

Everette Estates Homeowners' Association, Inc.
Board of Directors (Zoom Virtual) Meeting
Tuesday, June 22, 2021
7:00pm to 8:45pm

Presidents Meeting Notes

Agenda annotated with president's notes italicized.

1. Open Forum

A. Welcome and roll call

Participants: Jim Burnopp, Brian Zdziebloski, Bill Duncan, Nat McCague (ARC Chair), Joanne Duncan (Treasurer), and Crawford Jencks (President). Thanks to all for their dedication and interest.

B. President's opening remarks

Adjoined last Board meeting ready to repair and stain the entrance fences, got side tracked looking at various configurations and the effect on the Capital Reserve and, therefore, the annual assessment.

Noted was 3 property transfers since the last Board meeting, hence the preparation of 3 Disclosure Packets per the rules of the Virginia Common Interest Community Board. One property has already closed and the other 2 are scheduled for the end of June.

Activity to replace the power transmission towers paralleling Everette Drive is scheduled by Dominion Power for early 2022. The current 105-foot weathered steel structures will be replaced with 133-foot dull galvanized steel.

C. Comments welcomed on any of the following:

- a. Fate of our entrance fences—see attached summary of survey
 - i. Connection to the Capital Reserve
 - ii. Repair and re-staining schedule

The original intent of the recent survey was to give the Board guidance for decisions on the future of our entrance fences—see attached results. The intent was, among other reasons, to use the suggested configurations as input to next year's update of our Capital Reserve Study. After some discussion, an alternative plan was made.

Based on the survey, the existing fence would be maintained as is for the remainder of this year, making only the most necessary repairs. However,

in next year's update of the Capital Reserve, several scenarios can be presented based on such characteristics as fence configurations and type of material. The impact of these results can be considered along with other rising expenses of the HOA before finalizing the study.

b. Hiring a professional manager

A decision was made to send a letter to all property owners detailing the need for some "succession planning" regarding the positions that provide the leadership, management, and staffing of our self-managed HOA. The HOA, for which we are all members, is a legal entity, but without volunteers to fill these positions, the business of the HOA will not get done, and that has consequences, both in the appearance of our subdivision and financially, for example fines or lawsuits. These positions are crucial. It could even affect your ability to sell a house. Given the apparent reluctance of owners to volunteer, hiring a professional manager to do all or some of the staff work is one way of getting help—but of course at added costs. An all-member meeting will be arranged with a professional manager to discuss this option.

c. Mowing contract

No decisions made yet as to the future contract.

d. Rustic trails

Rustic trails have been blazed through our forested common land connecting the 2 cul-de-sacs and following the Ni River—see map on <everettestates.com>. Nat McCague and 2 other former owners (Charlie Bachini and Jarrod Schmidt) are the principals responsible for the trails. Anyone else interested in continuing this effort should contact Nat McCague or me.

e. Pothole on E-Drive cul-de-sac

Following up with VDOT, Fredericksburg Office.

f. Thoughts for our 2022 Capital Reserve Study Update

See above discussion.

D. Other member suggestions/comments/questions

No additional items were discussed.

2. Board of Directors Meeting

A. Come to Order

B. Treasurer's Financial Statement—*see attached*

C. Architectural Review Committee Report—*see attached*

In addition, we again have a vacancy on the committee, and recruiting a new member has been difficult. Donna McCague, Nat's wife, has volunteered to help as an alternate as the search for a new member continues.

