

**MEETING:** Everett Estate Homeowners Association (EE-HOA) Annual Board Meeting

**LOCATION:** ZOOM Video Meeting

**WHEN:** Saturday, April 6, 2024, 2:00 PM – 3:00 PM

**PURPOSE:** To discuss neighborhood's status quo at Everett Estate Residential Property

**ATTENDEES:**

Jason Webber

Joanne and Bill Duncan

Brian Zdziebloski

Raul Visaya

Rex Berfield

Joseph and Bonnie Grande

Glorietta Frasier

Paul Murph

Steve Brady

Jim Burnopp

**MEETING SUMMARY:**

**OPENING REMARKS – J. Webber**

- The Zoom Meeting was established for convenience to anticipate maximum participation of our neighbors.

- **AGENDA:**

- **OLD BUSINESS 2023**

- **Capital Reserve Study** (previous study completed in 2017) by DMA Reserves  
The Study is to examine our Everett Estate (EE) budget and infrastructure data resulting with significant recommendations to sustain the neighborhood. The recommendations are based on Case Studies and comparing EE with other surrounding neighborhoods. The recommendations are:
      - One is to significantly raise our HOA dues. The EE Board determined that dues increased are not required and preserve the \$600 per year as EE has no major amenities; EE's maintenance items are programmed in our main budget; and we're able to resolve any maintenance items without tapping into the EE's Capital Reserve.

Stormwater Management (Ponds) Fencing Removal - P. Murph, former ARC Director, checked with the Spotsylvania County if fencing is still required and the county representative indicated that it was not necessary. This will reduce maintenance work associated with upkeeping all fences. Therefore, the EE Board recommended to remove all fences around all stormwater ponds.

- **Neighbor Moves/Dues Request/ARC Inspection/Disclosure Packets** - Disclosure packets are required as part of each neighborhood moves. Initially, realtors have enquired about dues request, where J. Webber will send to J. Duncan.

Secondly, The ARC members are contacted for exterior home inspection, such as inspection of perimeter and maintenance required (i.e., painting and power washing).

If one is moving, please contact the EE board members or ARC director to plan.

- **Mowing Contract** – two-year contract with Smith Landscaping. Our mowing contract is now time to renew. Other companies' prices are increasing, including Smiths. Nevertheless, we were able to negotiate with Smith to remain with the same price. This also kept the EE-HOA dues to remain.

Other miscellaneous administrative items such as estate corporation annual report, deport licensing, insurance and other policies in coordination with J. Duncan are careful accomplish behind the scenes.

- **QUESTIONS:**

- **J and B Grande: Is the dues stays at \$600?**

- **J. Webber:** Yes, the dues will stay at \$600. There hasn't been a reason to raise the dues.

- **NEW BUSINESS 2024**

- **2024 Budget – Joanne Duncan**

- In 2023, the budget had a residual balance of \$10,436.77. No expenditure has been taken out at this time, such as mowing bills. The only expense is the EE's website.
- HOA dues have been mailed to all neighbors on or about March 24, 2024. If one wants to do installments, the first one is due on May 1, 2024, and the second is due on July 1, 2024. Two dues have been received and paid.
- Current Capital Reserve amount is \$34,061.75. No funds have been removed from it.

- **QUESTIONS/DISCUSSIONS:**

- **J. Webber: When is the first installment due?**

- **J. Duncan:** May 1, 2024

- **B. Zdziebloski: Thank you to J. Webber, R. Visaya, and J. Duncan for your volunteer time. In the Capital Reserve Study, is there anything other the recommendation besides anything relative to the fences and did we need additional money?**

- **J. Webber:** The Study is based on the existing condition of our infrastructure. The fencing removal was part of the recommendation. It is currently dilapidated and require repairing.
- **P. Murph:** The other items considered were not only the fencing, but the rock beds in the drain fields at each retention pond and those are very long term. The study projects out 25 to 50 years and what it should cost.
- **B. Zdziebloski:** We have a \$10,000 carryover from last year. So, we have a positive scenario here, where we have enough money to do what we need to do.

