

# BOD QUARTERLY MEETING OCTOBER 2022

## DRAFT MEETING MINUTES

Location: Zoom Meeting

Date: 10/12/2022

Time: 7:00 PM

### Board Members Present:

- Huy Tran – President (2021-2024)
- Damon Gooch – Vice President (2020-2023)
- Michelle Carter – Secretary (2022-2025)
- Ben Graham – Treasurer (2022-2025)

Lily Lombardo from AMV is present

Damon motions to approve the July BOD minutes, Michelle seconded – unanimously approved.

Ben motions to approve the October agenda after addition of the blood drive added to new business – Michelle seconded – unanimously approved

## Agenda Items

### 1. Committee Reports

#### a. Managers Report

- Fifth board member will need to apply through the general application process in December – VP position will be open in 2023
- Pool is closed/winterized
- Irrigation shut down
- Lights at main entrance were broken by landscaping – reimbursed by landscaping company and implemented corrective action of enlarging planter beds
- Proposals
  - Pool Mgmt
  - Water Fountain

#### b. Landscaping - No committee members

- Wind damage Tree damage assessed

#### c. ARB – ~15 applications, some were multiple for one residence

#### d. Recreation/Social Committee - 5 members

- i) VB court sand replenished – 10 tons, grounds had to be repaired
  - (1) Future sand deliveries to be on pavement and moved by the landscaping
- ii) Tie Dye event was very popular, people would like to have more social events. Social event October 23, 2022 - Halloween parade, pumpkin decorating, coffee, donuts
  - (1) 21+ events to be planned/scheduled for next year
  - (2) General dates to be provided in Jan for next year's social events
- e. Swim Team – \$4,620 check received
  - i) Plan event for swim team – set date
- f. Website – Administrator needed
  - i) Looking for volunteers – one volunteer reached out

## 2. Old Business

- a. Pave Sealing Complete
- b. Pool Furniture – delivered.
- c. Federal and State taxes filed/complete
- d. 2021 audit - still in process, pending draft

## 3. New Business

- a. Water fountain 1 & 2
  - i) Water fountain 1 (filling station) to be installed, Lily to solidify quote on if other aesthetic items need to be addressed (siding) after the fact, additional plumbing, etc., and if there is a cover
  - ii) \$1,750 electrical, ~\$1,800 plumbing, \$1,800 for fountain, around \$6,000 total for new fountain
  - iii) BOD approved new outdoor fountain for installation for cost up to \$6,000
- b. Pool management proposals
  - i) Continental Pools contract for 2 years (\$66,400 year 1, \$71,000 year 2)
  - ii) Premier Aquatics (\$80,000)
    - (1) Would be >5% increase per year – tabled to executive session/budget time
  - iii) BOD approved measure to continuing with same pool management company for one contract year pending two additional quotes from different companies and that those quote are not more competitive than same pool management company, and allowing the residents to contact lifeguard manager with complaints. Additionally, BOD will send out survey for residents to provide feedback on previous year's performance and BOD to bring those to a meeting with the management company to discuss improvements to be made.
- c. Pool covers
  - i) Ben motions - Pending pricing DURAMESH II, for both main pool \$11,222 and baby pool \$2,120 Damon seconds – unanimously approved

