

Minutes for the Board of Director's Meeting  
Village at Country Creek Patio Home Association

Date: Monday, September 21, 2015

1. Call to Order and Roll Call

The meeting was called to order at 8:59 a.m. Members present were: John Moir, Dan Colesworthy, Vern Werth, Eldon Miller and Lee Beasley. Mary Jo Ward and Bob Vogel were absent.

2. The Agenda was reviewed and adopted.

3. Minutes from the last meeting of the Board on August 10, 2015 were approved.

4. Presentation and Discussion by Board Members

a. Landscape Maintenance . . . Lawns, Trees and Shrubs  
(Eldon Miller and Vern Werth)

Eldon suggested that the irrigation water be cut back because the ground is saturated. John said we have already cut back to 80%; however, he will speak with Herb about additional cut backs.

Eldon recommended that we consider planting more Smoke Trees in the area of new construction. They are easy to care for and they do well in our climate. Herbicide will be applied in October this year. Our goal is to maximize the results of the application, and studies have shown that applying the herbicide late in the year shows positive results. There are varying opinions about when to apply the herbicide. We will try the October application this year and assess the results.

A pre-emergent herbicide with a slow release fertilizer will be applied in February. This type of fertilizer is expected to cut back on labor costs associated with more frequent applications.

Vern reported that the "Village Hot Line" for reporting landscape and structural problems has grown in popularity since it was installed in March of 2008. There have been 190 calls to the Hot Line thus far this year. June was the highest volume month for residents reporting problems. The total number of calls for 2014 was 152. Herb is starting to report "in person" work and problem reports from residents and vendors not reported on the Hot Line. Ten were reported thus far in September.

Vern has designed a grid for ease in reviewing the types of calls that come in each month. It is available to anyone who would like to review the flow of calls.

Vern reports there are few repeat calls.

We had a major irrigation line problem at the end of Marigold last week, which Manuel and Herb were able to fix.

We will assess the work schedule at the end of this year and consider whether we will hire another person to help with the maintenance tasks next year.

Vern reports gutter cleaning maintenance calls to the hotline are increasing. The gutters are scheduled to be cleaned in October/November.

John said he will provide a distinctively colored shirt with the VaCC Logo for Manuel to wear for work. He will give Manuel the opportunity to choose his favorite color.

b. Facilities Report (Bob Vogel)

Bob was away for this meeting of the Board, but he asked John to address the light to be installed in order to comply with the requirement to have the flag illuminated during the nighttime hours. John said he is getting estimates from the electrician. The lights near the post boxes on Periwinkle are in need of an upgrade. John's thought is that we can take care of both projects at the same time. Bob spoke with John about replenishing the supply of toilet paper in the bathrooms while he is away. John is doing a good job of taking care of this task for Bob.

Karen Rowe is on a monthly schedule for cleaning the clubhouse. She plans to strip the floors in October and re wax them. In November she will wash the windows in the clubhouse.

c. Activities Director (Mary Jo Ward)

Mary Jo was unable to attend this meeting of the Board, but she provided a list of items she has to report. See attached.

The Board addressed item 3 on Mary Jo's list: request to rent the clubhouse for an art show in the event of rain. It has been our policy to close the clubhouse to any commercial endeavors. We do not want to give the impression that we are endorsing any businesses who would profit from the use of our facility. We have had art shows at the clubhouse in the past, but they displayed the work of residents of our association. We have not allowed other businesses such as Avon sales, churches, massage therapy sessions, etc. to use the clubhouse. John said he would ask Mary Jo to make it clear to the person requesting the clubhouse space in the event of rain, Diane Saulnier, that the clubhouse is not available for the purpose of selling any artwork or promoting a business. We do not want to give the impression that we are setting a precedent.

John said he will order the cart for moving the chairs from the storage area before the holiday season.

d. Covenants Ombudsman (Dan Colesworthy)

Nothing to report – See comments below in the New Business section

e. Treasurer (Dan Colesworthy)

Nothing to report.

f. Secretary (Lee Beasley)

Nothing to report.

5. New Business

a. Review Financials to Date

John reviewed the financial reports to be provided to residents at the semi-annual meeting on Thursday. Extra projects this year include painting, repairs to the Community Center and upgrading the lights in the post office boxes area on Periwinkle. A new maintenance building will be located in an area close to the irrigation system's settling pond. We have \$800 to \$1,000 set aside as surplus. Mud jacking bids are out. There are ten driveways that fall under the guidelines for the work to be done. Bids will be based on the number of driveways that residents determine they would like to repair. Residents are responsible for paying for the repair work to be done in the driveways. If the Board determines that a driveway is in need of repair and the homeowner elects not to have the work done, then the Association will bill the property owner and if not paid within six months will place a lien on the property. The loan rate charged by the Association may be higher than taking a loan from a bank or credit union. John will work on a Reserve Fund Study to be presented to the residents at the semi-annual meeting in February 2016. We will address the question of how to manage unspent income at the end of the budget year. The ByLaws (Article IV #2 e) require the Board "to remit or return any excess of assessments over expenses, working capital, sinking funds, reserves for deferred maintenance and replacement to the Owners at the end of each operation year." If the Board determines that there is an excess near the end of the budget year that should not be retained for one of the purposes listed in the ByLaws, then it can return the excess to the Owners in the form of a reduction in the following year's assessment. If a new reserve fund is found to be necessary after the reserve fund study is completed then it will be included in the budget for following operating years.

Dan said, as the Association transitions to self-management, we will have three options to consider: (1) We can have an active Board which would manage the association on its own; (2) We can hire a manager; or (3) We can hire a management company. John indicated there are several management companies in this area, and the recommendation is that we interview them until we find a company with a management style we can work with. The estimated cost of hiring a management company, which would do all the bookkeeping and perhaps payroll would be 10% of our annual income, which is currently \$216,000. 10% of \$216,000 is \$21,600.

We would need consider how to include the cost of management in the budget when we decide how we want to address our self-management needs.

b. John provided a schedule of work hours for Manuel Tarin Perez, our maintenance man. The schedule will be provided to residents at the next semi-annual meeting of the PHA. Average hours per work-week is 42.37. Overtime hours from February through September this year amount to 123.5. Upcoming projects for Manuel include plant replacement and gutter cleaning.

Manuel will also trim some of the lower branches of trees that are causing a problem. The tree-trimmer with a bucket will trim the upper branches on Sunrose Lane next year. Residents of the back units are especially concerned about the branches causing damage to the homes.

c. Maintenance on steel patio railings.

Two homes have had railings powder coated to repair work that the development company determined should have been considered under warranty. The railings on other homes in the VaCC were assessed, and it was determined that these are the only two homes that needed to be powder coated. In the future, the Association will maintain railings by using a touch-up paint similar to the application used on new cars that have paint damage.

The Association is responsible for the railings installed when the home was originally designed by the Developer. If a homeowner installed a railing independently, the homeowner is responsible for any maintenance and/or repairs.

d. Date for next Board Meeting is Monday, November 9, 2015 at 9:00 a.m.

e. John will prepare the agenda for the semi-annual PHA meeting scheduled for Thursday, September 24, 2015.

f. The meeting adjourned at 11:32 a.m.

Respectfully submitted by Lee Beasley, Secretary.