- **R. Berfield:** How many lots do we have in collecting \$600 from this year? The budget is set for \$21,000 this year. Is that all maintenance or additions in that \$21,000?
  - **J. Duncan:** 32 Lots. We get \$19,200 from all as part of the revenue. There are miscellaneous repairs on-line that has \$1,500 in and will spend the rest of it each year. A tiny bit of a shortfall; last year we had \$11,000 that we carried over and this year, we carried over \$10,400.
  - **R. Berfield:** With \$21,000 budget, we are bringing in \$19,000 and we will perhaps be going to carry over \$9,000. But I wanted to point out our plan to take care of the front entrance.
  - **J. Duncan:** It all depends on how many miscellaneous repairs we have do and that was not planned.
  - **J. Grande:** Is there anything in the budget scheduled, or it planned to fix the rails up in the front entrance that is on the list?
  - **J. Webber:** B. Zdziebloski will go over the repair list and yes, it is on the list.
- **Proposal for fencing/Neighborhood entrance, Ponds – Brian Zdziebloski**  
 Summarize the project items that we would need above and beyond our regular maintenance with EE Board approval and the following are:
  - **Remove Trees:** Cut back trees along Everette Estates common grounds. The two (2) large lawn areas in the front along Brenda Way (specifically the bamboo area) - \$2,950. This should be the top priority. The work entails pruning front HOA property trees and evasive bushes, including perimeter and island areas within the grass areas on both sides of Brenda Way.
  - **Removal of Fencing:** Remove fencing around stormwater ponds and disposed from property - \$4,750. The work involves removal of fence panels and posts from two (2) stormwater retention areas, once behind 9419 Everette Court and the other located at the cul-de-sac at the end of Everette Court. In addition, proper disposal of the fence parts, perimeter and island areas within the grass areas on both sides of Brenda Way.
  - **Storm Pond Renewal:** Once fence is removed at both retention pond locations. Smith Landscaping will clear areas of all under brush, root system, and stumps of retention pond. Smith Landscaping will grade entire area and add contractor mix grass seeds and straw covering. Smith Landscaping is currently being paid \$900 to maintain each retention pond and EE will save \$1,800 per year. With this repair work, he is paid for no additional cost and is part of his current scope of work.
  - **Repair Fence:** Repair fence along Courthouse Road (State Route - 208) at its current state - \$4,500. The work includes repairing wood panel fences and posts at the exiting fence along the state route and Brenda Way. The walk-through will be performed to identify and mark all defective boards. Once repaired work is completed, a coat of black fence paints is applied to all exposed wood panel surfaces and posts. Repairing the fence is inexpensive than installing vinyl fencing and I want to identify from the group the route to do. The first pricing was over \$20,000 for the black fence and the other was for \$25,000. The question to everyone is whether black versus black or normal three (3) rail white vinyl fence?

The scope is for 100 feet and 100 feet from 208 to Brenda Way on both sides, in right angles.

- **Grand Total** of all repair work is **\$17,200**.
- **QUESTIONS/DISCUSSIONS:**
  - **J. Webber:** In our last annual meeting, we were open to the white fencing.
  - **R. Berfield: Is it cheaper for black than the white?**
    - **B. Zdziebloski:** It will be 2.5 times the cost for the black fence than white. White vinyl product is just a commodity item.
    - **R. Berfield:** I have a white vinyl deck (Treks) and it is a maintenance nightmare. It will have to be on a yearly basis to maintain and will become a problem.
  - **B. Zdziebloski: Can we all consider doing wood, white vinyl, and black vinyl? I will have three fence contractors to bid for quotes and present all these proposals to you, like the other work and with the lawn to get the best price we can. Is this agreeable?**
    - **P. Murph:** Previously with the ARC, I received a couple of quotes from other companies. The quotes were based on white vinyl as indicated by B. Zdziebloski as inexpensive. On the other hand, as it doesn't matter the color type, it still requires maintenance as it will build-up mold regardless. Overall, it does not rot, and no replacement is necessary. There were two pricing of white including removal of the existing old fence. One estimate was replacing the entryway fence, all the way down to Brenda Way and across 208 and the other estimate was approximately 30 feet across the front on each side and 30 feet down Brenda Way. The pricing including hauling was a whole lot less for white than black. I am trying to locate the estimate now to share it with B. Zdziebloski.
    - **B. Zdziebloski:** That would be great to have the names, but in my opinion is that 30 feet is not enough. I would say it will look like a tiny little fence up there if driving along.
  - **J. Webber: How long are they now?**
    - **B. Zdziebloski:** Super long; 700 feet one-way and 250 feet going the other way. So, it is 1000 feet, just on 208, and coming down Brenda Way is about 300 feet. It is about 25 feet in on either side. So, I would say about 250 going towards the Horse Farm and 750 going back the other way. It would 1500 feet total, which is a tremendous amount of fence.
    - **J. Webber:** I would say, it would be for aesthetic than anything and we would perhaps cut half.
    - **B. Zdziebloski:** That's where I came up with a hundred foot. I would say from Brenda Way, if you come off 208, and then Brenda Way starts taking a dive, that's where I would stop it. I would say is 100 to 120 feet.
    - **J. Webber:** We are used to it, stretching all the way down 208, so that would look different if we cut it down. But I'm for cutting down on it because it is for aesthetic reasons, and it is not a barrier.
    - **B. Zdziebloski:** In my opinion, I would take the black over white for aesthetic and the mildew will not be on black with less fencing. I would not

go a thousand feet on 208 for cost prohibitive. If I can get a quote from P. Murph.

