

## **Willow Shade Homeowners' Association Board of Directors' Meeting Minutes (6 June 2019)**

**Call to Order** - The HOA Board of Directors' meeting was held at the home of Elke Cardinal (183 Duke Street, Willow Shade subdivision) on Thursday, 6 June 2019. The meeting was called to order at 7:00 P.M. by Ann Newman (HOA President).

**Attendees** - Present were the following Board members: Ann Newman (President), John Brown (Vice President), Elke Cardinal (Treasurer), Richard Pullen (Secretary), Jean Jenkins (Member At Large), Judy Pecora (ARMI) and HOA homeowners Dale and Inga Dobrovolny.

**Hear from Visitors** – Mr. Dale Dobrovolny brought up a concern about the high grass/brush located in the dry pond. He was concerned about not keeping the dry pond cut on a regular basis (due to wetness on the banks). He stated that he had talked to K&M Rentals about an “Outback” brush cutter that could be rented for about \$ 90 a day. This equipment was lighter and could navigate the dry pond easier. Dale requested that the board broach the subject with Joe’s lawncare service to see if they were willing to rent the equipment to cut the pond.

After some discussion, **an action item was assigned** to J. Brown to discuss the issue with Joe’s lawncare service and provide feedback to the board.

**Minutes from previous Board of Directors' meeting** – The minutes from the last HOA Board of Directors' meeting (7 March 2019) were distributed. Ann then asked if anyone had any comments or corrections. There were no noted corrections. A motion to accept the previous minutes as written was made by A. Newman, seconded by J. Brown and carried by those in attendance.

### **Financial Report**

J. Pecora (ARMI) distributed and went over the financial and outstanding balances report. The following were discussed:

- **Bank accounts/CDs** - The report showed that there was:
  - \$ 38,671.48 in the checking account (at BB&T)
  - \$ 37,305.17 in the money market account (at BB&T)
  - \$ 16,366.03 was held in a CD (at AU)
  - \$ 38,359.95 was held in two CDs (at Union Bank)

This gives the HOA a total balance of \$ 130,703.12.

- **Delinquencies and collections** - It was noted that the money owed to the HOA was down to \$ 1,295.38.

## **Willow Shade Homeowners' Association Board of Directors' Meeting Minutes (6 June 2019)**

**Management Report** - J. Pecora (ARMI) reported the status of 3 HOA homes with outstanding deficiencies/action items to be corrected:

- **1513 Addie Lane** – ARMI reported that there had been no communication with homeowner on outstanding issues.
- **1529 Willow Street** – ARMI reported that there had been no communication with homeowner on outstanding issues.
- **1690 Pin Oak Drive** – ARMI reported the last known status on this property. ARMI reported that they had received a letter from the owner that he had been ill and unable to complete the maintenance to clear the deficiency list. He said he was better now and working to address the outstanding issues.

**BOD decision** – After some discussion, **an action item was assigned** to J. Pecora (ARMI) to schedule an inspection of the properties (listed above) and send a letter to the homeowner reporting the status of the outstanding issues.

**Old Business** – Ann opened up the floor for discussion of any old business. The following was discussed:

- 1) **General Pond Maintenance** – A. Newman reported that she had sent correspondence (via website) to Solitude Lake Management (SLM) seeking information on what needed and could be done for dry pond maintenance. She stated that she had received no correspondence back from SLM yet.
- 2) **Weed Control** – A discussion on weeds in and around HOA homes/landscaping. **An action item was assigned** to J. Pecora (ARMI) to make mention of weed control/clean up around HOA properties within the next newsletter.

**NOTE** – It was noted that the HOA Board members could take note of exceptionally overgrown properties to have ARMI send a letter to homeowner to resolve issue.

**New Business** – Ann opened up the floor for discussion of any new business. The following was discussed:

- 1) **134 Duke Street – Tree from commercial lot causing problems** – A. Newman reported the owner of 134 Duke street had complained about a tree on the neighboring commercial property (102 Duke Street). Judy reported that ARMI had sent a letter to the 102 Duke Street owners that the tree:
  - a) Roots are encroaching upon home at 134 Duke Street.
  - b) Dead limbs are periodically falling from the tree falling on the path.
  - c) Should the tree come down, it would cause damage to the home at 134 Duke Street.

**BOD decision** – After some discussion, **an action item was assigned** to J. Pecora (ARMI) to contact the 134 Duke Street owner and remind her of the provisions in the Virginia tree law, regarding what she can do about the problem.

**Willow Shade Homeowners' Association  
Board of Directors' Meeting Minutes (6 June 2019)**

2. **Dog owners not cleaning up after their pets** – A. Newman reported that there was a problem with pet owners not cleaning up after their pets. She asked if placing a sign or signs around the pond needed to be considered. After some discussion, it was decided that a sign or signs were not necessary. However, **an action item was assigned** to J. Pecora (ARMI) to place a reminder for HOA homeowners to clean up after their pets. A second **an action item was assigned** to J. Brown to talk to the Apartment manager (behind Willow Shade subdivision) and ask them to include a newsletter item asking their residents not to trespass on our property.
3. **Repair of picnic tables (at Addie Lane playground)** – A. Newman reported that the picnic tables were in need of repair (she showed a picture of them). After some discussion, **an action item was assigned** to J. Pecora (ARMI) to review catalog offerings and provide recommendations for picnic tables.
4. **2 benches offered for around dry pond** – A. Newman stated that she had been approached by a homeowner wishing to purchase 2 benches to be placed around the dry pond. After some discussion, **an action item was assigned** to A. Newman to talk to the possible donors about the details of the donation (type and cost willing to pay for). Also, A. Newman to investigate where and how the benches would be placed/anchored.
5. **Possible Tree/Brush Trimming on North Berm of Pond** – After some discussion, **an action item was assigned** to J. Brown to socialize with Tim Frazer of Tim Frazer's Tree Service (TFTS) to determine what should be done to remedy the situation.

**Next HOA Board Meeting** - The next HOA Board of Directors' meeting has been scheduled to be held on Thursday, 5 September 2019. The meeting is to be held at John Brown's (1661 Sally Lou).

**Meeting Adjourned** - At 8:21 PM, with no other business to conduct, a motion to adjourn was made by J. Brown, seconded by E. Cardinal and carried by those in attendance.

Willow Shade HOA Secretary, Richard Pullen