

VWPOA Regular Board Meeting

March 1, 2021, 7:30pm

Crosspoint Church, Room 201

Meeting called to order at 7:33 p.m. Meeting was made available on Facebook Live for those who wished to attend virtually.

In attendance: President Michelle McDaniel; Vice President Nicole Ramsey; Treasurer James Gibbs; Secretary Sammi Hicks; Landscape & Maintenance Chair Chris Doran; Website Administrator Jason Ramsey; Architecture Chair Larry Anthony; Social Chair Shaun Gilbert (online); Welcome Chair Vickey Dillard (online); Welcome Committee Member Kari Gibbs; Homeowner Reza Nasri; Homeowner Shawn Edwards; Homeowner Robert King; Homeowner Jereen Siegel (online); Teresa Riley (online); Karen Rizzotto (online); Zoe Trewin; (online); and Randi Wiggins (online);

All four voting members were in attendance so a quorum was established.

Minutes for the February 10, 2021 were reviewed and approved as written.

Pool - There was no damage to the pool equipment from the winter storm. There is a new requirement this year for an electrical inspection of the pool and equipment in order to be granted a permit for opening the pool. Per Michelle, pool chair Ronnie Gilbert is currently speaking to an electrician about getting the inspection completed. Sammi asked about repairing the gate to the baby pool. The work was quoted at \$200 and the expense has been budgeted for previously and was approved at a recent meeting.

Architecture – *Homeowners need to be sure to put in a request for home improvement prior to completing projects.* Approval is not necessary for landscaping changes but is required for any other improvements. The form can be found on the VWPOA website. Driveway on a Jamestown Dr. home will be replaced with a salt rock cement slab prior to the sale of the home and owner is working with POA to meet covenant requirements. Covenants state that driveways will be concrete or similar material and driveways cannot be expanded.

Social – Sammi is checking on use of the City's block party trailer for the annual meeting in an effort to save on the costs of chair and table rental. The meeting is scheduled for Saturday, May 1<sup>st</sup>, 2021 and will include a barbeque. A notice will go out to all homeowners closer to the meeting date.

Website – Per Michelle, some homeowners have had difficulty accessing the website and there are board members having problems receiving emails sent to the VWPOA email addresses. Webmaster Jason Ramsey states that the website is not the optimal setup for the POA. It was created by a homeowner who was kind enough to design it for the neighborhood, but access to some features is limited since it is connected to that homeowner's personal site. Jason is coming up with a plan and a cost estimate for what would be necessary to convert/move the website to a portal where he has better control over all aspects of the site. He will get quotes for portal management and will look to outsource the creation of the site. Jason said this work would be a four-digit figure cost-wise and the board would need to budget for this work. Per Michelle, this has not been something the board has traditionally dedicated much money to, however this may be something to address since technology is so central in today's society. Per Nicole, some homeowners have also stated that they are not on Facebook and are frustrated that there is no other electronic form of communication for the neighborhood. Jason will look into alternate portal and web design options and get back to the board on what is appropriate and what the corresponding costs would be.

Board and committee chair emails are sent to the board email addresses and are then forward by the website to the members' personal emails. These emails are sometimes disappearing altogether and/or going into the board/committee members' spam folders and are missed as a result. Jason has walked board and committee members through methods to bypass the personal spam filters but suggests to homeowners that they reach out again, maybe even to a different board member, if they don't get a response to their emails within a few days. This is an issue that would also be resolved with a better website and portal set-up, which would allow board members to directly access these emails rather than having them forwarded to personal accounts.

Welcome – Kari Gibbs is in the process of assembling welcome baskets for homeowners who purchased homes in the neighborhood during the time since coronavirus hit, as the board chose to put delivery of the baskets on hold in order to limit contacts .

Landscape & Maintenance – Per Chris Doran, the damage to the Lake Forest entrance from the car accident this summer has been fixed. A portion of the stone wall was repaired and new lighting was installed at that entrance. The other entrances received lighting upgrades as well. Shrubs were replaced at the Lake Forest entrance. Some of the oak trees along Lake Forest were trimmed because they were encroaching near the roofline of a home.

The beds on Lake Forest and Virginia Parkway will be improved this year, to include new mulch, edging, and grass between the curb and sidewalks on Lake Forest. There are a few trees along Virginia Parkway that have died over the last few years and those will be replaced as well. The wooden fence along Virginia Parkway will be stained this spring, shrubs will be added/replaced, and improvements will take place in the corner bed across from 7-11.

Sprinklers have been an ongoing issue. A new irrigation company will be maintaining the sprinklers in order to save the neighborhood money from water leaks. In the next month, the system will be checked to ensure there was no winter-storm-related damage. They will then be checked monthly during the watering season.

The new landscaper is doing a good job thus far. They cleaned the park up nicely, took away nine truckloads of acorns from the beds along Lake Forest, and the grass areas along the roadway are looking better after they were fertilized.

