

*Bayberry Cove Homeowners' Association Meeting*

*Meeting Minutes  
June 5, 2007*

**I. Persons in attendance**

- A. President: Robert Garrott
- B. Secretary: Laura Fleming
- C. Treasurer: Carol Martins
- D. Member-at-Large: Todd Breeding
- E. UPA Manager: A.D. White
- F. Property Owners

**II. Opening of Meeting – Robert Garrott (7:10 p.m.)**

**III. Homeowners' forum**

- A. Resident went to fire department to check on repainting of house numbers on the curb; fire department did not do and does not do such painting; suggested sending out bids to individuals in the development who desire to paint curb house numbers
- B. Large common area by the basketball court where children can play is not in "playable" condition; Tru Green is already spraying common areas to pep up what's there
- C. Moved, seconded and passed to close homeowners' forum

**IV. Homeowners' Forum Closed – 7:17 p.m.**

**V. Board meeting called to order – 7:17 p.m.**

- A. Moved, seconded and passed to waive the reading of the minutes from May 10<sup>th</sup> meeting
- B. Treasurer's report
  - 1. Association is exceeding maintenance budget; we've spent more than budgeted due to increased landscaping fees and expenditures for park and playground improvements
  - 2. Manager AD White will research purchase orders to see where money went and from what account it was drawn
- C. President's report
  - 1. Still waiting to hear from lawyer about legal considerations for changing quorum and proxy requirements
  - 2. Goal is to have all future landscaping bids confirmed three months in advance
  - 3. Goal to raise interest to draw new board members in the future
- D. Manager's report
  - 1. In process of collecting bids for fence repairs and painting
  - 2. Inspected property; overall residents doing great job; sent out several letters for property concerns and algae
  - 3. Landscaper has reported finding trash in common areas; residents asked to spread the word about the need to keep the areas trash-free
  - 4. BMP managed by Storm Water Pond Management reported that BMPs are in good condition overall, but trash tossed in them becoming a problem

- E. Communication committee report
  - 1. Minutes posted on website
  - 2. Looking for someone to groom for newsletter editor
  - 3. Will take pictures, when appropriate, of yard of the month and post on website
  - 4. Helped put flyers out for garage sale
  - 5. Homeowners can submit name to website to be included in a directory; advertisements limited to website and only for non-business purposes
  
- F. Grounds committee report
  - 1. "Yard of the Month" sign needs repair; Bob Garrott and/or Todd Breeding will fix
  - 2. Board members will investigate to determine if addition sand is needed in sandbox; no chemicals can be applied in sand box to control weeds
  - 3. Committee will get Tru Green's schedule for spraying common areas and post signs in advance to warning of spraying times
  - 4. Board will investigate to determine if there is need for additional trash can on playground area
  - 5. Will attempt to secure another dump truck load of soil to cover low areas
  - 6. Good communication between present landscaper and Grounds Committee; landscaper appears to be doing good job
  - 7. Batteries for lighting at entrances have been secured and will be installed as soon as possible
  - 8. Recommended fence repairs – place border at bottom and replace only necessary boards; send out bids so work can be completed by September
  
- G. Social committee report
  - 1. Need for reduction in turn-around time in getting newsletter published and in hands of homeowners so information on events is not obsolete
  - 2. Newsletter is official notification for the association; coverage of management changes were included in last newsletter and posted on website
  - 3. "Meet and Greet" Summer Social at the Park will be held Saturday, July 14 from 4-6 p.m. with rain date of Saturday, July 21<sup>st</sup>; committee will provide hotdogs, hamburgers, buns, games, and drinks while homeowners requested to bring other side dishes and/or cover dishes and chairs
  - 4. Yard of the Month for June is 309 Silver Popular; guidelines for Yard of the Month discussed
  - 5. Wilma Jack, Rhonda McEvoy and Sherri Curtis added to Social Committee; Leigh Ann Harsh requested to be removed
  
- H. Architectural Review Committee report – none
  
- I. Unfinished business -none
  
- J. New Business – none
  
- K. Motioned, seconded and approved to close Board Meeting and enter Executive Session.

**VI. Actions following Executive Session – 8:15 p.m.**

1. Motioned, seconded and approved for purchasing two (2) mounting posts for playground signs at \$40.00 each
2. Motioned, seconded and approved for Grounds Committee to compose bid sheets for fence repairs and painting after they inspect fence and decide exactly what is to be done based on professional proposals; forms will be available for next meeting
3. Motioned, seconded and approved for UPA Manager to send third letter to bring residents into compliance, where applicable, for violations and delinquencies
4. Motioned, seconded and approved for closure and adjournment at 9:00 p.m.

**Next Board Meeting:** 7:00 p.m. Tuesday, July 10, 2007 at UPA Office, 6550 Towne Point Road, Suite 113, Suffolk, VA 23435

Meeting Minutes Signed:

\_\_\_\_\_, \_\_\_\_\_  
Robert Garrott, President                      date

\_\_\_\_\_, \_\_\_\_\_  
Laura Fleming, Secretary                      date