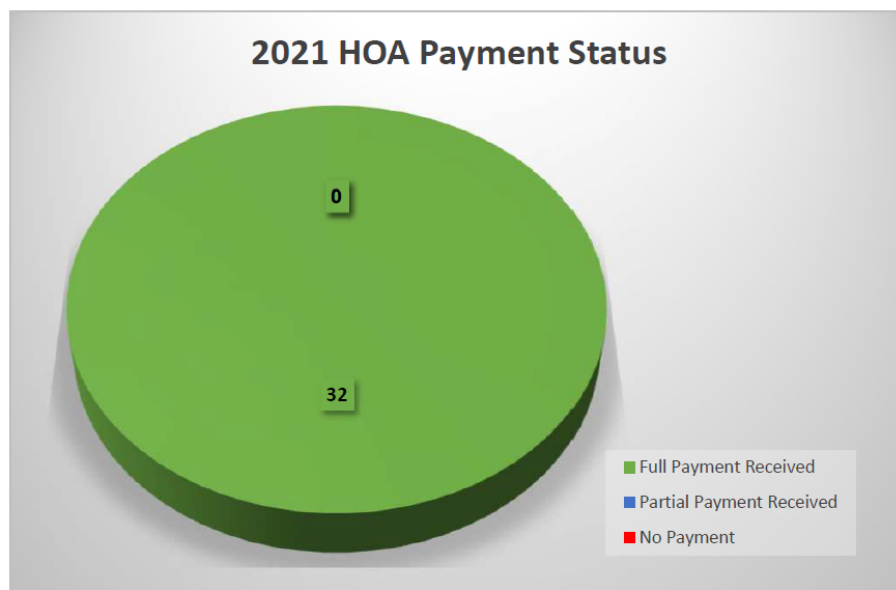
D. Action on above Items 1.C.a thru f —*see discussions above*

E. Closing Comments and Adjournment—*adjoined at approx. 8:05pm*

Notes submitted by Crawford Jencks, President
June 27, 2021

| Everette Estates Treasurer's Report | | | |
|--|---------------------|-------------|------------------|
| 22 June 2021 | | | |
| TOTAL REVENUE | | \$ | 29,324.52 |
| 2021 Assessment (Payment 1) | | | \$14,400.00 |
| 2021 Assessment (Payment 2) | | | \$4,800.00 |
| 2020 Balance | | | \$10,124.52 |
| | BUDGET | EXPENSES | TOTALS |
| <u>Maintenance</u> | | | |
| Lawn Maintenance | \$ 7,800.00 | \$ 1,950.00 | |
| Misc. Repairs | \$ 2,000.00 | | |
| <u>Stormwater Management Facilities</u> | | | |
| Inspection/Engineering Assessment | \$ 500.00 | | |
| Cleanup and Debris Removal | \$ 3,600.00 | \$ 900.00 | |
| Capital Reserve Study | \$ 950.00 | | |
| <u>Administration</u> | | | |
| Insurance (liability,O&D, & WC) | \$ 1,600.00 | \$ 1,503.00 | |
| State Registrations | \$ 50.00 | \$ 55.00 | |
| Accounting Fees | \$ - | | |
| Legal Fees | \$ 1,200.00 | \$ 833.00 | |
| Office Adm. | \$ 250.00 | \$ 202.22 | |
| Capital Reserve Contribution | \$ 4,081.00 | \$ 4,081.00 | |
| TOTAL BUDGET AND EXPENSES | \$ 22,031.00 | \$ | 9,524.22 |
| BALANCE | | \$ | 19,800.30 |

| Capital Reserve Account | | | |
|-------------------------|----------------|-----------|------------------|
| 2020 Balance | | \$ | 20,673.26 |
| 2021 Contribution | | \$ | 4,081.00 |
| Interest Earned | Jan - May 2021 | \$ | 2.65 |
| 2021 Total | | \$ | 24,756.91 |



The Everett Estates ARC report for June 22, 2021



The committee has 6 items to report for this meeting.

- 1) A homeowner on Everett Dr. made an application to add some white railings to the front porch for the safety of the residents. The property was visited and the application was reviewed and approved.
- 2) A homeowner on Everett Drive made an application to have a replacement patio door installed at the rear of the home. The property was visited and the application was reviewed and approved.
- 3) Three homes for sale had protective covenants pre-sale inspections made by the ARC, two on Everett Ct. and one on Everett Drive with two of them requiring corrections. The violations have been addressed by the owners.
- 4) The ARC also had two inquiries about having a storage shed built in their backyard on Everett Drive but no applications have been received as of today's date.
- 5) The committee conducted an HOA wide protective covenants inspection on April 28th 2021 and found several homes with issues. The findings were forwarded to the Board.

