

February 26, 2026

## Virginia Woods Meeting Minutes

- I. Intro and call to order 7:11 by Mark Shelpuk. Quorum reach with Mark Shelpuk VP, James Trewin Treasurer, Michelle McDaniel Secretary. President Stephen Hayes was trying to join via Teams but was not successful
- II. Secretary Report
  - a. Michelle sent December minutes via email—no meeting was held in January. Mark motioned to approve, James seconded
- III. VP report (Stephen joined the meeting remotely)
  - a. Everyone is on board with Signal for new communication platform for the Board
  - b. We still need to transfer the Google Suite account from Jason Ramsey paying the bill to VWPOA regularly and directly paying Google. James will eventually take care of that as Treasurer. Stephen motioned we officially move the payment, Michelle seconded. James can update the account and follow up at the next meeting.
  - c. Neighbor on Appalachian Way raised concern about wasps at the neighborhood park (Daniel Harris). HOA doesn't have pest control service, but we can look into it ourselves. HOA is responsible for the park area and Mark will follow up about that.
  - d. There is a neighbor asking for a 12 month payment agreement for HOA dues. The Board recognized that there is an approved payment plan online for Feb, March, and April. No reason was given for the much longer plan. James will reply to the homeowner as Treasurer with the payment plan that is already approved.
  - e. Mark will work on violations
- IV. Treasurer
  - a. Operating Budget is at \$26,620, Reserve \$17,942
  - b. 38 homeowners have paid, still missing about \$42,000 of the budget.
  - c. Mark will follow up with a homeowner on Jamestown regarding returned mail.
  - d. Home on Appalachian Way will receive a foreclosure notice, James will call lawyers.
  - e. Roberto is cleaning out the flume that runs behind the homes on Jamestown and Virginia Woods Drive. James will follow up to see when he will clean again and when he plans to invoice his monthly bill.

- f. James will check if there was a misaccounting of funds between Burns and Harris homeowners. There is a mixup between the owners on Carolina Circle and the new owner on Appalachian Way—one paid their dues, one did not.
- V. Landscape-Chris not present
  - a. Rocky trimmed the Virginia Parkway trees in February
  - b. Lake Forest entrance needs to be spruced up
- VI. Pool-Ronnie not present
  - a. Pool will open in May, the day of our Annual Meeting
- VII. Social
  - a. Lorin will talk to Shaun Gilbert about doing an Easter Egg Hunt at the park
- VIII. Old Business
- IX. New Business
  - a. Annual Meeting is usually the first Saturday in May. That falls on May 2, 2026, 11am. Stephen will write the letter. Letter should be sent by April 10, 2026.
    - i. Food will be provided by the board, within the budget
    - ii. Sign up needs to be created for people in attendance
    - iii. Ronnie needs to get certificates for electrical approval at the pool and the pool inspection
    - iv. Meeting dates, Thursdays: March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, December 10
  - b. Mark emphasized the need to revise the covenants and especially to include guidelines regarding short term leases.
- X. Adjourned at 8:15pm