

2021 Annual Meeting Minutes & FY22 Budget

Date: June 16, 2021

Location: Pen Park Shelter #1

1. Call to Order: 6:06 pm

2. Quorum Determined:

Members from 20 households attended with 7 proxies, and 5 board members

3. Treasurer's Report:

Income/Expenses Statement: With the budget we were given last year, we were able to do everything we expected and have taken in enough revenue to cover our budget.

The role of the treasurer is to pay bills and monitor accounts and make sure everything is recorded properly; the treasurer does not manage invoicing for dues. The treasurer shares a report each month with the board. We do have to pay a fee when people pay using PayPal, so we show that as a reduction of income, instead of expense because it makes things clearer.

Total expenses are well within what we were expecting and we were able to transfer \$2,750.00 to savings. We are a couple hundred dollars away from having a 25% reserve, which is what is recommended for small businesses in Virginia.

Budget: We were not able to find a security company when last year's budget was made, so it was not included in the budget, but since then we were successful in finding a security company and we were able to take money from common areas and other projects to allocate towards the security in FY22's budget. Frank Dizon asked how much we have in savings, Susie said we have \$16,159.95 in Checking and \$32,713.76 in Savings.

4. Financial Secretary Report:

We are changing our invoicing system to WAVE to make things easier to manage; no major changes to homeowners are expected. Dues are staying the same at \$996. Even though there's a charge to use credit cards, it's really helped in dues collection and ensures an even cash flow. There are 112 homeowners who have paid in full; most remaining are the quarterly and monthly payers. We have ~\$6,000 in owed dues, but most are because of pending sales or deceased homeowners, a third is attributed to homeowners who are greatly in arrears and who will be taken to court. We will be sending everyone invoices the first week of July, and will include credits for anyone who paid early.

5. Common Area Report:

We did not have to use all our money on tree repairs, so were able to make updates to the area near the sign. We removed 6 large trees and spoke with The Grind about upcoming tree removals and sprucing up.

We talked the Urban Habitat company, who are going to give us a plan to try to alleviate the constant wet spots in the common areas. There is still a large budget to manage trees and we plan to use the maintenance budget to buy more shrubs and plants. One homeowner asked what we were spending the large amount towards maintenance on. Steve clarified that Algieri is a large part of the budget, and they work on various smaller projects/mowing, but added that sometimes he can ask Algieri to do smaller projects or hire someone else if there are projects that homeowners would like to see. Just reach out to him and let him know.

Susie spoke about the plan Steve is working on with Urban Habitat is to try to reduce the maintenance costs if there are certain areas that we can leave more natural, such as a meadow, instead of an area to mow/maintain. Urban habitat will give recommendations in the Fall.

A homeowner asked about the work behind Lake Forest Lane. Steven clarified that it was done by the county they are working on the stream repair; they have a little extra money in their budget, so they are going thin/remove some of the bamboo that's next to the stream bank.

The same homeowner followed up that he was having issues with a Comcast line, but Comcast finally buried the cable. Steve shared that he was surprised that they had actually buried it. A homeowner reported that they are having major drainage issues that are costing a lot to manage, said that a neighbor has a pipe that runs under their yard, and asked if water management is defined in how we manage our neighborhood and further asked if we could have Urban Habitat look and give drainage recommendations to a few properties that are especially struggling with drainage issues since they're already in the area. Steve said he'd wait and see as he wanted to see what they offer for the 3 areas that we have asked them to make a plan for; he will keep it in mind.

A homeowner asked what category fence repair goes into; Steve replied that it comes out of the maintenance budget. They stated that they were concerned that the fence repair on Monterey Drive wasn't a good use of funds since it didn't benefit everyone. Steve said that it was \$500 to repair and it was cheaper than a lawsuit because there is a drop off and it was a safety hazard and a fence was already there before. They were also concerned about a drop off spot near their house, but the board thought it was their property not in the common areas. Board will confirm whether or not it is in the common areas and if so, see if it's something that should be addressed.

