persons in Attendance:**

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

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

Seven homeowners were present. The President asked those homeowners present to limit their remarks to the Homeowner's Forums before and after the Board Meeting. Most questions dealt with status of playground renovation and development of park usage rules and related signs. Closed at 7:34 P.M.

**Meeting Minutes**

**III. Meeting Called to Order: 7:35 P.M.**

**IV. Minutes of November 7, 2006:** Secretary read minutes. Moved to accept without change, seconded and passed.

**V. Approval of Financials for October 31, 2006:** Treasurer presented financial report. UPA Manager provided a ledger entry dated November 22, 2006 detailing internal transfer of funds to correct expenditures that had been charged against the wrong line items. Motion to accept financial report as amended, seconded & passed.

**VI. Approval of 2007 Association Budget:** The Board completed its review and discussion of the proposed budget. As approved, the budget does not require an increase in 2007 homeowner's Association fees. Motion to approve the proposed budget, seconded and passed. Copies of the approved budget to be provided to all homeowners in January 2007 as part of the annual meeting mailing.

**VII. Committee Reports:**

Architectural Review Committee – No ARC applications pending.

Communications Committee – Another excellent edition of the newsletter published on schedule. Solicited for volunteer to assume role of Newsletter Editor. Chairperson presented usage statistics indicating less than one third of homeowners had accessed the web site within last three months. Based on usage, recommended transfer of web site to lower cost web host Network Solutions, termination of hosting agreement with current host

athomenet, and tabling old business items dealing with advertising rates and evoting. Motion to authorize change of web host and tabling of issues, seconded and passed.

Grounds Committee – The infant swing has been installed at playground. “Keep pets on leash” signs purchased and installed at playground. The playground repair contractor has been regularly monitoring soil conditions around the playgrounds; soil is still too wet to support dump trucks; will start work as soon as soil is dry enough. Provided UPA Manager with revised request for proposals for the lawn maintenance contract.

Social Committee – No report given.

### **VIII. Unfinished Business:**

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. OPEN

Grounds Committee to prepare formal Request for Proposal for landscaping contract. Target dates: completed RFP has been delivered to UPA Manager; RFP to be processed and sent to potential bidders by 12/31/2006; responses due by 1/31/2007. Planning and estimates for improving landscaping at entrances deferred until new landscaping contract in place. OPEN

Traffic lights at Shoulders Hill Road and Pughsville Road and Bob White Trail are dependent on traffic levels; City of Suffolk is monitoring traffic levels, but 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

UPA Manager has filed Roadway Maintenance Request (tracking ID# 364) with City of Suffolk for removal of dried concrete spilled on pavement on Rabey Farm Road near corner of Deanes Station Road. OPEN

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. OPEN

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. UPA Manager to provide noncompliance summary in next newsletter. OPEN

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. Secretary is now posting unofficial notes on website within seven days after Board meeting. CLOSED

Board had earlier directed UPA Manager to solicit legal opinion as to whether homeowners can make voluntary special assessments or contributions earmarked to specific facility projects. After discussion of benefit versus cost, Board tabled request. CLOSED

UPA Manager and Grounds Committee Chair have requested meeting with Bennetts Creek Landscaping and evaluating filing insurance claim for damage to fence from lawn maintenance equipment. Meeting requested in November did not take place. OPEN

Survey and mark boundaries between developed lots and common area between Hackberry Court and Deanes Station Road to assist homeowners and landscape contractor in maintenance efforts. Grounds Committee to provide an estimate of survey cost for Board approval. Tabled until playground renovation is complete. OPEN

Board has approved 2007 Association budget. CLOSED

The process and price structure for advertising on web site and in newsletter tabled until web site move is complete and suitability for paid advertising is evaluated, as well as cost-benefit for accepting advertising in newsletter. OPEN

**IX. Association Manager's Report:** UPA Manager read report. Board motion to accept Manager's Report, seconded & approved.

**X. New Business:**

Nothing of substance to report.

Closed Board meeting at 9:20 P.M.

**XI. Homeowner's Forum:** 9:21 P.M. Clarification provided on several items discussed during the meeting.

**XII. Executive Session:** 9:25 P.M.

**XIII. Reopened Meeting:** 9:40 P.M. Discussed approval letter for applications to the Architectural Review Committee. Motion to change the wording to add a requirement for an ARC review upon project completion to ensure the work was done in accordance with the approved application, seconded and passed.

**XIV. Meeting Adjourned:** 10:05 P.M.

**Next Board Meeting:** Due to New Year's Day falling on Monday, the Board meeting is delayed two weeks until Tuesday January 16, 2007, at 7:00 P.M. at the UPA offices.

**Tentative Date for Annual Association Meeting:** UPA Manager to confirm the availability of adequate meeting space on Tuesday February 6, 2007.

Meeting Minutes signed:

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Ron Hoover, President                      date

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Robert Garrott, Secretary                      date