

April 8, 2025

## Virginia Woods Property Owners Association Board Meeting

1. Meeting called to order at 7:08. Quorum reached with James Trewin-Treasurer, Mark Shelpuk-VP, Michelle McDaniel-Secretary, and Stephen Hayes - President (calling in from home due to illness)
  - a. Agenda sent via google docs, email, and airdrop
2. Secretary report
  - a. Emailed minutes from March to Stephen
  - b. February minutes were approved last month, but not in written form. They were distributed today
  - c. March minutes reviewed, Mark motioned to approve and Stephen seconded
  - d. Stephen will write letter for Annual May meeting, Will give to Michelle by Friday. Letter will include Board Member opening for secretary
  - e. Michelle will create Proxy letter for the mailing
3. VP report
  - a. March 18, meeting with law firm with Jason. Meeting initiated by Mark and James. Topic: delinquent dues—foreclosure is an option, but there are many opportunities to make it right before this becomes the solution. The options are available and should be pursued.
4. Treasurer report
  - a. Operating budget \$66,387 Reserve \$17,940
  - b. One homeowner on Jamestown has not paid and has given no communication
  - c. 4907 Jamestown is under contract, the resale certificate reflects all outstanding payments
  - d. 8 partial payments, 2 have made second installment
  - e. Home on Appalachian Way has made partial payments from 2024. Letter from law firm will arrive in two weeks and additional fees will be added.
  - f. Used TXU rebate card to pay for the annual pool license
  - g. Resale certificate requested for 200 Appalachian Way, move in will be after May 30
5. Landscape

- a. Irrigation contract bid for \$200 to Roberto Estrada. Michelle motions to approve, Stephen, president, seconds. Repairs on sprinklers down Virginia need to happen
- b. Treasurer has not received invoice for mulch from last month
- 6. Pool
  - a. Light fixed, bill paid
  - b. Ronnie, pool chair, bought a new net
  - c. Electrical check is complete. Should be ready to receive certificate for the summer
- 7. Social/Welcome
  - a. Chris and Amanda Kirn at 210 Appalachian Way got a welcome basket
  - b. 400 Appalachian Way, Ramikrishnan Pradeep and Raji
  - c. 403 Appalachian Way, Murray, James and Judy, not answering yet
  - d. 304 Appalachian Way, Hussein, still moving in
  - e. 313 Appalachian Way, still on the market
  - f. 4907 Jamestown Ln just sold
  - g. 4804 Virginia Woods Dr, new renters?—Secretary will email Charlotte Kyle
- 8. Old Business
- 9. New Business
  - a. New violation letters will get sent out for excessively overgrown yard
  - b. Look into approving by-laws that would institute fines for homes that don't maintain appearances. --Non responsive homeowners
    - i. Add this to agenda in October budget meeting. Would possibly be added to Article V-fees related to the covenants
    - ii. Mark will reach out to Jason (lawyer) to learn about By-laws structure
    - iii. Also article VI in covenants
  - c. 413 Appalachian Way requested assistance with area behind home that backs up to the high school. That area is overgrown, Atmos has committed to maintenance twice a year. Homeowner was texted contact for Chris Thomas, [chris.thomas@atmosenergy.com](mailto:chris.thomas@atmosenergy.com)

Meeting adjourned at 8:22