

Willow Shade Homeowners' Association Board of Directors' Special Meeting Minutes (6 November 2019)

Call to Order - The HOA Board of Directors' meeting was held at the home of Ann Newman (1662 Sally Lou Lane, Willow Shade subdivision) on Wednesday, 6 November 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), Richard Pullen (Secretary), and Fred Stapleton (Member at Large); Judy Pecora (ARMI) and HOA homeowner Chris Stidham.

Hear from Visitors – Mr. Stidham stated that he would speak later in the meeting (if necessary).

Minutes from previous Board of Directors' meeting – The minutes from the last HOA Board of Directors' meeting (5 September 2019) were distributed. Ann then asked if anyone had any comments or corrections. There were no noted corrections. A motion to accept the minutes of the previous meeting as written was made by J. Brown, seconded by F. Stapleton 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:
 - \$ 36,193.86 in the checking account (at BB&T)
 - \$ 37,666.25 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 \$ 128,586.58.

- **Delinquencies and collections** - It was noted that the money owed to the HOA was up to \$ 2,047.38.

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

- **1513 Addie Lane** - 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. They are contemplating converting to electric lights.
- **1678 Pin Oak** - J. Pecora (ARMI) reported the homeowner reported an erosion problem along her fence line where there is a drain installed.

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

1. **Inspection of playground and recommendations** – Ann reported that Raise Safety Inspections had performed the playground inspection and provided their observations/recommendations to the HOA for consideration.

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2. **Playground Renovation proposal** – After the board reviewed the RAISE recommendations, Ann presented a Playground Renovation Project proposal from Recreation Dynamics, LLC. After some discussion, a motion to accept the proposal as written at a cost of \$ 6,500.00 for the playground renovation was made by F. Stapleton, seconded by R. Pullen and carried by those in attendance. The Recreation Dynamics, LLC contract was signed and an action item was assigned to J. Pecora (ARMI) to send the signed contract back to the contractor.
3. **Donation of 2 benches around pond** – Ann reported that only 1 bench was donated.
4. **Review and possibly revise 2020 budget** - J. Pecora (ARMI) distributed a 2020 Budget worksheet and pointed out that the HOA was showing a \$2,461.00 shortfall in this budget. After some discussion, a motion to accept the 2020 budget (with shortfall) was made by A. Newman, seconded by R. Pullen and carried by those in attendance.

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

1. **1678 Pin Oak** - J. Pecora (ARMI) reported that Settle Construction company had been contacted about inspecting/fixing the erosion problem at the home. An action item was assigned to J. Pecora (ARMI) to contact Settle Construction company to arrange the date/time for this and to inform the board.
2. **Possible agenda items for Annual HOA meeting in December** – after some discussion, possible agenda items were proposed for addition to the 2019 Annual meeting agenda.

Next HOA Annual and Board Meeting – Reminder - 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 8:27 PM, with no other business to conduct, a motion to adjourn was made by J. Brown, seconded by F. Stapleton and carried by those in attendance.

Willow Shade HOA Secretary, Richard Pullen