

Bayberry Cove Property Owners' Association
Meeting Minutes
December 4, 2007

- I. Persons in attendance
 - A. President: Robert Garrott
 - B. Secretary: Laura Fleming
 - C. Member-at-Large: Todd Breeding
 - D. Several homeowners

- II. Opening of meeting; meeting called to order by Robert Garrott, President (7:00 p.m.)

- III. Homeowners' forum
Concern that unleashed dogs roaming about yards and playground continue to be a problem in neighborhood

- IV. Board meeting
After each member perused minutes, it was motioned and seconded to approve minutes as written
 - B. Treasurer's report - none
 - C. President' report
 - 1. Urged Board members and homeowners to encourage residents to apply for upcoming Board vacancies
 - 2. Continues efforts to secure proxies for upcoming Annual Meeting
 - D. Communications Committee report
 - E. Grounds Committee report - none
 - F. Architectural Review Committee report - none
 - G. Social Committee report
Plans completed for Caroling at the Cove Friday, December 14
 - H. Manager's report
 - 1. Board asked management to find out if there was an electronic copy of Association Documents; management found there is no current electronic copy but can do so if Board approves purchase of memory disk
 - 2. Investigated reason for 4% increase for UPA contract; overall rise in costs (gasoline, insurance, phone, utilities, rent, etc.)
 - 3. Provided Board with financial report
 - 4. Board asked management to find out cost force power source and light at entrances; received bid from Relay Electric for \$3,500 and \$3,300; Board agreed it was cost prohibitive at this time
 - 5. Conducted four property inspections and sent notices of violations when necessary; sent certified letters to four homes for tribunal hearings
 - 6. Provided Board with report from Stormwater Pond Management on condition of BMP areas
 - 7. Has not received any Resale Certificate Package Request Forms from any units being sold
 - 8. Received no requests for exterior modifications
 - 9. Received no correspondence from homeowners
 - I. Unfinished business – none
 - J. New business – none
 - K. Board meeting adjourned

- V. Homeowners' forum – no further comments / concerns

VI. Executive session

1. Discussed need to find out time remaining for each Board member's term
2. Motioned and approved to write letter of commendation to company for fence repairs and letter of censure to company for painting house numbers on curbs
3. Motioned and seconded to send letter to owner of dog for ongoing violation of covenant and to homeowner for improper use of common area (placement of bench, bail of hay, boards)

VII. Meeting adjourned

Next Board Meetings: 7:00 p.m. Tuesday, January 8, 2008 at the UPA Office, 6550 Town Point Road, Suite 113, Suffolk, VA. 23435

Meeting Minutes Signed:

Robert Garrott, President

Date

Laura Fleming, Secretary

Date