- **P. Murph:** Sent you it to your email.
- **R. Berfield:** How much does it cost to get existing fence fixed? Is that painting all the fence?
  - **B. Zdziebloski:** \$4,500, including paint for all the fence, at the front. I think we can get another five (5) years.
  - **R. Berfield:** Now we've got \$35,000 sitting in that Capital Fund. We are talking about taking down an investment since you are telling me it's going to cost us \$20,000 to put vinyl black fence up. We have a heck of an investment already there in the ground. We don't have to decide whether, it's white or black. We already have what is there. I tell you what, I'm for the \$5,000; let's fix what we got and let's paint it. And you know what, let's just keep that capital gain account, just getting bigger and bigger and bigger. This may not be a discussion in, 3, 4, 5 years when we can just pay cash, and then we don't even have to worry about only a hundred feet. We can just replace exactly what we have. It looks great!
- It's all about keeping the value of our homes in the sub-division. Keep climbing. And that is so important when you make that turn off 208 that's where the value of our platform start right there. Again, it's up to all of you, but I'm for let's just invest what we've already invested in with the fence. It's there. Let's fix and paint it immediately and keep it going for 4 to 5 years, and then come back to it and see how big this fund is that we have Capital Gain, or Capital Projects.
- **J. Webber:** That's good, Rex. Go ahead, Sir. You have a question.
- **B. Zdziebloski:** I feel confident that if we did the fence, it would last at least 5 years.
- **P. Murph:** The weeders have chewed-away at the bottom of the fence post; however, they would do the same thing to a vinyl post as well. So, we're not saving anything. Brian, maybe the contractor could check any posts that are in danger of breaking there at the base that they could replace those as well.
- **B. Zdziebloski:** Yes, I did. A couple of them needed a little. I think we would use about 10 bags of concrete in the process. Some of the posts are just completely loose and repair those as far as I know, when needed. 10 to 15 posts are needing additional concrete for stability. My recommendation, even if that number is \$5,000 right now. It's \$4,500. \$5,000 to do something extra just to write these scopes of services. I'll take the lead on that and would be happy to do it. Once complete, I will send to Jason, Raul, and Joanne for review and then I'll send it on for final pricing.
- **S. Brady:** The pond around my house; there is a family of ground hogs. Unfortunately, it is not in my property and can't do anything about it. It's on our common property and the HOA is allowed to take care of them. Since it's right next to my property, they come on my property and have destroyed our property. They have destroyed my patio furniture. So, is there something we can do to have them eliminated?

- **B. Zdziebloski:** The county has a program for vermin removal, right?
- **J. Webber:** What is your address?
- **S. Brady:** 9405
- **J. Webber:** Your Court?
- **S. Brady:** Yes. The ground hog has just come out of hibernation, and we are reluctant to put our patio furniture out because they love to chew it up. Not to mention, I had four (4) big, beautiful tomato plants last year, with whole bunch of nice tomatoes. I got one tomato and all the rest have bits on them.
- **J. Webber:** Thank you. Thanks for the lunch.
- **J. Duncan:** 200 of them last year and had to have them removed. Trapped and removed.
- **S. Brady:** I called someone to trap them, but they said that it is not in your property and therefore, I can't hire them for removal.
- **J. Webber:** Who did you call Joanne?
- **J. Duncan:** It was a company. They have the traps.
- **B. Zdziebloski:** We should do that as an HOA.
- **J. Webber:** Yeah, this is a miscellaneous repair.
- **P. Murph:** We have them out behind our place, and they come through here as well. So, it's going to be difficult get rid of all of them, because they're just going to come back.
- **S. Brady:** As far as the ones in the pond, they're inside the fence on the bank of the pond and if you do get that cleared out, they will dig their hole right back. So, the grass will be torn up.
- **J. Webber:** Somebody will give us a real good quote to solve our ground hog issue.
- **S. Brady:** I think the person I called (I can't remember the name of the company); they wanted something like \$50 for each trap to set up and wanted \$250 a day to come and check the trap until it got caught.
- **J. Duncan:** We paid quite a bit.
- **J. Webber:** What if it takes a while?
- **S. Brady:** But then they said, well, it's not in your property and there is nothing I can do about it. We must go with you guys.
- **J. Webber:** I will some phone calls and see. I was unaware of that cause. If we have groundhogs, I wouldn't even know it. We got plenty of woods behind our house.
- **B. Zdziebloski:** Oh, we do. We all have them.
- **J. Grande:** What about calling somebody like a dog catcher, local?
- **R. Visaya:** Actually, excuse me, I did. My dog got a couple of them in my yard.
- **J. Grande:** There you go!
- **J. Webber:** What kind of dog you got?
- **R. Visaya:** German Shepherd.
- **J. Webber:** Yeah.
- **B. Zdziebloski:** Nice

