

# **Willow Shade Homeowners' Association Board of Directors' Meeting Minutes (5 September 2019)**

**Call to Order** - The HOA Board of Directors' meeting was held at the home of John Brown (1661 Sally Lou Lane, Willow Shade subdivision) on Thursday, 5 September 2019. The meeting was called to order at 7:20 P.M. by John Brown (HOA Vice President).

**Attendees** - Present were the following Board members: John Brown (Vice President), Elke Cardinal (Treasurer), Richard Pullen (Secretary), and Judy Pecora (ARMI) and HOA homeowners Mindy Gray and Fred Stapleton. Ann Newman (President) was NOT present.

**Hear from Visitors** – Ms. Mindy Gray brought up a several concerns about the lawn maintenance (some of which were: grass not being cut, quality of cuttings, etc...). She asked when the current grass cutting contact was due to expire.

**BOD Response:** The Board explained that there is 1 (one) more year still left on the lawn care contract. The board asked that if Ms. Gray had any complaints (or recommendations) that she contact John Brown/ARMI to report/suggest modifications. Ms. Gray was informed that John Brown inspected the HOA neighborhood after lawn work was completed and reported issues to ARMI/Joe's landscaping service as applicable.

**Minutes from previous Board of Directors' meeting** – The minutes from the last HOA Board of Directors' meeting (6 June 2019) were distributed. John 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 E. Cardinal, 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 account/CDs** - The report showed that there was:
  - \$ 33,018.66 in the checking account (at BB&T)
  - \$ 37,306.12 in the money market account (at BB&T)
  - \$ 16,366.03 was held in a CD (at AU)
  - \$ 38,360.44 was held in two CDs (at Union Bank)

This gives the HOA a total balance of \$ 125,051.25.

- **Delinquencies and collections** - It was noted that the money owed to the HOA was up to \$ 1,903.88.

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**Management Report** - J. Pecora (ARMI) reported on the follow up inspection of 3 HOA homes / properties that had outstanding deficiencies/action items to be corrected:

- **1513 Addie Lane:**
  - A screen in a window on the west side of the house remains damaged.
  - The mantles in the pole light in the front of the house have been installed, but they are in poor condition and need to be replaced.
  - The damaged strip of siding on the eastern side of the bump out appears to have been replaced. However, there is now a strip of damaged siding on the north side of the bump out.
- **1529 Willow Street** – ARMI reported that all situations had been addressed
- **1690 Pin Oak Drive** – ARMI reported that all situations had been addressed

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

1. **General Pond Maintenance** – John reported the following:
  - The pond had been trimmed.
  - John reported that Ann had been in touch with Hunter Poland at Solitude Lake Management (SLM) describing our problem and asking for help developing a management plan for the pond. John stated that Ann had received the “Annual Stormwater facilities (BMP) Management Contract” proposal for HOA Board review and possible approval. After some discussion, a motion to enter into a 1-year contract with SLM was made by R. Pullen, seconded by J. Brown and carried by those in attendance. NOTE – J. Brown signed the SLM contract. **An action item was assigned** to J. Pecora (ARMI) to send the signed SLM contract back to SLM.
2. **Inspection of playground** – John opened a discussion about inspection of playground by an organization (Raise Safety Inspections) specializing in this issue. After some discussion on the pros/cons on the issue, a motion to have the inspection done was made by R. Pullen, seconded by J. Brown and carried by those in attendance. **An action item was assigned** to J. Pecora (ARMI) to arrange with Raise Safety Inspections to perform the playground inspection.
3. **Donations of 2 benches placed on pond trails** – due to lack of information at this meeting, this was tabled until the next BOD meeting.

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

1. **Appointment of new Board member** – J. Brown explained that Jean Jenkins had resigned from the Board. He stated that Fred Stapleton has volunteered to fill out the term on the board (through December). After some discussion, a motion to appoint Fred Stapleton to the BOD was made by E. Cardinal, seconded by R. Pullen and carried by those in attendance. He will be a member-at-large.
  
2. **Proposed FY 2020 HOA Budget** – ARMI (J. Pecora) passed out and went over the 2020 budget. After some discussion, a motion to accept the proposed draft budget as discussed was made by R. Pullen, seconded by J. Brown and carried by those in attendance.

**Next HOA Annual and Board Meeting** - The next HOA meeting will be the Annual Meeting, which has been scheduled to be held on Thursday, 12 December 2019, at the Culpeper Police Department (740 Old Brandy Road, in the community room) beginning at 7 p.m. A Board of Directors' meeting will take place following the Annual meeting.

**Meeting Adjourned** - At 8:45 PM, with no other business to conduct, a motion to adjourn was made by E. Cardinal, seconded by R. Pullen and carried by those in attendance.

Willow Shade HOA Secretary, Richard Pullen