- 6) The ARC will be conducting an HOA wide covenants review in the October 2021 timeframe and a day and time will be determined in the weeks ahead.

The Architectural Review Committee members are Nat McCague and Brian Zdziebloski. The committee can be contacted by email with any questions you may have or for assistance with the ARC application form. The form can be downloaded from the HOA website. The contact email for the ARC is everettearc@gmail.com

FENCE OPTIONS SURVEY RESULTS:

Option #1, just corners: 4
 Option #2, keep Courthouse Rd.: 2 (1 second choice)
 Option #3, keep Brenda Way: (1 second choice)
 Option #4, keep fence as is: 10
 Other: shorten some or all legs of the fence.

| #1 | #2 | #3 | #4 | #5 | COMMENTS |
|----|----|----|----|----|--|
| X | | | | | |
| X | | | | | In my opinion, option 1 is the best decision for dealing with 1,200 feet of aging wooden fencing. It keeps the Horse Farm Estates look, but dramatically cuts costs for us going forward. The other options, I would not support because of the cost of maintenance factor. |
| | | | X | | Keep the fences in their current condition with no alterations whatsoever. |
| X | | | | | Our two option picks are #4 and # 4... because it is the entire fence that sets the theme for the subdivision. |
| | | | X | | |
| | | | X | | Leave as is and maintain the fence. |
| | | | X | | |
| | | | | X | I can understand the divided opinions regarding the entrance fence, but I would like to suggest another option. For a small "estate" the fencing at the present time seems a little too much while just the fencing at the entrance and down Courthouse and Brenda Way several feet does not seem enough. I'd like to suggest we come in the middle of the 2 options selected so far. Definitely maintain the curved fencing at the entrance of Courthouse and Brenda Way but keep half the fence on each side of Brenda Way and approximately half the fencing on Courthouse. What I mean by "approximate" is to make the length of fencing on Courthouse the same length on each side for symmetry. The fencing currently coming all the way down Brenda Way to Everett Ct/Dr is lost in its effect. To make a better presentation of the entrance into Everett Estates, replace the sign with a larger one (same type just larger). |
| | X | | | 2 | Keeping a fence presence on 208 is important to us to set our development apart from being just another street. I would ask to verify that with option #2 we would maintain at least 1 - 2 board fence presence on Brenda way (like it shows in the pic for option 1). As an additional thought we had was to consider the reduction |

| | | | | | |
|---|---|---|---|---|--|
| | | | | | of some of the board fencing on the Rt 208 side to a 3/4 length would give the same look and help with reducing the cost. We just wanted to add that thought as well. |
| | | | X | | Keep the fence the way it is. Having the whole fence gives a farm/country setting curb appeal to the subdivision. |
| | | | X | | I think we should keep the fence. I don't think it needs to be kept pristine. It does need paint but I really don't see why the maintenance seems to be that big of an issue. It's literally the only thing we have to show for the amount we pay for HOA dues. |
| | | | X | | I believe we should leave the fence as is. I actually like the consistency of our fence and that of the horse farm. I also feel the fencing may provide a barrier for our animal friends (mainly deer) living in the woods behind our common areas, keeping them from easily roaming out onto Courthouse Rd. I recognize that there's an expense involved in taking care of the fence, but in my opinion, that's what our HOA fees are for. |
| | | | X | 2 | I like the way it is but I will go along with the final decision. Another option that could be looked at is taking out sections of the fence in spaces that leave the open areas sequential, using the removed sections to replace the damaged areas that need to be replaced. In the open sections plant a tree or trees to enhance the viewing and create less maintenance. The association could vote on the type of trees which could be like dogwoods or other similar trees like Bradford Pear trees with blooms or if a higher profile is desired a consideration of Leyland Cypress. Just thinking out loud. |
| | X | | | | Keep a partial fence - preferably, the fence along Courthouse Road |
| | | | X | | Option 4 keep as is, dues aren't going down we need to keep resources in place. |
| | 2 | | X | | Our vote is as follows: #4 leave as is; or #2 remove Brenda Way and keep Courthouse Road and Corners. I agree that the fence sets the "tone" of the neighborhood. |
| X | | 2 | | | |