

BAYBERRY COVE PROPERTY OWNER'S ASSOCIATION

MEETING MINUTES

July 25,2006
7:00 P.M.

I. Persons in Attendance:

President:	Ron Hoover	ARC:	Ann Davis
Vice-President:	Bill Raetzke	Treasurer:	Carol Martins
Secretary:	Robert Garrott	UPA Manager:	Betsy Ellis

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

One homeowner was present. Several questions about the planned playground maintenance and ongoing negotiations with landscape contractors. The Board answered all questions.

Meeting Minutes

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

IV. Minutes of June 27, 2006: Pen and ink correction of several typographical errors. Motion to waive reading of minutes, seconded & passed.

V. Approval of Financials for June 30, 2006: Presented by incoming Treasurer Carol Martins, with general discussion to familiarize new members with format and content. Motion to accept financial report, seconded & passed.

VI. Committee Reports:

Architectural Review Committee – No pending ARC applications. Chairperson seeking interested homeowners to serve as ARC members.

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

Committees – Ann Davis had been selected as Social Committee Chairperson at June 25, 2006 Board meeting; Grounds and Communications Committees were now established with Board members Bill Raetzke and Bob Garrott selected as the respective Chairpersons. See New Business for additional information. CLOSED

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

Establish a petty cash fund under Treasurer control. Not yet funded. Continued to next Board meeting. OPEN

Replacing the volleyball net and volleyball. Grounds Committee to purchase replacements and establish equipment loan policy. OPEN

Board members and UPA Manager met with current landscape contractor July 10th to discuss changes to pending renewal proposal to address concerns raised by homeowners at June Board meeting. Contractor is to provide revised contract, but it was not available for discussion at this Board meeting. Replacement plantings at entrance not feasible until Fall; transplants wouldn't survive the extreme heat. Board authorized funds for replacement of park's garbage cans and repairs/staining of garbage can brackets. UPA Manager and Grounds Committee Chairperson working to obtain and evaluate quotes for replacement of playground borders and sand, and top soil to fill low areas adjacent to playground borders. Estimate six weeks from signing of repair contract to completion. Intent is to finalize landscaping contract prior to fall planting season. OPEN

Publish BCOA Newsletter to announce board positions and recent action on playground and landscaping issues. Target for completed draft to UPA is 8/5/2006, to permit printing and mailing for receipt before the next scheduled Board meeting. OPEN

Establish date, time and venue for scheduled ARC meetings to improve homeowner access. Board decision is to hold routine ARC meetings in same venue as Board meeting and to begin 30 minutes prior to scheduled Board meetings. Time-sensitive ARC applications will continue to receive expedited ARC consideration where needed, with final Board action during scheduled Board meetings. 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:

Ann Davis provided proposal for improving landscaping at entrances. Board reviewed and authorized Grounds Committee to solicit estimates from landscape contractors.

Ann Davis also proposed rejuvenation of the "Yard of the Month" contest, a Who's Who of the neighborhood to share professions and skills with our neighbors, and six community events through the year at roughly two month intervals: donate used books to area shelters, Spring community yard sale, Summer kick-off block party, Fall community yard sale, costume parade and contest, and holiday caroling. Motion expressing support and authorizing development of cost estimates and target dates, seconded and approved.

Motion directing Communications Committee to expedite pending newsletter and develop quarterly publication schedule, and to develop options for a cost-effective and user friendly website, seconded and approved. Closed Board meeting.

X. Homeowner's Forum: 8:53 P.M. No new comments presented.

XI. Executive Session: 9:00 P.M. Discussed delinquencies report and corrective actions under three-step enforcement process. Discussed results of most recent inspection visit and provided UPA Manager with guidance on corrective actions. Closed Executive Session.

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

XIII. Next Board Meeting: August 22, 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

The above minutes were signed by William Raetzke and Robert Garrott on August 22, 2006.