6. Architecture Chair Report:

Deb shared that it's just her on the committee and to please call her if you see something. People are getting into compliance, but it takes time and we need to prioritize.

7. President's Report:

a. Security Company:

We found a security company this year that fit our budget. We have one patrol during the day and three at night. The company sends daily reports to Mary and Steve. One homeowner shared that we see more patrols at times.

- i. A homeowner asked if we get a benefit of it; have there been reduced break ins or less ruckus? Deb shared that there's been a reduction of mischief in the cul-de-sac near her; they also used to have to pick up trash all the time but that's been reduced now that we have a security company. Susie shared that there were break-ins on Monterey, but that hasn't happened since the security company started, which isn't necessarily cause and effect but is something. It was noted that we are obligated currently to offer security by our bylaws.
- ii. A homeowner asked about replacing/installing streetlights. The county is responsible for the streetlights. The homeowner recommended that we could call the county and request the installation of a light in darker areas to encourage them to go ahead and install more lights in our neighborhood.
- iii. A homeowner asked about a no soliciting sign. We have one on Four Seasons Drive, and the homeowner said we need more no soliciting signs. Another homeowner recommended putting a no soliciting sign on an individual's door

b. Trash Company

Mary shared that in January, Time Disposal was purchased, then began having major issues with the trash crews not picking up trash. We had a new trash company that reached out to us whose owner was a former Time Disposal worker. They offered us a similar rate and better service, so we paid a fee to get out of our contract with Time Disposal and hired Neighborhood Disposal starting this month.

- c. A homeowner stated that with COVID it was hard to take recycling to McIntire and she would like to have recycling in our neighborhood. Neighborhood Disposal does not offer recycling at the moment but may do so in future. Under Time Disposal it would have cost \$16 a month to get recycling Individual owners could not opt for it. It would have had to be contracted for the whole neighborhood. If Neighborhood Disposal offers a reasonable rate the then board may opt for it. A homeowner asked about yard waste: Neighborhood disposal will now take yard waste.

d. Comcast Survey

We shared the background of the Comcast survey. Stacy shared that it was an informal survey to get a feel for whether there were enough homes that didn't want cable to do a full push for formal notarized votes. So far, it were only sent to those with email addresses and she has copies if anyone needs them.

- i. A homeowner complained that the process didn't start in enough time.
- ii. It was stated that now we have two years to try to get it changed, but we need volunteers. It was recommended that if a homeowner feels passionate about it, they can spearhead the initiative.
- iii. A homeowner stated that we are the only bulk purchaser that does not include the internet and wondered why. Steve said that we had the option to include internet, but it would have been more expensive and would have increased dues that much more.
- iv. We can't change the bylaws here tonight as we need notarized signatures from 75% of homeowners to remove cable from the bylaws. The 51 survey results indicate that 70% of homeowners want to remove cable, and 30% want to keep. That survey is just the first step the gauge if pursuing notarized signatures would be worth the effort.

e. Financial Position

- i. We are in the best financial shape we've been in years, which is why we didn't raise the dues.

f. Board Members

- i. We have 6 board members and should have 8; we have one who will be leaving. Deb said that she can't keep being alone on the architecture committee.
- ii. A homeowner stated that we should share more about when the board meetings are scheduled.
- iii. Susie stated that we are planning to open up our next meeting; anyone can come and meet the board and ask questions before the next meeting.

g. Group Home

It was shared that we can't prevent the group home from being in the neighborhood because of state and federal law. There was concern expressed about the boys' behavior. The board mailed a letter to the owner, the licensing board and the chief of police, but there's only so much we can do. Bottom line is it's a management issue and homeowners are encouraged to contact the Stars home. The board will share their contact info.

- i. A homeowner asked that the board ask the group home not to park their cars in front of individual mailboxes. Would need to talk to the county to ask how to handle it since the county is responsible for roads.

Meeting adjourned: 7:30pm

Next Meeting: July 13, 2021 at 6pm