

Bayberry Cove Property Owners' Association

Meeting Minutes

May 10, 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 Managers: Betsy Ellis and Albert White
 - F. Property Owners

- II. Opening of Meeting – Robert Garrott (7:00 p.m.)

- III. Introduction of new board members by new president

- IV. Opening of homeowners' forum
 - A. Concerns
 - 1. Speeding on Rabey Farm Road – call made to Community Services; homeowners should call 923-2000 to have speed monitor set up; homeowners should request local police involvement.
 - 2. Curbside numbering - previous numbering was done by outside company not at the request of the association; residents should call rescue squad or fire department for further assistance.
 - 3. Pressure washing siding – suggested checking with neighbors for equipment and labor sharing.
 - 4. Dogs – unleashed dogs or leashed dog with no attending owner still a major concern; refer to board, with proper documentation of the problem, for board action; call Animal Control.
 - B. Announcement / introduction – Betsy Ellis informed homeowners that she was recently promoted and was stepping down as association manager; introduced new manager Albert (A.D.) White.

- V. Homeowner forum closed 7:28 p.m.

- VI. Board meeting called to order at 7:30 p.m.
 - A. Reading of minutes from last meeting, January 16th
 - 1. Motioned and seconded to approve reading of minutes
 - 2. Board voted unanimous approval with no amendments / corrections
 - B. Treasurer's report – copy distributed to homeowners
 - 1. Two outstanding receipts of \$30.00 each
 - 2. Motioned and seconded to accept report
 - 3. Board voted unanimous approval
 - C. Architectural Review Committee report
 - 1. One request for removal of trees and play set installation
 - 2. One request for fence installation; request for construction of a shed and concrete walkway
 - 3. One request for expansion of a wooden deck, requested additional information because it requires a variance due to setback requirements

- D. Communication Committee report – none
- E. Grounds Committee report
 - 1. Chairperson in process of securing members’ names and informed homeowners what to do when they have concerns which is to document as much as possible and submit to committee
 - 2. On-going grounds issues and resolutions
 - a. Installation of metal signs for playground – cost prohibitive (about \$500.00 per sign); alternative suggested (plastic signs at about \$150.00 per sign and \$34.00 per wooden post)
 - b. Sand replenishment – hire vendor
 - c. Lighting for community signs – 48 nickel batteries (already purchased) to be installed by volunteers
 - d. Painting of fence surrounding development (along Shoulders Hill and Bob White) – bids will be sent out with specs provided by the Grounds Committee; committee to meet within two weeks to determine specs and submit to manager
- F. Social Committee report
 - 1. Met May 8th of propose list of events for year May ‘07 through May ‘08
 - a. Community Yard Sale – May 19, 2007
 - b. Block Party – July ‘07
 - c. Ice Cream Social – August ‘07
 - d. Costume Parade – October ‘07
 - e. Food Drive – November ‘07
 - f. Caroling at the Cove – December ‘07
 - g. Book Drive – March ‘08
 - 2. Board approved the proposed events and allocated \$500.00 for funding of Social Committee events
- G. Manager’s report
 - 1. Betsy Ellis, out-going manager, officially introduced Albert (A.D.) White to homeowners as in-coming manager
 - 2. Robert Garrott has been working with Public works to secure “Children At Play” sign
 - 3. Format of managers report and financial report to be presented during next meeting
 - 4. Motioned and seconded to amend by-laws with changed in quorum requirement from fifty percent (50%) to ten percent (10%) and to use a consent form as opposed to present proxy form, all subject to review by attorney; will eliminate need for multiple mailings and meetings in attempts to elect board members
- H. Unfinished business
 - 1. Installation of “Children At Play” sign – Public Works has lost our application. Robert Garrott has new form to submit and will obtain necessary signatures
 - 2. Replacement of volley ball and net for playground – Carol Martins has donated both; homeowners may check out the equipment for use with a three-day advance notice; Laura Fleming will act as backup for Carol
 - 3. Playground repairs – pending on sand replacement
 - 4. Landscaping contract – new contract secured with Day Dreaming Landscape
 - 5. Posting budget on web site – motioned and seconded to deny such posting due to lack of security; board approved denial
 - 6. Damage to development fence – motioned, seconded and approval to close issue of insurance claim against Bennett’s Creek Landscaping because it is not viable due to our lack of evidence; company will deny claim which only leaves expensive court settlement

- 7. Price and process for doing newsletter advertising – motioned to do advertising on web page for homeowners only and for non-business purposes; motion amended to have the Communications Committee establish guidelines for posting ads on web site; seconded and approved
 - 8. Newsletter – all articles due by May 30 with publication to follow as soon as possible
 - I. New Business
 - 1. Motioned, seconded and approve to appoint Todd Breeding as board member-at-large and assistant treasurer
 - 2. Monthly meetings to be held first Tuesday of each month wherever practical.
 - J. Board meeting adjourned and members met in Executive Session.
- VII. Executive session results
- A. Board allocated \$300.00 to purchase two (2) playground signs
 - B. Approved one architectural request and required resubmission for other
 - C. Closure and adjournment at 9:25 p.m.

Next Board Meeting: 7:00 p.m. Tuesday June 5, 2007 at the UPA Office, 6550 Town Point Road, Suite Suite 113, Suffolk, VA 23435

Meeting Minutes Signed:

Robert Garrott, President	date	Laura Fleming, Secretary	Date
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