

Willow Shade Homeowners' Association Board of Directors' Meeting Minutes (7 June 2018)

Call to Order - The HOA Board of Directors' meeting was held at the home of John Brown (1661 Sally Lou, Willow Shade subdivision) on Thursday, 7 June 2018. The meeting was called to order at 7:07 P.M. by Wally Bunker, (HOA President).

Attendees - Present were the following Board members - Wally Bunker (President), John Brown (Vice President), James Suddreth (Treasurer), Richard Pullen (Secretary), and Elke Cardinal (Member at-large), Judy Pecora (ARMI), and HOA homeowners (Dale and Inga Dobrovolny, Fred and Barbara Stapleton, Jimmy Jenkins, Chris Smith, Ann Newman, Caryn Corrill and Sue Corial).

Hear from Visitors:

1. **End of street barriers** – Mr. Stapleton asked the board why the unsightly barriers at the end of each streets had been erected.

Board response - Wally stated he had been in contact with the town who stated that the barriers had been placed for safety reasons and to reduce the civil liability (in case of an accident). They stated that the decision was based on VDOT standards.

Wally stated that since the town maintained the streets, there wasn't much that the HOA could do to reverse their decision. However, the **following action items were assigned:**

- a. Wally to check with the town to see if they would reconsider moving the signs back from the curb more.
 - b. Wally to check with the town about placing a stake to the barrier on Pin Oak to keep people from going around it.
 - c. J. Pecora (ARMI) to check on Insurance cost increases to the HOA (if the barriers were removed).
2. **Snow cleanup on side streets** – Mr. Stapleton asked how the town intended to push the snow on the side streets with barriers now installed. In the past the town pushed the snow to the end of the street. However, with the barriers in place, this was not possible.

Board response - Wally stated that the snow would be put to the side/behind the barriers. If this was not possible, the snow would be deposited on the playgrounds.

3. **Lawn Mowing** – Mr. Dobrovolny stated that he had noticed that the yards had been done irregularly/not every week. He wanted to know why?

Board response - Wally stated that the lawn crew had been told not to mow on a few occasions due to the majority of HOA wet yards (due to rain). Note – Wally noted that when the lawn crew does not mow, they are not paid.

4. **Dry Pond performance** - Mr. Dobrovolny voiced a concern about the Dry pond performance; he stated he was concerned about the level of water that was deposited in the pond with all the rain lately.

Board response - Wally stated that the dry pond is handling water runoff from route 229 expansion, the businesses in front of the subdivision and the HOA subdivision. Considering this info, the pond performed as it should.

Minutes from previous Board of Directors' meeting – The minutes from the last HOA Board of Directors' meeting (8 March 2018) were distributed. Wally 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 J. Brown, seconded by E. Cardinal and carried by those in attendance.

Financial Report

J. Pecora (ARMI) distributed and went over the financial and outstanding balances report. The report showed that there was \$ 40,951.29 in the checking account, the money market had a balance of \$ 35,942.01 and \$ 43,979.31 was held in CDs. This gives the HOA a total balance of \$ 120,872.61.

There were some questions about line items that were resolved.

Management Report - A discussion on delinquencies and collections was held. It was noted that the money owed to the HOA was down to \$ 955.38.

Note – J. Pecora (ARMI) informed the board that ARMI had a Bankruptcy lawyer point of contact if we ever needed to pursue any HOA member who filed bankruptcy and owed the HOA money.

Old Business - Wally opened up the floor for discussion of any old business. The following was discussed:

1. **Repair of retaining walls** – Wally informed the board than the town public works department has agreed to repair the rotted top retaining wall boards at the end of Sally Lou and Addie.
2. **New (revised) ARMI Management Agreement** – J. Pecora (ARMI) passed out copies of the ARMI Management agreement. After some review and discussion, it was determined that the ARMI Management agreement still contained a 24% increase in costs.

There was a motion made by J. Suddreth; seconded by J. Brown to revise the ARMI Management agreement anniversary date to be on 1 January in future (2020 and follow-on) agreements. **An action item was assigned** to J. Pecora (ARMI) to present this request to ARMI management for consideration.

There was a 2nd motion made by Mr. Suddreth, which was seconded by Mr. Pullen and carried by those in attendance, for the Board to accept the contract as written. With this motion, the contract was accepted/signed.

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

1. **Trees at the edge of Dry Pond** – Wally informed the board that renter at 170 Duke street had a concern about two trees near the property near the edge of the pond. The homeowner was concerned about the trees uprooting and striking the home. After some discussion, a motion was made by R. Pullen to:
 - Have renter determine if the trees are on HOA or homeowners' property.
 - If trees are on homeowners' property, the renter (with homeowners' permission) may take down (remove) the tree(s).
 - If trees are on HOA property, the renter has HOA permission to take down (remove) the tree(s).

This motion was seconded by E. Cardinal and carried by those in attendance.

2. **Possible Fence/Shed on HOA property** – Wally informed the board that there was a possibility that one of the adjoining landowners (next to the Willow Shade subdivision) had a fence and shed on HOA property according to a property survey done. After some discussion, there was a motion made by J. Brown; seconded by E. Cardinal and carried by those in attendance to grant Wally permission to contract with ATCS to survey the HOA property line, adjacent to 1530 Queen Court, and then if the shed is on HOA property to bring that to the town planning department's attention.

Next HOA Meeting - The next HOA Board meeting date is tentatively set for Thursday, 6 September 2018 at 7 PM at Elke Cardinals house (183 Duke Street).

Meeting Adjourned - At 9:00 PM, with no other business to conduct, a motion to adjourn was made by J. Suddreth, seconded by E. Cardinal and carried by those in attendance.

Willow Shade HOA Secretary, Richard Pullen