

**Everette Estates Homeowners' Association
2016 Annual Meeting
Snow Branch Library, Conference Room #1
Spotsylvania, VA 22553**

**September 21, 2016; 7:00pm to 8:45pm
Meeting Notes**

ATTENDANCE

Board of Directors:

Crawford Jencks, President; Paul Murph, Treasurer; Claudette Bachini, Secretary

Architectural Review Committee:

Nat McCague, Lisa Wright

HOA Members Present:

Christal Webber, Lisa Murph, Tom Prien, Charlie Bachini, Larry and Luz Mark, Gary Grantz, Brian Zdziebloski and Judith Roberts, David and Wendy Young, Carl Janney, Steve and Laura Brady, Helen Jencks, Joyce Wright.

Those attending constituted 13 homeowners. With 8 proxies provided, thereby the total being 21, we were able to reach our quorum of 60%, or 20 homeowners. Thank you to Nat McCague and Charlie Bachini for acquiring 4 proxies each from Everette Court and Everette Drive, respectively. All 8 proxies will be attached to the 2016 election results and kept as part of our permanent HOA records. Thank you also to Helen Jencks for assisting with the many details that go into planning our Annual Meeting.

WELCOME AND CALL TO ORDER

President Crawford Jencks officially opened the Annual Meeting and welcomed the membership. He also introduced our three guest speakers (Messrs. Joel VanCampenhout, Hugh Stevens, and Robert Smith) from Luck Stone, the nearby quarry and source of the blasting we experience periodically throughout the neighborhood.

LUCK STONE PRESENTATION

The presentation focused on three topics. First was a brief description of Luck Stone's history and its relationship with the community. The company endeavors to maintain a positive relationship with its neighbors by hosting frequent tours and providing educational outreach to schools and community organizations. Secondly, Mr. Van Campenhout, Plant Manager, gave an overview on how the quarry operates, including output and blasting frequency, while emphasizing to the membership Luck Stone's compliance with state and county laws and regulations regarding blasting levels. Lastly, Luck Stone provided a map of the quarry illustrating its proximity to surrounding neighborhoods, including Everette Estates.

Several questions were asked about the placement of seismographs that measure the vibrations from blasting, how Luck Stone monitors and measures these results, and the long-term effects on the integrity of our homes. Luck Stone's representatives appeared confident in their assurances to us that our homes will not be compromised under the state-mandated blasting levels to which they adhere. Moreover, Luck Stone will eventually be moving to blasting areas within the quarry that are further away from Everette Estates. The Board and membership thanked Luck Stone for their time.

ELECTION OF BOARD OF DIRECTORS/HOA OFFICERS

Crawford gave a brief summary of the roles and responsibilities of the three association officers, President, Treasurer and Secretary, who also serve as the Board of Directors. This dual role is derived from our Bylaws and permitted by the State Corporation Commission. The Bylaws also provide specific roles and responsibilities.

Crawford thanked outgoing Treasurer Paul Murph for his service during this challenging first year of our new HOA. He then introduced Christal Webber of 9502 Everette Drive as the next to volunteer for the office of Treasurer. Christal, currently a stay-at-home mom, moved to Everette Estates last December with her husband Jason, a military retiree. Christal is a former budget analyst with a background in finance. The Board and membership thanked Cristal for volunteering.

Crawford Jencks volunteered for another year as HOA President, and Claudette Bachini also decided to serve as Secretary for a second year. With three uncontested candidates, Nat McCague, assisting as election official, asked the membership if they would approve the slate of candidates by a voice vote. They all agreed. A secret ballot was declined, and the three candidates were unanimously elected by acclamation:

- **President, Crawford Jencks**, 9414 Everette Court
- **Treasurer, Christal Webber**, 9502 Everette Drive
- **Secretary, Claudette Bachini**, 9510 Everette Drive

HOA STATE OF AFFAIRS

President's Overview

In place of a verbal report on HOA affairs since our last annual meeting, Crawford asked the membership to please refer to an email attachment sent out last week entitled **2016 Annual Report, Actions and Accomplishments, Board of Directors**. This report will also appear as an attachment to these meeting notes. However, in his overview to the membership, Crawford highlighted two of these accomplishments: the completion of our roads for VDOT acceptance and the structuring of our homeowner-managed HOA as put forth in the Declaration of Protective Covenants, the HOA By-Laws and the Articles of Incorporation (under the Non-Stock Corporation Act).

Crawford announced some good news to the membership that he had just received from County Transportation Planner Doug Morgan. With our roads being accepted into VDOT earlier this month, school buses will now be able to enter the community beginning on Tuesday, September 27th. Mr. Morgan helped facilitate this action prior to Spotsylvania Schools being formally notified by VDOT. However, specifics were somewhat uncertain. Several participants thought they would be notified directly. There were also questions about whether this pertained to all 3-levels of schools. Crawford had no additional information to offer, but assumed (albeit a big assumption) that it would all come together by Tuesday.