- **J. Webber:** That's a fix I need to get a need to get a German Shepherd versus my lazy pit.
- **J. Grande:** The pistol. Go out, you shoot him!
- **R. Berfield:** This is Rex. One's got more groundhogs than I do. No question. I know where they're coming from. I've always had the problem that always in my backyard. You with the German Shepherd, though when I had my horse farm up in Stafford, my neighbor had a German Shepherd, and he would get those Ground Hogs all the time. One time, though, he ran into a big one that grabbed his neck and we had to rush him to the vet because he ended up getting an artery. Luckily, we were able to save the German Shepherd, but if you got dogs, you got to be real careful on making sure those Ground Hogs most of the time. As soon as they see my dogs come in the backyard, they take off underneath the fence again, but it scares me to death if I hear them bark, and they got one cornered. I'm going out there because that last thing you want to do; 9 times out of 10, the dog can grab it by the neck and take care of it. But I'm telling you, a Ground Hog could do a lot of damage to adults.
- **R. Visaya:** My dog was bloodied, but we were able to take care of them. But you know, like I said he terrorized the Ground Hog.
- **J. Webber:** That's amazing. This is all news to me like I didn't have that anywhere on the agenda. I had no clue. We were going to be talking about Ground Hog. But I walk around the neighborhood, and I've never. I've never seen it. So, wow! I'm thankfully thank you for bringing that.

You're going to see a big difference on this side of the fence in a few days, just to let you know. So don't have to push Hog anything. We got somebody to come and take care of that.

- **R. Berfield:** Oh, okay, all, even the bottom. They're going to take care of.
- **J. Webber:** I work for the owner of that.
- **R. Berfield:** Approved.
- **J. Webber:** Okay. So just so we stay on track. You got anything else Brian?
- **B. Zdziebloski:** Good. Thank you. I'll put together the scope of services and send that to you guys for review by the end of the week.
- **J. Webber:** Put on here. I do walks around, enabling just to look at things, and sometimes just a walk and just to see, I'll pick up trash. I'm the pickup trash guy. Now, I see trash every time I see trash. I always pick up stuff, so. **But how are the roads? Do we own our roads, or is it all the county?**
  - **P. Murph:** Actually, It's State Road. And right before we took over the road from the developer, they came in, and redid and surface coat and sealed all the roads. That was the last time anything was done like that. There's been some repairs done down in the cul-de-sac down by Joanne's are down there a couple of times cause those school buses turning down there really get a big pothole. But outside of that, there's, to my knowledge not being anything done.
  - **J. Webber:** So, that was prior to 2008.
  - **P. Murph:** No, this was in 2017 when we took over from the developers. So, about 2017.

- **J. Webber:** Yeah, okay. So that could probably start with, we will probably just contact with VDot (Virginia Department of Transportation) and then they could probably come and do an assessment, and they would probably determine whether we're eligible to have our roads repaved or upgraded. I can. I can do that.
- **R. Berfield:** I don't think VDot going to come unless we have. I know when I was president, and I hadn't come fix that right here at the end Everette Drive. But that was a school bus situation that Paul's talking about. But yeah, they're not going to come in here unless we bring them pothole problem. But you know I've seen VDot trucks come in and out of here. I think they do their quarterly or half year, drive around from all.
- **Election – J. Webber**  
Current EE HOA Officers are:  
President - Jason Webber  
Secretary – Raul Visaya  
Treasurer - Vacant  
ARC Chair - Vacant  
At-large Board Member - Vacant
- J. Webber thanked Joanne Duncan, former treasurer and Paul Murph, former ARC Chair, for a job well done as it is their tenure have concluded. J. Webber opened-up the floor for motion to declare all current board members be vacant for the purpose of the election. At this point, J. Webber announced that himself and Raul Visaya were reelected as board members, with attendees as a witness. From our by-laws, 1/3 of the neighborhood is present today for a Quorum.
- Brian Zdziebloski has replaced Paul Murph as the ARC Chair and Rex Berfield has replaced Bernardo Russo as the At-Large Board Member. The Treasurer's office has not been filled at this time.

**Action Items:**

- **B. Zdziebloski:** To write a scope of work and share it with the Board members, including maps of area of concern to definitively be clear on the projects we are executing. To work with and work with Smith Landscaping (and other contractors) for quotes and best offer on neighborhood fencing (entrance and ponds).
- **J. Webber:** Call Virginia Department of Transportation to assess EE roads. Call local Ground Hog removal for quotes.

Meeting ended at 3:40 pm

Next Meeting – To be determined. More to follow.

RAUL VISAYA

Secretary, HOA Board Member