

BAYBERRY COVE PROPERTY OWNER'S ASSOCIATION

MEETING MINUTES

August 22,2006
7:00 P.M.

I. Persons in Attendance:

President:	Absent	ARC:	Absent
Vice-President:	Bill Raetzke	Treasurer:	Carol Martins
Secretary:	Robert Garrott	UPA Manager:	Betsy Ellis

II. Homeowner's Forum: 7:00 P.M.

Seven homeowners were present. Numerous questions and concerns about the planned playground maintenance and ongoing negotiations with landscape contractors, as well as the web page. The Board answered all questions.

Meeting Minutes

III. Meeting Called to Order: 7:12 P.M.

IV. Minutes of July 25, 2006: Secretary read minutes. Motion to accept minutes as read, seconded & passed.

V. Approval of Financials for July 31, 2006: Presented by Treasurer. Motion to accept financial report, seconded & passed.

VI. Committee Reports:

Architectural Review Committee – Took action on five ARC applications. Three were approved while two were deferred until next day to allow Board an opportunity to inspect the proposed work sites; those two applications were approved 8/23/2006.

Communications Committee – Special newsletter to announce election results completed and reviewed by Board at meeting. Excellent job by Editor Laura Fleming. Target dates for next newsletter: article submission deadline is 10/24/2006; draft to Property Manager by 11/10/2006; to be printed and mailed prior to 11/30/2006. No action yet on relocation of web page to less expensive host.

Grounds Committee – Will complete evaluation of bids and select contractor for play area repairs and maintenance this meeting. Current landscaping contractor still working month to month; received revised bid addressing changes discussed 7/10/2006, but homeowners have requested additional changes since then. Discussion led to motion to have Grounds Committee revise/finalize request for quote and solicit for additional bids, with goal of evaluation and selection of contractor at next Board meeting, seconded and approved.

Social Committee – No report.

VII. Unfinished Business:

UPA Manager to provide Board members with copies of Reserve Study and prepare an acceptance memo for Board member signature. Continued to next Board meeting. OPEN

UPA Manager is working with the City of Suffolk to complete the installation of “Children at Play” signs. Continued to next Board meeting. OPEN

Established a petty cash fund under Treasurer control. CLOSED

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

UPA Manager and Grounds Committee Chairperson obtained additional quotes for replacement of playground borders and sand, and top soil to fill low areas adjacent to playground borders. Bid evaluation and selection this meeting. Estimate six weeks from signing of repair contract to completion. OPEN

Published BCOA Newsletter to announce board positions and recent action on playground and landscaping issues. CLOSED

Grounds Committee evaluating proposal for improving landscaping at entrances; estimates to be included in new landscaping bids. See additional comments below. OPEN

Fall community yard sale on 8/19/2006 greeted with enthusiasm. Schedule of proposed future events included in newsletter. Status of “Yard of the Month” recognition and other activities to be reported by Social Committee Chair in the future. CLOSED

VIII. Association Manager’s Report: All issues raised were addressed in unfinished or new business discussions. Motion to accept Manager’s Report, seconded & approved.

IX. New Business:

See discussion above for soliciting additional landscaping bids. Closed Board meeting.

X. Homeowner’s Forum: 9:00 P.M. No new comments presented.

XI. Executive Session: 9:05 P.M. Discussed delinquencies report; directed UPA Manager to investigate inconsistent assessment of late fees. Discussed results of most recent inspection visit and provided UPA Manager with guidance on corrective actions. Evaluated multiple bids and selected contractor for play area maintenance and repair, subject to clarification of two questions. Closed Executive Session.

Motion to accept bid of Riddick and Sons for play area maintenance and repair, subject to clarification that bid includes both play areas, and that the amount and quality of fill dirt for

low areas is adequate. If bid clarification results in cost increases, cost of bid not to exceed \$5,000 without further Board approval. Seconded and approved.

The above bid calls for BCOA to purchase the replacement borders for the play areas. Motion to allocate funds to Grounds Committee for purchase of border material, cost of material not to exceed \$3,500 without further Board approval. Seconded and approved.

XII. Meeting Adjourned: 9:34 P.M.

XIII. Next Board Meeting: **October 3, 2006** at the Harborview Conference Room. ARC Meeting, if required, begins at 6:30 P.M., followed by the Board meeting at 7:00 P.M.

Meeting Minutes signed:

Ron Hoover, President

date

Robert Garrott, Secretary

date

After two pen-and-ink changes (highlighted), the above minutes were signed by Ron Hoover and Robert Garrott on October 3, 2006.