

**Bayberry Cove Property Owners' Association**  
**Meeting Minutes**  
November 6, 2007

Persons in attendance

- A. President: Robert Garrott
- B. Vice-President: Janine DeMello
- C. Secretary: Laura Fleming
- D. Member-at-Large: Todd Breeding

Opening of meeting; meeting called to order by Robert Garrott, President (7:04 p.m.)

Homeowners' forum (7:04 p.m.)

Concerns and comments

- A. Acknowledged attractiveness of new plants at front entrance.
- B. Speeding has increased on Rabey Farm Road; Suffolk police will place equipment to record speed of vehicles; next step will be ticketing speeders.
- C. Painting of house numbers on curbs not up to expectations; painting is sloppy, reflective paint not used; board will discuss issues with contractor; full amount will not be paid due to breach of contract.
- D. Dogs off leash and roaming about continue to create problems; Board member has spoken to owners about violations; Board will begin process of sending out written notifications of violations; unleashed dogs off homeowners' property are in violation of code of the City of Suffolk.
- E. Homeowners want to know which specific areas are considered wetlands.

Board meeting (7:30 p.m.)

- A. Reading of minutes from October 10 meeting (7:30 p.m.).  
Motioned and seconded to approve minutes as written.
- B. Treasurer's report (7:32 p.m.) – none.
- C. President' report (7:32 p.m.)
  - 1. Repairs and painting of perimeter fence completed; looks great; check has been released for payment.
  - 2. Signs have been put up in park.
  - 3. Hole for new garbage container has been dug; Bob Garrott and Todd Breeding will install soon.
  - 4. President is about to start campaign to collect proxies for next Annual Meeting to avoid sending out mailings for additional meetings and to change quorum requirements for meetings.
- D. Communications committee report (7:40 p.m.)
  - 1. Newsletter articles to be sent to editor by December 1; homeowners may send in Articles, if they desire; grounds committee will send in special article to go out about upcoming plans.
  - 2. Colleen Hamlin continues to do great job with bulletin board in park.
- E. Grounds committee report (7:42 p.m.) - no report.
- F. Architectural review board report (7:42 p.m.)
  - 1. One (1) application for adding flower beds; fully approved by ARC.
  - 2. Committee members are Janine DeMello, Bob Garrott, Sheri Curtis, Wilma Jack, Laurie Walsh.

- G. Social committee report (7:45 p.m.)
1. Great Fall Festival; committee and Board wishes to give a special THANKS to Janine DeMello of Long and Foster for bouncy house, a main attraction of the Festival.
  2. Food Drive preparations completed.
  3. Luminaria event suggested by Janine DeMello may be held in conjunction with caroling event.
  4. Committee will change "Yard-of-the-Month" for December to "House-of-the-Month," based on Christmas decorations.
- H. Manager's report (7:51 p.m.)
1. Delivered new trash receptacle to Board President.
  2. Researched question, "Is full audit necessary;" discovered documents do not require a full audit, but management suggests getting full audit every three (3) years.
  3. Researched question, " Is it possible to obtain a copy o the UFA most recent audit for use of Bayberry Cove HO A," UFA response was the audit is for UFA use only; the Association will need to obtain its own full audit.
  4. Researched "bulk mailing" question; discovered UFA does not use bulk mailing for Association mailings because of insufficient quantity of mailings as required.
  5. Contacted landscaper about price increase for 2008; landscaper said there will be a 3% increase for services in '08.
  6. Researched high cost of mailings for 2007; learned reason for large increase due to three different mailings for annual meeting; reminded Board that mailings are printed in triplicate (homeowner, management file, homeowner file at main office); postage line item cost still a concern for the Board.
  7. Financial report provided to Board; delinquencies fairly low.
  8. Completed three (3) inspections.
  9. Moved and seconded to accept management's report.
- I. Unfinished business (8:09 p.m.)
1. Board reviewed each line item in proposed budget for 2008.
  2. Moved and seconded to raise quarterly dues from \$75.00 to \$100.00.
  3. Passed by vote of four (4) to one (1 ) in favor of motion.
  4. Janine DeMello, Vice-President; gave dissenting vote.
- J. New business (8:37 p.m.) – none.
- K. Board meeting adjourned (8:38 p.m.).

V. Homeowners' forum (8:38 p.m.)  
 A. D. White, property manager, will contact Suffolk Animal Control about whether or not they've received calls from homeowners in reference to unleashed dogs and Animal Control's responses.

VI. Executive session (8:50 p.m.) – none.  
 Meeting adjourned (8:50 p.m.)

VII. Next **Board Meetings:** 7:00 p.m. Tuesday, November 4, 2007 **and** 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