Mr. Morgan also assured Crawford that the County is working, along with the bank and the developer, on the certification of the Stormwater Management Facilities (SMFs), and the resolution of this issue may be imminent. We will inherit the SMFs; that much we know, but in what condition is still an uncertainty. Based on conversations with County staff, Crawford senses that heavy

maintenance will be required. In the end, the expense to us, whether great or small, will hopefully become a known entity as we prepare our 2017 Budget.

Treasurer's Report

Outgoing Treasurer Paul Murph provided a hand-out to the membership summarizing expenses and account balances to date. This information will serve as a guideline for our new Treasurer and Board members as we begin to consider the 2017 Budget. Thank you, Paul.

ARC Report

Architectural Review Committee Chair Nat McCague submitted his most recent report since the last Board of Directors' meeting in May 2016. Nat received 7 homeowner requests for ARC approval, 6 of which have been accepted, while one currently remains under review. He has also received several inquiries on storage sheds, propane tanks, satellite dishes, stone walls, fencing, patios, and yard plantings. Others have asked questions on when an application is required.

ARC was involved in the inspection of one home on Everette Drive that sold in June. There are currently four homes for sale in the community, and ARC will conduct Covenant inspections on these as well. Crawford was informed after the submission of Nat's report that the home at 9519 Everette Drive had sold. Crawford will send a disclosure packet with the ARC review to the realtor within the next few weeks. *(Note: Since the meeting, one of the homes for sale was taken off the market.)*

Social Committee Report

Committee member Lisa Murph reminded those present of the neighborhood picnic to be held on Saturday, September 21, 4:00 to 7:00pm. She asked those who plan to attend to please respond to committee member Tammy Berfield's email regarding numbers attending and what food item you plan to bring. Thank you Tammy and Lisa for organizing this event.

Preliminary 2017 Budget

In his last email to the membership prior to the meeting, Crawford had attached a rough estimate of what might be considered for the 2017 Budget. A Board meeting will be scheduled in November for a vote on the final budget and a determination on dues for next year. The Board will notify the membership when a specific date is set.

Questions on the Budget focused mainly on two topics: lawn maintenance and the SMFs.

Lawn Maintenance

Some members expressed a desire to see our common areas cut more frequently. Others prefer not to spend more for this expense. It was also noted that this past summer was unusually hot with substantial rainfall, so perhaps not the best indicator of a typical schedule. The entire (grass) common area is mowed once a month. The area along the fence line is mowed a second time. Chris Peek has suggested to Crawford about extending the second mowing farther along the roadway edge—it would look nicer—and could include that in any subsequent proposal. Crawford will talk further with Peek's Nursery about submitting proposals on variations to the mowing cycles and share them with the membership. Crawford is pleased and thinks the neighborhood is pleased overall with Peek's performance, and it's reasonable. Some comparison shopping last winter showed that to be true.

Stormwater Management Facilities (SMFs)

Members unfamiliar with this issue asked for some clarification. Once again, Crawford is hopeful that we will be getting the particulars from the County sometime this fall, preferably before the 2017 Budget is set. It should be noted that once the SMFs are certified and initial clean-up is accomplished by whomever, their maintenance will be part of our yearly expenses, which should be far less than the initial cleanup from thousands of dollars to a few hundred, and perhaps be added to our contract for general lawn maintenance.

PAST, PRESENT AND FUTURE ISSUES

Neighborhood Crime Watch

Crawford is still seeking a volunteer to lead the Neighborhood Crime Watch program. If you are interested, please let him know.

Architectural Review Committee, July Letter to Homeowners

The final discussion of the evening was centered around the ARC review of the neighborhood and follow-up letter which was emailed to all homeowners in July. Crawford kindly asks that everyone please reread our Declaration of Protective Covenants to determine whether or not you are in full compliance with its rules and regulations. Please do not hesitate to ask him or ARC Chair Nat McCague if you are uncertain about anything on your property which may be considered a violation. Based on the reaction (or lack of action) to the email, there seems to be a wide range of opinions concerning the enforcement of the Covenants. Again, Crawford, on behalf of the Board and the ARC, asked that owners review the Covenants for any violations that are visible from the street or your neighbors; it is the respectful thing to do. According to the Bylaws, the Board does have the option to develop a schedule of fines, subject to state law, for non-compliance. However, the Board is hopeful that we never, ever see the need to do so.

Amending the Declaration of Protective Covenants, a new Committee

It was suggested that our Declaration may be in need of some amending, especially the Covenants' portion, now that the Developer has left and laws have changed. It was also noted that other Articles could use some amending, such as reducing our quorum for elections from 60% to 30%, the state average. An amendment to the Covenants requires a $\frac{3}{4}$ approval of the membership. There was also acknowledgment that the document in general is not entirely suited to our community and doesn't provide for more updated methods of communicating and voting.

Tom Prien of 9508 Everette Drive, a newcomer to the neighborhood, has offered to participate in a review of the Declaration to recommend changes. Anyone else who would like to serve on such a committee, please let Crawford know. If any owner has issues, now is your chance.

ADJOURNMENT

The meeting was adjourned at 8:45pm.