

Virginia Woods Property Owners' Association Board Meeting
June 26, 2020, 7pm

The meeting was called to order at 7:10p.m.

In attendance were: Michelle McDaniel, president; Nicole Ramsey, vice president; James Gibbs, treasurer; Sammi Hicks, secretary; Larry Anthony, architecture committee chair; Vickie Dillard, welcome committee chair; Chris Doran, landscape and maintenance chair; Ron Gilbert, pool committee chair; and Shaun Gilbert, social committee chair.

Sammi Hicks read the minutes from the board meeting on 4-17-20. Michelle McDaniel motioned to approve the minutes and Sammi Hicks seconded the motion. Minutes were approved with two minor edits.

Sammi Hicks read the minutes from the executive board meeting on 6-1-20. Michelle McDaniel motioned to approve the minutes and Sammi Hicks seconded the motion. Minutes were approved with no edits.

Committee reports were given.

Michelle McDaniel shared that Gary Heisey met with her and treasurer James Gibbs to discuss budget spreadsheet formatting and explain the proper use of formulas within the budgeting spreadsheet in order to reflect both prospective and actual figures and to help with budget forecasting.

Treasurer James Gibbs gave an update on dues, sharing that only four homeowners have not yet paid dues in full for the year. All of these families have communicated with James via email to set up payment plans. James stated that allowances have been made due to the Covid-19 hardships, which is not the normal procedure for dues collection. James shared that we are now able to accept payments via Zelle, using the treasurer@vwpoa.com email. James explained the current budget outlook and the purpose of the updated formulas to project dollars spent throughout the year. Account balances as of 6/30/2020 are as follows: operating fund balance \$46,475.84; reserve fund balance: \$7500.00; current cash on hand: \$53,575.84. James explained that an additional \$1,250.00 will be added to the reserve fund each month from dues payments and resale fees. Everything to date is actual, while everything going forward is forecasted. The only area of concern is the electricity payments for the year, as it is trending to be a bit higher than budgeted due to an increase in electricity costs. Aside from that, we're not projected to as it was depleted in 2019 due to the necessary pool remodel and other expenses that were unplanned.

Landscape chair Chris Doran informed the board that the latest sprinkler check found sprinkler and wiring repairs needed at the Virginia/Appalachian controller. Chris is trying to communicate with the City of McKinney with questions about work they recently completed for a leak at zone

7, as this was not fixed completely and is one of the items on the list. In addition, there is a wiring issue that needs to be resolved, as the wire was run through a drainage pipe and is causing flooding issues on a homeowner's property. Staff at the City of McKinney is not responding to Chris' contacts and Michelle suggested that he work with the former landscape chair, Kelly Brown, who has a direct contact at the city. Greentex quoted \$1162 in repair costs and Chris is getting additional estimates on the costs of those repairs. Chris asked for \$50 for additional perennial flowers at the Virginia and Lake Forest corner bed. Michelle McDaniel made a motion to approve, Sammi Hicks seconded, and the board approved the request. Lastly, Chris made the board aware of a portion of metal fencing on Lake Forest, north of the Lake Forest entrance, that has broken loose from the brick wall and needs to be repaired. Chris will get estimates for this repair. Michelle felt that this is an expense that belongs solely to the HOA and the board agreed that this should not be a shared expense.

Pool chair Ronnie Gilbert shared that there is another leak in the pool equipment and an email has been sent to Allied Aquatics, as they recently replaced all of the seals to stop leaks. James suggested and the board agreed that it may be a good idea to get an estimate to replace the pumps and filter equipment in totality sometime in the next few years, as they are 20 years old and are frequently needing repairs. Board members agreed and decided that estimates are needed for projected repairs. In addition, there was some discussion about getting exhaust fans or some means of cooling the equipment room to preserve the security equipment and the accompanying computer. This is an item that will be considered during the 2021 budget planning meeting.

Architecture chair Larry Anthony shared that he had received a request for home improvement in order to replace a fence. Michelle McDaniel explained to Larry that the main part of his job is to ensure that requested changes abide by the covenants and restrictions, are aesthetically pleasing, and improve the property rather than diminish its value. Larry also asked about the receipt of emails and if they were only coming to his personal email or if there was another place he needed to look. Nicole explained that there is also a catch-all location where the webmaster can monitor received POA emails and be sure they are getting to the correct person. Nicole will have the webmaster (Jason) get in touch with Larry to ensure that he is receiving emails appropriately.

