

**Everette Estates Homeowners' Association
2017 Annual Meeting
Snow Branch Library, Conference Room #1
Spotsylvania, VA 22553**

**September 20, 2017; 7:00pm to 8:00pm
Meeting Notes**

ATTENDANCE

Board of Directors:

Crawford Jencks, President; Christal Webber, Treasurer; Claudette Bachini, Secretary

HOA Members Present:

Tammy Berfield, Charlie Bachini, Larry Mark, Joanne Duncan, Katherine Grantz, Wendy and David Young, Carl Janney, Steve and Laura Brady, Helen Jencks.

With several homeowners designating proxies, we reached our quorum for conducting the Annual Meeting. Thanks to all who attended and to those who arranged for their proxy representation. As always, thank you to Helen Jencks for assisting the Secretary in preparing for the Annual Meeting.

WELCOME AND CALL TO ORDER

President Crawford Jencks officially opened the Annual Meeting. He welcomed the membership and introduced newcomer Joanne Duncan of 9519 Everette Drive.

HOA STATE OF AFFAIRS

President's Overview

Crawford asked the membership to refer to an email attachment sent out earlier in the week entitled **2017 Annual Report, Actions and Accomplishments, Board of Directors**. For the meeting, Crawford highlighted the first eight items with a few updates.

Roads: The one-year warranty of our roads is over, and VDOT now has full responsibility for their maintenance and operation. All future road issues should be reported to VDOT at 800-367-7623 or vigniadot.org. Crawford reported at the meeting that the original contractor would be repairing the pothole in the cul-de-sac on Everette Drive. (Note: As of this writing, the pothole has been repaired.)

Stormwater Management Facilities: These were cleaned-up by the county and its contractor and certified on February 15, 2017. We now own them and are responsible for their maintenance. They will need to be re-certified every three years.

Entrance Fences: These have been repaired and painted by an outside contractor for \$1500.00.

Capital Reserve Study: The study was conducted in May, and the results were presented at the June Board of Directors Meeting. Please see the 2017 Annual Report for more details.

Neighborhood Appearance: Crawford noted the improved look of the neighborhood and referenced the document "PROPERTY OWNER REQUIREMENTS, Rules, Protective Covenants and The Law" created by the Board. He thanked all the homeowners for their cooperation.

Tax-Exempt Status: Crawford reassured the membership that our HOA's revenue (annual assessments) is tax-exempt.

Peek's Nursery: In addition to our three-year contract and an amendment for the twice yearly cleanup of the SMFs, Crawford sought a price from Peek's for placing rip rap in the eroded areas leading to the SMFs. Our neighbor Luck Stone is willing to provide the stone for free, with a small charge added for delivery. Peek's came back with a reasonable price and work is due to commence soon.

Water Main Break: There was a water main break on Everette Drive on Sunday, August 27, 2017. Charlie Bachini coordinated the County's response and kept neighbors informed throughout the day. There was a suggestion that we update the **Telephone Tree** which we had created five years ago. The Tree enables us to quickly communicate with our neighbors in an emergency.

For Your Information: News on Smoke/Carbon Monoxide Detectors. Charlie Bachini took a moment to share information about smoke/carbon monoxide detectors in his home which have stopped functioning. Having learned that there is a recall on his detectors, he is in communication with the manufacturer. For any of you with homes built here in 2008 – 2011, you may be eligible for replacement detectors. Will advise when more information is available.

In concluding the President's Overview, Crawford thanked both Christal Webber and Claudette Bachini for serving as HOA Treasurer and Secretary respectively. Crawford made special note of Claudette's effort in service to the neighborhood over the past 3 plus years. Claudette in turn thanked Crawford and commended him for all the work he has done over the past few years to get the HOA up and running. She also thanked the new candidates for office, Wendy Young and Kathy Grantz, for volunteering to serve the community.

Treasurer's Financial Summary

Crawford presented a report of the Treasury as of September 14, 2017. The following was noted:

Assessments: 14,400.00
2016 Carryover: 10,483.00
Total Revenue: 24,883.00

Total Expenses: 17,653.00

Account Balance: 7,230.00
Capital Reserve: 10,007.21

ARC Report

ARC Chair Nat McCague was unable to attend the meeting, but he submitted a report which was read by the Secretary. Since the last Board meeting in June, one application for a backyard fence was reviewed and approved by the ARC. Finally, the ARC will be conducting its annual community-wide review of homes for Covenant compliance this October.

Social Committee Report

Both Tammy Berfield and Laura Brady were in attendance. They reported on the success of the second ANNUAL PICNIC which was held in Steve and Laura Brady's yard. Once again, the food contributions were of an interesting variety and quite delicious! Several folks remarked on the wonderful opportunity it was to come together as a community and, for many, to meet new neighbors. It was also an opportunity to meet members of the Bernard family from our inner circle—the residence surrounded by

our subdivision. Thank you, Tammy, and thanks, Laura and Steve for offering your yard. It was a lovely evening.

Laura and Steve are offering their home again to host a neighborhood **Halloween Party** on Saturday, October 28th. Details will be sent out soon.

Preliminary 2018 Budget Comments

At the June Board of Directors Meeting, Crawford asked for volunteers to serve on a Budget Committee which will meet this fall. Paul Murph had agreed to join. Crawford's goal is to assemble a group which will represent the widely differing opinions of those in the community on just how much funding is needed for our expenses next year, and beyond. Other volunteers are Tammy Berfield, and new Board members, Wendy Young and Kathy Grantz. Crawford will chair the Committee and may ask one or two more to participate.

Election of Board of Directors/HOA Officers

Crawford presented a brief description of the roles and responsibilities of the Association Officers and Board of Directors, as provided for in our Bylaws.

There was a discussion on the possibility in the future of creating a **Vice-President** position. The role of this officer would be, in part, to learn the President's job and be ready to assume that position when Crawford decides to step down (Crawford added: or is impeached or voted out).

Charlie Bachini was asked to facilitate the election. With no contested races, the membership unanimously elected, with a show of hands, the following:

President: Crawford Jencks, 9414 Everette Court

Treasurer: Katherine Grantz, 9421 Everette Court

Secretary: Wendy Young, 9417 Everette Court

Congratulations and thank you!

Past, Present and Future Issues

Crawford mentioned the following items:

1. Provide an appeals process for homeowners. Any member with a complaint may appeal to the Common Interest Community Board (CICB). However, the CICB requires that disputes with the HOA or the ARC must first be addressed at the Association level with the Board of Directors.
2. Check with the ARC on current Committee members, new appointments and alternates.
3. Prepare the preliminary Budget with the new Budget Committee. Be ready to send it out to the membership in ample time before the November Board of Directors Meeting.
4. Continue to meet with the Maintenance Committee on remaining issues.
5. Address any issues with homeowners which might arise from the annual neighborhood review of Covenant compliance by the ARC. The review will take place in October.
6. Complete the installation of the No Trespassing signs.
7. Update a new Telephone Tree.

The meeting was adjourned at 8:00pm.

Submitted by: Claudette Bachini, Secretary