

## **Meeting Minutes for June 2009.....**

**Meeting called to order at 7:30pm at Buckhall Fire Dept.**

### **Board Members Present:**

Lloyd Marshall: President

Mike Kendall: At Large (at the beginning of the meeting)

Krista Miller: Treasurer

Chris Spicer: Secretary

Byron Lewis: At Large ARC

Kathryn Scott: At large

### **Absent:**

None

### **Community Members in Attendance:**

Karen Moyer

Clayton Miller

Debora Kendall

Jim Cartmill

Carol Cartmill

Mark Hockald

Amarily Norton

### **Agenda:**

Lloyd distributed and read the agenda to the board and it was approved unanimously.

Before the meeting could get started Mr. Cartmill interrupted and asked if he could say something. Lloyd asked Mr. Cartmill to proceed. Mr. Cartmill stated that on three recent occasions (5/13, 5/20, & 5/27), he has emailed the board in an attempt to obtain a disclosure packet for the sale of his home. Mr. Cartmill expressed his frustration and disappointment that he did not receive a more timely response from the board. Lloyd Marshall apologized to Mr. Cartmill on behalf of the board and took full responsibility for the situation.

May 2009 minutes then were read out loud by Secretary Chris Spicer. Byron made a motion to approve the May 2009 minutes, Krista Miller affirmed the motion.

Roll Call: Everyone present.

The issue of Roger's status on the board was discussed. A homeowner asked whether Roger is even eligible to sit on the board as he is no longer a resident of the community. Mike Kendall cited our bylaws and stated that because Roger is still a property owner that he is still eligible to serve on the board. The issue of Roger's position on the board was tabled for the evening.

### **Finance Report:**

\$68,000 of monies have been received so far this year.

Krista pointed out to the board that we have a considerable amount of money in retained earnings (approximately 40K).

Krista also discussed how the number of delinquent homeowners is decreasing and that we are down to two (2) homeowners with outstanding balances. The issue of how to handle these delinquent homeowners was discussed, specifically whether they should be turned over to our HOA attorney for collections.

Byron Lewis made a motion to approve the Finance Report.  
Chris Spicer put in a 2<sup>nd</sup> to approve the Finance report.

### **Website:**

Lloyd pointed out that the website is better, but nowhere near complete at this time.

Homeowner Karen Moyer asked what happened to all of the old minutes (specifically the past six months). Karen Moyer then asked for a copy of the 2008 and 2009 minutes once they are officially approved by the board.

Kathryn Scott pointed out that the website still says that our meetings are being held at Buckhall Church, not Buckhall Fire Dept. Byron said that this was an easy fix and that he would take care of it.

Mike Kendall stated that he will be getting in touch with our website person and formally end our relationship with the website provider.

### **Disclosure Packets:**

Lloyd stated that (as of today) we are current with all of our Disclosure packet requests. Kathryn Scott then asked if the recent request from Realtor Pat Richter had been met. Lloyd stated that he believed it was taken care of, but he would confirm this.

The issue of Fees charged for disclosure packets was then discussed. Krista Miller stated that two different community members had paid a \$200 fee for the packets. The board agreed that \$100 of the fee (half of the fee) would be returned to the respective homeowners unless there was any outstanding balance still due on the home.

Lloyd Marshall then went through the disclosure packet process and how the requests were to be handled. It was agreed that the Secretary (Chris Spicer) would mail out the

packets once the Treasurer and ARC chairperson provide the appropriate items to the Secretary to be included in the disclosure packet.

Lloyd Marshall also stated that he would make sure that the Secretary is given all of the various items that should be included in the disclosure packet.

### **Landscaping/Maintenance:**

The issue of the Storm Water management area was discussed. A homeowner mentioned that the areas has really gotten long and needs to be cut ASAP. Kathryn Scott pointed out how much rain we have had lately and that as soon as we have a dry couple of days that it would be cut.

### **HOA Violations:**

Lloyd Marshall stated that we need to post a violations fact sheet on our website once it is operational. Lloyd stated that we should also have a written process in place by next month's meeting to address violations.

Krista Miller pointed out that we must handle ARC violations as a board, not individually.

Homeowner Mark Hockald then asked to address the board. Mark made several complaints about his neighbor at 9621 Manassas Forge Dr. Mark complained that there are a number of cars parked (throughout the week) at his neighbor's house and that it appears that some sort of race-car may be being constructed in the neighbor's garage. Mark was upset at what he feels is an "out of control" situation with the number of cars continuously parked in front of his neighbor's (and his) house. The board responded by asking him to please attempt to speak with his neighbor about the situation and try and work things out between the two of them. It was agreed amongst the board that some board members would drive by the house during the next few days.

### **Treasurer Report:**

Krista Miller discussed our HOA CD rollover. We are now receiving 1.75%.

Krista Miller discussed potentially switching our HOA checking account over from BB&T to VA Commerce Bank.

Krista discussed some of the benefits of doing so....

- Higher percentage rate on checking account by more than 1%.
- Free Checks
- Free Stamper
- Person that will act as our personal banking consultant
- Location is easy to access

Motion to approve was given by Krista Miller. Mike Kendall put in a 2<sup>nd</sup>. The motion passed unanimously. We will soon be moving our checking account from BB&T to VA Commerce Bank.

As far as delinquent dues are concerned Krista Miller stated that we have sent out 12 letters and we have received 6 responses back thus far. The A/R balance currently stands at \$7,263.14. Several of the balances are over 2 years past due.

Krista Miller has received promises to pay in the amount of \$2,960.83. That would bring down the A/R balance to \$4,302.31 once the promises to pay are factored in.

Krista Miller will be taking our books to the Auditor for review. The board agreed that the cost of the auditor should not exceed \$200.

### **Issue of Board Member Resignation:**

Lloyd Marshall pointed out that Teresa Fish (former VP) resigned just before the meeting. Lloyd suggested Roger as a possible replacement for Teresa. The board formally accepted Teresa's resignation letter and agreed to ask Roger to fill in.

A Homeowner then suggested that Mike Kendall fill the vacant role of VP. Mike agreed to do so. Mike Kendall is now the new VP, Roger is a potential At-Large board member.

### **ARC Report:**

Byron Lewis spoke about the tennis court fence work to be completed soon. Byron wanted approval to move forward with the work. The board unanimously approved Byron's request to move forward with the repairs pending receipt of the Nationwide Insurance claim check. The amount of the repairs to the playground area/fence was \$2,325.

Byron stated that several street signs were down and needed to be replaced. Byron said that he was on it and would be taking action on it shortly.

A homeowner pointed out that a tree was dead at the front of our community (by the Signal Hill sign) and needed to be replaced. The estimate to remove and replace the dead tree was \$354.50. Lloyd asked Krista if we had the funds available to have the tree removed and the new tree planted. Krista Miller stated that we did in fact have the funds available. The board unanimously approved the motion to have the tree removed and a new tree planted in its place.

**The Meeting Adjourned at 9:40pm.**