- ii) Lily to go back to CPI and ask for proposed pricing from July report as the description of the DURAMESH II was not provided in original quote and therefore could not be voted on
- d. Reserve study
  - i) Pool pump was replaced in year it was projected to need replacement
  - ii) Pool covers will be replaced in year it is projected
- e. Poolhouse recommendations from members of the social committee:
  - i) Repainting the club house, trims, ceilings. Repose gray with accent wall, Garden green
  - ii) Removing carpet and replacing it with new carpet. Color Granite
  - iii) Furniture for club house to include: cabinets, chairs, tables, games tables (foosball)
  - iv) Décor for walls, including paintings. We would like to request using a community member's art work.
  - v) Coffee machine, mini fridge and necessary items i.e. paper cups, stirrers, water bottles, coffee
  - vi) Repainting first aid(lifeguard) area, trims, ceiling. Repose gray
  - vii) Repaint flooring with anti-slip paint. Color Granite
  - viii) Furniture to include, table, chairs, lockers, storage unit, mini fridge
  - ix) Necessary items to include first aid kit, blankets, etc.
  - x) Repainting the bathrooms, trims, ceiling. Repose gray with accent wall Capri or Mariner
  - xi) Deep clean of flooring.
  - xii) Replace shower inserts, toilets, sinks and fixtures
  - xiii) Storage unit for pool house furniture during the off season. I.E shed or storage pod
  - xiv) Access entry for bathrooms and club house for year round use for community members
- f. BOD would like the above highlighted items to include costing for review at Annual HOA/Q1 BOD meeting.
- g. Financial reports - pool supplies, Lily to provide information for BOD to review individual items that fell into the "pool supplies" financial bucket
- h. 2023 budget discussion – Lily to provide updated numbers for budgeting in executive breakout session.
  - i) 10% increase would provide enough money for the new pool company, water fountain, upgrades for poolhouse
  - ii) 5% increase was voted on and approved
- i. Next Meeting (Annual/BOD) – set to January 18, 2023, set to virtual meeting.
  - i) Ben motions to have the annual HOA meeting and quarterly BOD meeting, Damon seconds, unanimously approved
- j. Blood drive with Woodlea Manor
  - i) 11/26 INOVA blood bus parked at Clubhouse – insurance request

- ii) Turning water back on for bathrooms
- iii) Michelle motions, pending the insurance and agreement for splitting the cost of turning water back on, using facilities for patrons donating/running event, and rewinterizing facility with Woodlea. Ben seconds – unanimously approved

#### 4. Open Forum

##### a. Resident 1

- i) pool management company, Lily only had one report of the bathrooms and one report of the lifeguards not being attentive. Both sent from Resident 1
- ii) Who is stand-in for Lily? Lily to look into event where stand-in was not available

##### b. Resident 2 – also sent in a complaint over pool lifeguards, wants to make sure the management company is aware of issues

##### c. Resident 3

- i) wants to know if we are going to get additional quotes for pool management
- ii) Meeting was not available – need to sign up for the email, website was not updated
- iii) Fees increase would be percentage based

Ben motions to close open forum, Michelle seconds, unanimously approved

BOD returns from Executive session with 0 homeowners present.

Ben motions to adjourn seconded by Michelle, unanimously approved

Meeting adjourned at 10:47 PM.

## Executive Breakout Session

Session commenced at 9:11 PM

- Appeal Hearing – commercial vehicle parked in common area
  - AMV/Contractor to drive through to inspect for commercial vehicles
  - Denied appeal for waiver to park commercial vehicles in front of townhome
    - \$10/day occurrence
- 2023 Budget
  - Pool management company – get additional quotes
    - Work with CPI management company to improve lifeguard understanding of the rules
      - Michelle motions, pending additional quotes – American/Crystal – to go with CPI, unanimously approved
      - **Create survey for pool feedback**
  - Will need to increase fees regardless of pool management company
  - Fountain - replace existing fountain - \$5-6k
    - Michelle motions to replace exterior fountain with July 2022 proposed fountain for cost up to \$6,000 to come from reserves, Ben seconds, unanimously approved
  - Decorating – bathrooms do need upgrades, space is small, if whole clubhouse is upgraded, would return on investment be worth it?
    - Paint (year 1), carpet, bathrooms? (year 2)
  - Budget
    - Michelle motions to have 5% increase for fees and 2023 budget, surplus (\$3,192) to go to replacement reserves, Ben seconds, unanimously approved
- Collection
- Delinquency

Open ideas:

Lily to take minutes for Michelle during January Meeting

Meeting adjourned 10:47 PM.