

# HIDDENBROOK HOMEOWNERS ASSOCIATION MONTHLY MEETING

Board Meeting Date: May 19, 2020

Meeting called to order at 7:00pm

Location: Hiddenbrook Clubhouse and via Zoom (Phone Conference Only)

Attending:

HOA Board Members	HOA Members	S&T Members
President - Joan Koss	Brad Butler	Bob Yost
Vice President - Clive Bayliss	Tony Roane	Marcel van Vierssen
Treasurer - Pam Spencer		Neal Jarvis
Secretary - Matt King		
Member at Large - Kristin Leveto		
Prop. Manager - Lisa Cornaire		
Meg (Conference Line)		

**Motion to approve the agenda:** Unanimously approved.

**Motion to approve the April 2020 HOA Meeting minutes:** Unanimously approved.

## HOA Member Open Forum

A homeowner on Willow Spring Court wanted to replace his roof and the initial request was denied based on the color (Brown) shingle selected. He requested an appeal and provided a verbal justification. He provided pictures to convey how the shingle sample is lighter than the actual color. The Board will provide an answer later tonight to him based on time constraints.

## S&T Open Forum

No questions / comments.

## New Business

No questions / comments.

## Committee Reports

**Activities** – The Board will put in the newsletter that there will not be a 4<sup>th</sup> of July parade this year due to COVID-19. The Board was also pleased with how well the vehicle parade for the 100-year-old vet went.

**Pool** – NVPool completed the stairs, white coat and the pool was filled. NVPool is still awaiting the arrival of the railings.

**ARC** –

- 1) The Board considered the earlier comments by the homeowner on Willow Spring Court regarding his appeal of the ARC Committee determination on his shingles.

The initial concern by the ARC Committee was that the brick, trim and roof color would all be different. In addition, the concern was the roof color would stand out compared to the other houses. The samples provided tonight were much better and the Board voted unanimously to approve the appeal.

- 2) The house on Millikens which recently burned down, has pending work based on the posted contractor sign. A letter will be sent to the owner to remind them that an ARC approval is required prior to rebuild.
- 3) There is a house in the neighborhood with a concrete driveway. The board will need to determine what was previously approved since concrete is not allowed. A possible remedy would be to repaint the driveway if that was what was requested in the past.

#### **Communication –**

- 1) There is conflicting information on garbage pickup which the Board will need to clarify.
- 2) Great job from Barbara. Articles due 5/27 to Barbara.
- 3) A reminder is needed that for future board meetings, once the 10-person capacity is reached in the clubhouse, a phone number for a zoom conference call will be made available to anyone else who arrives at the clubhouse for the meeting. If Virginia is in Phase 2 by the next meeting, this may not be necessary.
- 4) A reminder is needed to S&T members on tennis court utilization and to please leave items (i.e.: benches) in the tennis court.
- 5) The Board might also need to address the gathering of excessive folks in the parking lot at a later date.

#### **Tennis –**

- 1) The Board might need to address the gathering of excessive folks on the tennis courts and/or using it as a playground. This includes posting signs advising that no more than 8 folks should be on the courts. This number takes into consideration the number of pickle ball players and the number of courts.
- 2) The box used to store the pickle ball equipment was removed because it was damaged and not maintained. The issues include trash in the box and attempted forced entry. The nets were also put in the pool area.
- 3) Tony also requested funding for tape. The Board also discussed whether to acquire better tape. As for the placement of permanent lines, this will be considered the next time the court is resurface which is scheduled for 2021.
- 4) Tony will remain as the Tennis Chairperson.

#### **Clubhouse –**

- 1) No Rentals.
- 2) Working day TBD.
- 3) Cameras were installed.

**Pool** – The most recent email provided by NV Pools was received prior to the meeting. This was read to the board and all those in attendance. There were additional issues/comments discussed to include:

- 1) Issues with how to create and properly implement the required cleaning process outlined by the governor.
- 2) Issues with liability insurance/general liability which does not cover if a person contracts COVID-19 while at the pool or if the governor's protocols are not followed correctly. Any volunteers who implemented this plan would also not be covered by the insurance or by the HOA. The Board was mindful of potential legal issues stemming from past history.
- 3) It was noted that some pools are hiring private security and that NV Pools has stated they cannot perform anything more than their normal procedures outlined in their contract. Unknown at this time the escalated costs for outside security.
- 4) The Board considered that professional cleaners might be needed considering the use of Lifeguards to clean might not be the right answer based on their age. Unknown at this time the escalated costs for the heightened cleaning.
- 5) About 74 folks who have not paid their dues.
- 6) Currently Phase I allows for lap swim only, one swimmer per lane.
- 7) It is unknown at this time what the guidelines for Phase II would be.
- 8) The Board struggled with how a schedule could be set up so that all 400 members (many with families 4 or more) could use the pool. It became apparent that the usage for each member would be significantly reduced due to capacity restrictions, even under Phase II.

The Board then asked whether they should close for entire season or do a partial closure. Weighing heavy on the Board was that liability as well as cleaning/social distancing mandates by the State of Virginia.

\*The Board unanimously voted to close the pool for the season based on the issues/comments listed above to include Insurance, Management of restrictions, Guidelines, Size of membership at Hiddenbrook, Fluidity of the COVID-19 situation, and Safety protocols.

The Board also recognized that there are no legislative protections from lawsuits during this pandemic and case law has yet to be established.

Based on the vote, the Board noted the need to communicate this vote to the S&T members via U.S. mail. In addition to the outcome of the vote and the reasoning, the communication needed to also address the following topics:

- 1) Basics of pool contract to include chemicals, winterizing, general maintenance/repair, off-season upkeep, lifeguards/pool staffing, utility, equipment, reserve contribution, year-round operating cost.
- 2) Explain our intended compensation to include that NV Pools will refund 50% of the operating cost based on the Board's decision to close. The total operating cost is \$82K/yr. There are additional funds the Board has to consider. So the final "credit"

will be equally applied to next year's (2021) bill for all memberships who paid in full. As the bylaws do not allow for refunds, the Board's best course of action is to apply a credit toward next season. The final credit amount will be determined at the end of the fiscal year.

- 3) The communication should also remind members that part of their annual dues goes toward the reserve savings in order to fund the repair/replacement of scheduled assets in accordance with the reserve study.

### **Property Management Report**

Additional comments made on the audit.

### **Treasurer/Bookkeeper Report**

The HOA has enough funds to carry through June but will need to look at ways to continue to cut costs. Some items which have been implemented: reduced trash pickup at the clubhouse, no annual flowers at the clubhouse. Any other areas of savings will be explored. Another notice will be sent to members who have not paid. Lastly, the new payroll system is working. It is also free.

### **Closed Session** – 9:06pm

To discuss a waiver of legal fees requested by an HOA member in collections.

### **Meeting back in session** – 9:07pm

\*The Board voted to not waive the legal fees discussed in the closed session.

### **Meeting Adjourned** – 9:08pm