

Everette Estates Homeowner's Association Annual Meeting

Snow Branch Library
Monday Oct 7, 2019 - 7pm

Attendance

Board of Directors (BOD):

Crawford Jencks, President; Kathy Grantz, Treasurer; Wendy Young, Secretary

Architectural Review Committee (ARC): Brian Zdziebloski, Nat McCague, and Lisa Wright

HOA Members: Helen Jencks, David Young, Gary Grantz, Charlie Bachini, Bill and Joann Duncan, Carl Janney, Paul and Lisa Murph, Peter Rossi, Lisa Wright, Steve Brady, Mikayla and Barrett Sullivan, Phil and Bonnie Grande.

Proxy from: Thomas Prien

7pm **Welcome and Call to Order** - President Crawford Jencks

- Introductions of neighbors

President's State of the Neighborhood

- Enough attendees at this annual meeting for a quorum
- Annual Report discussed and copies provided to members. It will also be posted along with the meeting notes on our website.
- VDOT Sept 2018 discussion with Crawford to repair our road - patch was done on Drive side Cul de Sac (3rd repair) this past June.
- Stormwater Management Facility (SMF) maintenance/basins – awaiting clean-up by Peeks. Peeks was not paid for SMF clean-up this year because we are still owed for clean-ups that were not done in previous years. Peek's agreed, but nothing yet. SMF must be certified by Feb 2020.
- Capital Reserve contributions for long term replacements and repairs - no disbursements from this fund yet. Study required to be updated by 2022 and to be done, at least, every 5 years.
- Neighborhood appearance in July 2019 - review by President and the ARC. President sent a general email summarizing the findings. Specific notices to a couple of owners by the ARC are pending.
- Landscaping contract solicitation put together by Crawford in the event that Peek's does not continue their services. A request for proposals was sent directly to firms previously identified and was posted on our website. Proposals are due Oct 17 to HOA. Based on prices, the HOA might have to reconsider the amount and frequency of mowing.
- Legal - The state law governing HOAs was rewritten and reorganized; it's most likely more of the latter, but it will require checking new references for guidance. Our lawyer also shared a recent VA Supreme Court decision that affects the Board's ability to adopt rules as now permitted in our Protective Covenants. It also raises questions about some of the criteria often noted in HOA covenants. Until they have further guidance, our lawyer suggests going about business as usual, but if concerned or one gets pushback, to give a call.

- Maintenance – Crawford noted that Charlie Bachini does a lot around the neighborhood for maintenance, trash pick-up, erosion control, pavement repair, etc.
- Tree topping – Two common land trees must be topped to protect the house at 9409 E-Court. Tree topping is planned to take place on Wed Oct 9 by contractor, who was vetted and selected by the Board at its last Board meeting.

Treasurer's Summary

- All assessments have been collected for this year
- To date, spent 11K of 23K that we had in our account (see attached Treasurer report)

ARC Report

- Final inspection on Court side (9416) of home being sold/transferred to another owner
- A reminder that owners must contact the ARC for any changes to the exterior of property, information can be found on the website www.everetteestates.com

Preliminary Draft Budget

- Board meets in November to set assessment for the coming year.
- Still need landscaping proposals for mowing, SMF clean-up. Big unknown in the upcoming budget if Peaks no longer provides their services.
- A very preliminary draft budget was presented and is attached.

Election of Board of Directors/HOA Officers

- Board of Directors – a minimum of 3 required.
- Staff positions are = Manager (President), Secretary, and Treasurer as required by Bylaws. To date, our staff also serves as Board members—a dual role.
- Discussions of volunteers/neighbors to manage HOA vs. property management company. Presently the attendees favored the volunteer (free) option. Although there may come a time when it will be necessary to sustain the HOA.
- Nominations/Volunteers requested from the audience. This resulted, without objection, in a voice vote as follows:
Crawford Jencks – President/Board member
Joann Duncan – Treasurer/Board member
Brian Zdziebloski – Secretary/Board member
(Noted: If a Board Member departs during their term, the Board would have to appoint a replacement.)
- Newly elected Board appointed a revised ARC: Nat McCague, Lisa Wright, and Pete Rossi; alternates: Paul Murph (can replace Lisa when she moves) and Charlie Bachini.

Neighborhood Issues Discussion

- Coyotes on Everett Drive side -
Phil Grande noted sightings near his property. He reports that Local Animal Control and Fish and Wildlife will not do anything about them. Lisa Wright will call local Animal Control for further direction. Notice should go out to neighborhood about this issue.
- Lisa Wright reported feral cats on Everett Court side. Do NOT feed these cats.
- Crawford again recommended joining “NextDoor Everett Estates” to keep up to date on community events, issues, and recommendations. The Sheriff’s Office also uses it to keep us informed. See our HOA website for a link.