Vice President - Nicole Ramsey sent 43 violation letters in late February. Since she took over her position, she has been trying to address homes that needed the most attention. Now that the majority of those homes have addressed their issues, she is moving on to what she considers “medium” priorities such as faded/peeling paint, foggy windows, and fences that need attention. Nicole stated that the letters she sent were strongly worded in order to get homeowners’ attention and solicit a response and were not meant to be a personal attack. She said that they were poorly received by some homeowners. She will be revising the letter in an effort to be gentler in tone and asks for understanding as she learns how to perform in a position whose role can sometimes create confrontation. Nicole asks that homeowners who receive violations reach out if they disagree, need more time to complete the task, or have other concerns. She is happy to discuss any violations in order to resolve the situation. These letters are meant to improve the look of the neighborhood, thus maintaining property values and making Virginia Woods a pleasant place to live. Now that it is warming up and the growing season will soon start, the next round of letters will address landscaping problems.

Secretary – Sammi found some 2015 contact lists that have more complete information for homeowners, including email addresses and phone numbers. She will be working with Jason to check the validity of the email addresses and will attempt to get a process for sending emails to homeowners with neighborhood information. Sammi also asked board members/committee chairs to write down the tasks required of their jobs and include that in the notebooks she created for each board position, in an effort to ensure that information isn’t lost during turnover of positions.

Treasurer – James started his report by asking homeowners to consider volunteering for the board and committee chair positions. Homeowners can also be members of the various committees to help out on a smaller level. Chris reminded homeowners that without volunteers to make up the board, the neighborhood will have to be run by a costly and restrictive management company or the VWPOA will be dissolved altogether, which leaves the neighborhood open to falling property values due to a lack of constancy and oversight.

James reported that the reserve fund was depleted in 2019 in order to refinish the pool, but as of March 1, 2021, it is fully replenished to the \$18,000 that is required by the neighborhood covenants. The reserve fund is for unforeseen and unbudgeted expenses that may arise for the neighborhood’s common areas.

Sixty-one of the ninety-five homes in the neighborhood paid their 2021 dues as of the meeting date. Another homeowner arranged a payment plan. The addition of Zelle as a form of electronic payment has been successful and over half of those who have paid have used Zelle to pay their 2021 dues.

James stated that the neighborhood expenses are on track with the 2021 budget. As of February 28, 2021, the operating fund balance was \$24,527.27. The reserve fund balance was \$17,001.25. The total month-end cash-on-hand was \$41,528.52.

Old Business – Per Michelle, the board budget for and previously approved the purchase of new chairs and loungers for the pool. The current chairs and loungers have peeling paint and broken/discolored vinyl straps and have been in use since the neighborhood opened in 1997. Twelve new chaise loungers will be \$2538 and twelve new armchairs will cost \$1896. Michelle requested feedback on chair colors from board members and homeowners who are present and/or watching on Facebook Live. The color options were camel, leisure brown, or terra cotta for the straps. After some discussion, voters selected camel frames with leisure brown straps. Michelle will order the chairs.

New Business – The insurance check from the accident at Lake Forest was received recently and the memo stated that it was for the replacement of the tree and the repair of the brick wall and wooden fence. The board agreed that the POA should pay for the fence even though it is not the POA's fence. Chris recommended finding out the breakdown from the insurance company's payout by item and apply the amount designated to the fence. Any additional expenses can be negotiated with the homeowner the fence belongs to and if the homeowner wants an upgrade of some kind, they will be responsible for that additional cost.

Homeowner Shawn Edwards discussed the wooden retaining wall on his property, as he received a violation letter stating that his retaining wall must be made of stone. He stated that the retaining wall is in good condition and that it was made of wood and has documentation that it was made that way when the home was built. Per Chris, this rule was added to the covenants to prevent homeowners from replacing damaged stone walls with wood or cinder-block material. Board members unanimously agreed that homeowners who have wood retaining walls when the home was built should be grandfathered in, but that any future replacement of walls would need to be made of stone to match the rest of the neighborhood. Homeowners Reza Nasri stated that he also had a wooden retaining wall that dates back to the home's build. Michelle asked each of them to submit a home improvement form with this information to the architecture chair, who will grant a variance so that there is documentation to prevent this from coming up again in the future.

Board and homeowners discussed the fact that a car was stolen in the neighborhood the night before the meeting and several other neighbors had their cars broken into. Per Nicole, the police are aware. Board members asked any homeowners with a ring doorbell to look at their video around 4:40 a.m. on March 1<sup>st</sup> and contact the police if they have video that could help their investigation. The thieves drove a white car. Homeowner Karen Rizzotto (online) asked if police can patrol more often and Michelle said someone on the board will put in a call to our neighborhood police officer to request this.

Homeowner Teresa Riley (online) asked about a solution to high-school students and parents parking in the neighborhood. Michelle shared that this has been discussed with the city and signs can be placed to prevent this, but it will also limit homeowner parking. Homeowners asked about placing cones or using parking permit stickers. Stickers would only work in gated communities, which would mean that the neighborhood owns the streets inside of the gates. The downside of this scenario is that the neighborhood is then responsible for maintaining the infrastructure (roads, sewers, and lighting). Sammi suggested asking the neighborhood police officer to come through during drop-off and dismissal times in order to try to encourage parents to go elsewhere. Sammi also suggested that someone could talk to Boyd High School's principal. Nicole discussed other struggles with street parking in the neighborhood, especially on the curve on Jamestown, where parked cars create difficulties for fire trucks to maneuver around that curve. She has personally witnessed a fire truck spend quite some time backing up and inching forward inch by inch to try to navigate that corner. This could waste costly time in the event of a fire or medical emergency. Unfortunately, Michelle stated that there is no easy solution to the street parking problems.

There was no additional business and the meeting was adjourned at 8:43 p.m.