Social committee chair Shaun Gilbert is looking at the prospect of planning for the neighborhood to participate in the National Night Out on October 6, 2020. Typically, the community police officer assigned to the neighborhood, along with a member of the fire department, will come out to talk with homeowners and answer any questions they may have. The board will consider at a later date if there will be food and refreshments at the event, which will be dependent on the Coronavirus conditions closer to that date. James Gibbs said that there is money in the budget for food for the event, but reminded the board that any money not used for social can be applied to maintenance and upkeep.

Welcome committee chair Vickey Dillard stated that she will get supplies to make welcome baskets for a few upcoming home closings. The board discussed ideas for items to include in

baskets and what kinds of information might be helpful, such as sprinkler and trash days, the use of lawn bags for leaves and clippings, etc. Vickey got the addresses for homes on the market and James will notify her when the houses close.

Old Business items were discussed.

The previous president was working on getting “no parking” signs (that would prohibit parking from 6:30 to 8:30 and 1:30 to 3:30 on school days) in an effort to prevent school drop-off and pick-up of McKinney Boyd students and prevent students from parking in the neighborhood rather than buying a parking pass to park at the school. Michelle McDaniel would like to ask Robin Root, the contact at the City of McKinney to also include the portion of Appalachian Way near the park. Michelle moved, Nicole Ramsey seconded, and the board voted to continue to pursue the addition of these signs and to also ask for signs near the park as well, since students park there and walk through the park to access the school. Per Nicole, homeowners have also indicated to her that they are concerned about fire trucks being able to get down the streets in the event of emergency, so parking needs to be addressed.

A homeowner has requested that the POA build a new fence between the pool and this particular homeowner’s property and that the POA pay for it. The current fence is only 4 feet tall but sits on top of a four-foot retaining wall, thus meeting pool safety requirements. Another homeowner had a fence installed (their property is next to the pool) but paid the difference to have an upgraded, taller fence. Michelle McDaniel inquired whether the board thinks this is the sole financial responsibility of the POA or if the cost should be shared with the homeowner. Board members all agreed that a basic fence is an expense that should be shared between the homeowner and the POA and that any the cost of any upgrades should be paid for by the homeowner. James Gibbs offered to get an initial quote and initiate discussions with the homeowner. Michelle moved that the board get a bid and have a conversation with the homeowner about fence replacement as part of next year’s budget. James seconded the motion and the board approved.

New business items were discussed.

The board discussed the current playset at the park, which is leaning and appears unsafe. Various board members expressed safety concerns not only due to the condition of the play structure, but also due to the prevalence of snakes in the park. Michelle McDaniel asked Larry Anthony, who is an architect, to look at the structure and determine if it is safe or if it should be torn down. Michelle motioned that the structure be removed if it is deemed unsafe, Nicole Ramsey seconded, and the board approved. James Gibbs asked the board to bring ideas to the next meeting about possible replacement structures.

Michelle McDaniel shared that vines are growing through the mortar of the brick wall on the intersection of Lake Forest and Virginia, on the Virginia Parkway side. Per Michelle, the wall moves when leaned on. Chris agreed to talk to the homeowner to ask for access to the property in order to repair the brick wall. This issue will be tabled until the homeowner has

been contacted and agreed to provide access, then estimates will be acquired for repair of the wall.

Nicole Ramsey shared that she is working on a list of homeowners who have expressed interest in helping around the neighborhood, so that the board has that information accessible in case tasks arise that require volunteers. An example would be for a quarterly work day for activities such as cleaning the branches out of the easement between Virginia Woods and Jamestown, removing the park structure, painting the streetlight poles, etc. Chris Doran agreed to organize/oversee workdays as they become necessary. Sammi Hicks offered to publish the information about workdays on the neighborhood Facebook group, put up signs, or include the information in a letter with other business.

Secretary Sammi Hicks walked the board and committee members through their new position notebooks and asked each member/chair to write a description of their job to help those who fill the positions in the future. Sammi also shared that she has updated the POA's information with the secretary of state's office and the City of McKinney.

Sammi Hicks moved to adjourn the meeting, Michelle McDaniel seconded, and the board voted to adjourn at 9:22 p.m.