- Maintenance Committee proposed. If a committee is formed and noted in the meeting notes, our Workers Compensation policy will cover them. The beginnings of a maintenance committee was appointed with the following members: Brian Zdziebloski, Nat McCague, Charlie Bachini, Gary Grantz, and Crawford. One of the first chores mentioned was repair of the entrance fence. The Board/HOA can pay for the necessary materials.

Meeting adjourned at 8:15pm

Meeting minutes submitted by
Wendy Young
HOA Secretary (retiring)

| Treasurers Report of the Treasury | |
|--|--------------------|
| As Of 10/07/2019 | |
| REVENUE | \$23,710.17 |
| 2019 Assessments | \$16,000.00 |
| 2018 Carryover | \$7,660.17 |
| Real Estate Closing package penalty fee | \$50.00 |
| 2019 Total Expenses | \$12,601.38 |
| Mowing | \$5,075.00 |
| Storm water contract 2019 | \$0.00 |
| Cap Study Review | |
| Insurance | \$1,481.00 |
| State Registrations | \$45.00 |
| Legal | \$831.50 |
| Cap Res Contribution | \$3,499.00 |
| EE Website | \$119.88 |
| Misc : Repairs | \$0.00 |
| stamps | \$22.00 |
| HOA checks | \$28.00 |
| Tree Top off on common ground | \$1,500.00 |
| | |
| Balance as of 10/07/2019 | \$11,108.79 |

| | |
|--------------------------------|--------------------|
| CAPITAL RESERVE ACCOUNT | \$16,801.81 |
|--------------------------------|--------------------|

| Everette Estates Homeowner's Association, Inc. | | | | 2019 EXPENSES | | Preliminary 2020 Budget | 2021 | 2022 |
|---|--------------------|--------------------|-------------------|--------------------|--------------------|----------------------------|--------------------|------|
| | | Actual | Available | | | | | |
| Maintenance | | | | | | | | |
| Peeks Lawn Mowing (last contract year is 2019) | | | | | | | | |
| (***)2020 contract has to be recompeted the 6500.00 is a placeholder) | | | | | | | | |
| Misc. Repairs | \$5,800.00 | \$5,800.00 | \$0.00 | \$6,500.00 | \$6,500.00 | \$6,500.00 | \$6,500.00 | |
| | | \$0.00 | \$0.00 | | | | | |
| Stormwater Management Facilities | | | | | | | | |
| Inspection/Engineering Assessment | \$1,000.00 | \$0.00 | \$1,000.00 | \$1,500.00 | \$500.00 | \$1,000.00 | \$1,000.00 | |
| (\$1500.00 due 2020) | | | | | | | | |
| Cleanup and Debris Removal | \$2,500.00 | \$2,500.00 | \$0.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 | |
| Capital Reserve study (engineering Assessment) | | | | | | | | |
| (Payout of \$1200.00 due 2022) | | | | | | | | |
| | \$450.00 | \$0.00 | \$450.00 | \$675.00 | \$900.00 | \$1,200.00 | \$1,200.00 | |
| Administration | | | | | | | | |
| Insurance (liability,O&D, & WC) | \$1,500.00 | \$1,481.00 | \$19.00 | \$1,500.00 | \$1,600.00 | \$1,600.00 | \$1,600.00 | |
| State Registrations | \$45.00 | \$45.00 | \$0.00 | \$45.00 | \$45.00 | \$45.00 | \$45.00 | |
| Accounting Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Chadwick Legal Fees (Lawyer retainer) | \$1,200.00 | \$831.50 | \$368.50 | \$1,200.00 | \$1,200.00 | \$1,200.00 | \$1,200.00 | |
| Office Adm. (envelopes, website, stamps, copying supplies, etc) | \$250.00 | \$169.88 | \$80.12 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | |
| Emergency Reserve Contingency Funds | | | | | | | | |
| (remaining balance will rollover into next years Assessments) | | | | | | | | |
| | \$7,416.07 | \$0.00 | \$7,416.07 | \$8,234.69 | \$8,258.69 | \$7,131.69 | | |
| Total O&M Expenses | \$20,161.07 | \$10,827.38 | \$9,333.69 | \$22,404.69 | \$21,753.69 | \$21,426.69 | | |
| Real Estate Closing package penalty fee | | | | | | | | |
| Capital Reserve 2018 Contribution | \$3,499.00 | \$3,499.00 | \$0.00 | \$3,779.00 | \$4,081.00 | \$4,432.00 | \$4,432.00 | |
| Total | \$23,710.07 | \$14,326.38 | \$9,383.69 | \$26,183.69 | \$25,834.69 | \$25,858.69 | \$25,858.69 | |
| Carry Over from pre-CY to next CY | \$7,660.07 | | | \$9,383.69 | \$8,234.69 | \$8,258.69 | \$8,258.69 | |
| Total Assessments | \$16,000.00 | | | \$16,800.00 | \$17,600.00 | \$17,600.00 | \$17,600.00 | |
| ANNUAL OWNER DUES | | | | \$525.00 | \$550.00 | \$550.00 | \$550.00 | |
| 8 Expenses Pending | | | | | | | | |