

MENLOUGH-CULPEPER STREET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS, REGULAR MEETING
JUNE 15, 2022

CALL TO ORDER

The Regular board meeting was called to order on June 15, 2022 at 6:00 p.m. via Zoom. It was presided over by President Paul Durand. Secretary Diane Blackwell was also present. The prior minutes were approved. A quorum was met with all six members present. Judy Pecora representing ARMI was also present.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES:

Vice-President and Grounds Chair: Our Budget for this committee is \$3,500.

Maintenance of Front Entrance and Cul-de-sac is \$695 for the year and mowing of the two cul-de-sacs is \$240 annually. Total: \$935. This does not include budget for trees in the cul-de-sac.

Board Member Diane Blackwell procured these bids and they were approved.

The overdue repaving of the three common area walkways has been deferred due to insufficient funds available in the budget. The contractor estimates for this work were between \$4,000 and \$6,000. In the next meeting we should decide the time frame to plan this work and if it should be funded by a one-time special assessment to be voted at the annual meeting or by increasing the annual assessment to build reserve funds and walkway maintenance funds over time.

Secretary/ARMI report on correspondence: There was discussion of a homeowner complaint about no response to an email sent to ARMI about the newsletter call for volunteers. A discussion followed about methods for homeowner communications to the board using the ARMI website. The board was advised that some features of the website including the "Contact Us" feature were not managed and there were problems getting updates posted. The next newsletter needs to clarify that homeowners should call the ARMI office or email to judy@armiva.com to communicate with the board.

Treasurer's Report: Deborah Mak reports we have \$7,860 in our account. The financial report shows four homeowners paid delinquent dues plus late fees since the February 16th meeting. The balances of fourteen homeowners remain in arrears collectively amounting to \$3448.50. The board discussed the schedule for sending assessment notices and that it was desirable to send them approximately the same month each year and not wait until the annual meeting in October. Comments were made that, as was done last year, the board should plan a budget review at the August meeting considering actual 2022 costs and estimates forecast for the remainder of 2022 and 2023 including a plan for accumulating funds for reserves and the walkways project. The newsletter should preview this process and the benefits derived by homeowners from the assessments and fees.

ARC Chair: Bruce Campbell has emailed his report to all board members to read. To recap, there are 25 deficiencies at 14 properties. The homeowner at 129 Derby Way has not completed fence repair/painting or improvement of covered pool drainage. There have been homeowner complains regarding mosquitos around this property because of the unattended pool. ARMI has issued informal notices for 7 new cases and 9 due-process notices.

Hospitality: Chairman Diane Bassing reported new dates for events in Menlough. Community Yard Sale – July 16, 2022 (8-12 a.m.) and a Happy Hour on September 4, 2022 (4-6 p.m.)

Communications Report: Jennie King is working on our next newsletter to be distributed in August. Suggestions were made to Jennie of items to be included in the newsletter. This edition will be emailed to homeowners. She reports that no homeowners successfully volunteered to help with the newsletter. The volunteers should contact ARMI.

Town Planning Liaison: There was a discussion about the proposed Amazon Data Center in Warrenton. There is an option that Dominion Energy will run towers and high voltage lines behind Menlough Drive and within 1,000 feet of some homes on Menlough, Derby Way and English Chase. Homeowners and the HOA should expect notices of forthcoming meetings with Town and Dominion Energy. As board members we should be aware of new events in our town and county that may affect our homeowners.

Unfinished Business: There was another discussion on the property at 129 Derby Way. It was suggested that the Town of Warrenton and the Health Dept. should be involved in this process. Please be aware that at February's board meeting we set October 19, 2022 as the date for our Annual meeting.

New Business: There was a discussion to appoint a director to fill the current vacancy on the board. Michelle O'Halloran has communicated that she would like to be considered and, if appointed, would volunteer to work on legal actions for collections. There was some discussion. A motion was made by Bruce Campbell to appoint her to the board and was unanimously approved.

Regarding our dues that are in arrears, there was also a discussion about communications with two local law firms for services to initiate legal actions for collections. The board discussed an offer received from Joe Pricone, Attorney. He is associated with Mark. B. Williams & Associates, PLC of Warrenton. He will provide legal services on a "pro bono" basis to issue collection letters to homeowners who are in arrears. Considering the small amount in the budget for legal services, this was the only feasible proposal received. A motion was made by Bruce Campbell and it passed unanimously to engage Attorney Joe Pricone to proceed. It was emphasized that these letters should be compliant with Community Association laws. Judy Pecora informed the board members the process for HOA CC&R's from home sellers to home purchasers.

A motion was made to adjourn the meeting at 8:00 p.m. The motion passed.