

BAYBERRY COVE PROPERTY OWNER'S ASSOCIATION

MEETING MINUTES

January 16, 2007
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.

Six homeowners were present. 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 December 5, 2006: Motion to waive reading of minutes and accept without change, seconded and passed.

V. Approval of Financials for December 31, 2006: Treasurer presented financial report. Motion to accept financial report, seconded & passed.

VI. Committee Reports:

Architectural Review Committee – The Board accepted the resignation of Committee Chairperson Ann Davis, effective 1/2/2007. Since the Annual Association Meeting and elections will occur in February, the Board will serve as the ARC until the new Board members have been elected and a new ARC Chairperson is appointed. One after-the-fact ARC application is pending that requires an on-site evaluation prior to disposition; motion for UPA Manager to schedule access for evaluation, seconded and passed.

Communications Committee –We are still seeking a volunteer to assume the role of Newsletter Editor. Articles for the next edition of the Newsletter are due by 1/25/2007 for a scheduled publication date of 3/1/2007, but will probably be delayed to allow reporting the results of the election on 2/6/2007. The web site was successfully transferred to the new host; a few updates and additions are still outstanding. At direction of Board, will move signs announcing meeting closer to the entrances as Shoulders Hill Road and Bob White Trail.

Grounds Committee – The Board has not yet accepted the playground renovation work and needs to meet with the contractor to resolve disputed items. The UPA Manager mailed out the Request For Proposal for the lawn maintenance contract to six vendors on 1/5/2007;

responses are due by 2/5/2007. Recommendation to purchase a new trash can and procure signs for park area rules; motion to purchase these items subject to spending limit, seconded and passed.

Social Committee – No report given. The Board requested the remaining Committee members recommend a new Chairperson for Board approval.

VII. 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

The Request for Proposal for landscaping contract has been sent to potential bidders; responses due by 1/31/2007. Planning and estimates for improving landscaping at entrances deferred until new landscaping contract in place. OPEN

Dried concrete spilled on pavement on Rabey Farm Road near corner of Deanes Station Road has been removed. CLOSED

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

The UPA Manager to provide noncompliance summary in next newsletter. 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. Tabled until specific need arises. 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

VIII. Association Manager's Report: Board motion to waive reading and accept Manager's Report, seconded & approved. Advised that late fees for Association fees due 1/1/2007 will be waived due to production delays by the contractor printing the coupon books.

IX. New Business:

There had been some previous discussion about installing an additional bulletin board further up Rabey Farm Road. Motion to table without action, seconded and passed.

Motion for UPA Manager to prepare and send out a Request For Proposal for painting the perimeter fence to approved vendors, seconded and passed.

Closed Board meeting at 8:55 P.M.

X. Homeowner's Forum: 8:56 P.M. Clarification provided on several items discussed during the meeting.

XI. Executive Session: 9:00 P.M.

XII. Reopened Meeting: 9:35 P.M.

Motion to accept proposal from Desroches and Company to prepare the Association's 2006 tax return, seconded and passed.

Motion for UPA Manager to send notification letters to homeowners with large amounts of algae on siding, seconded and passed.

XIII. Meeting Adjourned: 10:05 P.M.

Next Board Meeting: Pends annual meeting and Board of Directors election.

Meeting Minutes signed:

William Raetzke, Acting President date

Robert Garrott, Secretary date