

EVERETTE ESTATES HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS (ZOOM VIRTUAL) MEETING
Thursday, February 25, 2021
7:00pm to 8:35pm

PRESIDENT'S NOTES OF BOARD MEETING

Those participating: Crawford Jencks, President; Joanne Duncan, Treasurer, and Bill Duncan; Nat McCague, ARC Chair; Brian Zdziebloski, ARC member; Jim Burnopp; Claudette and Charlie Bachini; and Steve Brady.

DISCUSSION

The issues identified in the email announcement of the meeting (and as noted below) were discussed by all participating. If formal action was needed, Joanne and I, i.e. the 2 Board members, would weigh-in on a final decision.

Dues Collection

Joanne's Treasurer's Report had been provided via email before the meeting. That report showed 5 members as unpaid, but at the time of the meeting, payment had been received from one of the unpaid. An updated Treasurer's Report is attached. The update will also show an adjustment to the Stormwater cleanups because of unfinished work that will be done this year.

I also noted that Joanne and I would need to deal with the trustee of the estate for 9409 Everett Court. The owner, Debra Bracey died on December 31.

Rustic trails

A trail map has been posted on everetteestates.com. The trails connect the 2 cul-de-sacs and run along the Ni River. The Ni River location can get quite soggy, especially, now; high boots are recommended. Although Charlie Bachini and Nat McCague try to provide some maintenance, all who like the trails should find every opportunity to help keep them clear.

As noted in previous emails, Charlie had arranged for some woodchips from a contractor doing work on the new power lines along Everett Drive. Charlie and I spread some of the chips, but not all. Charlie is still looking for help. Please contact Charlie.

Taxes and state registrations, legal fee, and insurance

These are all administrative requirements being taken care of by the Board.

Board and ARC members

Brian Zdziebloski had stepped down as a Board member/secretary because of constraints on his time, but had volunteered to fill a vacancy on the ARC. That arrangement was formalized.

The Board is still shy one Board member/secretary in violation of our Bylaws. For the time being, I'm doing some of the secretarial duties, and Joanne and I do constitute a quorum for Board meetings.
HOWEVER, HELP WOULD BE GREATLY APPRECIATED.

Fence repair and staining

This activity was deferred last year to this spring. Brian is still willing to spearhead the activity with volunteer help rather than hiring a contractor. Volunteer help is especially needed for the repair work—removing and replacing damaged boards. Tentative dates for the repair and staining are April 24 and May 22 respectively. Please volunteer.

I made note that I intended to pay for material needed to replace boards from the Capital Reserve Fund. Although the reserve is based on total replacement costs, it is unlikely anyone would wait for a total replacement. Periodic replacement of portions would seem to be a legitimate use of the funds.

Steve Brady also suggested staining the fence around the stormwater basin next to the cul-de-sac on Everette Court. Given the location and its visibility, this seemed to be a reasonable request and will be included along with the staining of the entrance fence.

Some repairs are needed for the fence around the other basin on Everette Court. I will discuss this with our landscaping contractor before proceeding--unless there is some minor volunteer effort that can remedy the problem after a closer inspection once things dry out. And, the gate on the fence near the cul-de-sac basin still needs to be fixed or replaced. I will look into that.

Future of HOA (Budget and HOA Management)

As noted at the last Board meeting, the two biggest routine expenses affecting the budget are the mowing of our common land (including 2 cleanups of our stormwater basins) and the annual contribution to the Capital Reserve Account. Our 2-year mowing contract ends in 2021; we will need a new contract for 2022 (and maybe beyond). The Capital Reserve Study must, by law, be updated in 2022 as well. CY 2021 would be the ideal time to make adjustments in our future mowing contract and the extent of our assets, mainly how much entrance fence. These issues were discussed, but without much enthusiasm for looking into or making any changes. I will be talking with our current mowing contractor about the possibilities for next year. Based on these discussions, we may want to revisit the mowing issue. I had planned on a survey of owners, but for now will not pursue.

As for the (self-) management of the HOA, there is a problem. Although issues are not complex, somebody has to do it. There was a learning curve after taking over from the developer. It took some study, but the Board figured it out over time. However, without more interest from owners in becoming familiar with the operation and management, there will be no continuity of the lessons learned and no institutional memory if Joanne and I were no longer able to serve (for whatever reasons). I think it could easily be done with current owners, but without the interest, the other option is to hire a professional manager (PM) to perform the HOA staff functions—an additional cost above current expenses.

Presently, board members also serve as staff. We would still need a board, but the dual assignment of being an HOA officer would be taken over by the PM. If a professional manager is hired, they could perform the duties, depending on the arrangement, of the HOA manager, treasurer, secretary, and even the ARC. A board would still have the overall authority of the HOA, but the heavy lifting would be done by the PM. The board would provide guidance and give approvals/disapprovals on recommendations from the manager. One would think, hope,

that owners would be more willing to be a board member under this arrangement--there would be no heavy lifting. As noted at previous meetings, I have a proposal submitted a few years back from a PM. Although the submitter says it is still good, including the price, I intend to review the proposal, particularly, the listed tasks to see if they are all applicable and also if there are missing items. I will share with the neighborhood and then ask for a price.

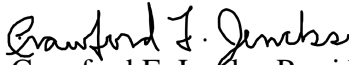
Additional Items

ARC: Nat McCague reported no significant ARC activity since the last Board meeting. His report is attached.

Website review and assistance: Bill Duncan volunteered to help with this activity, and I will provide Bill with access to our GoDaddy platform.

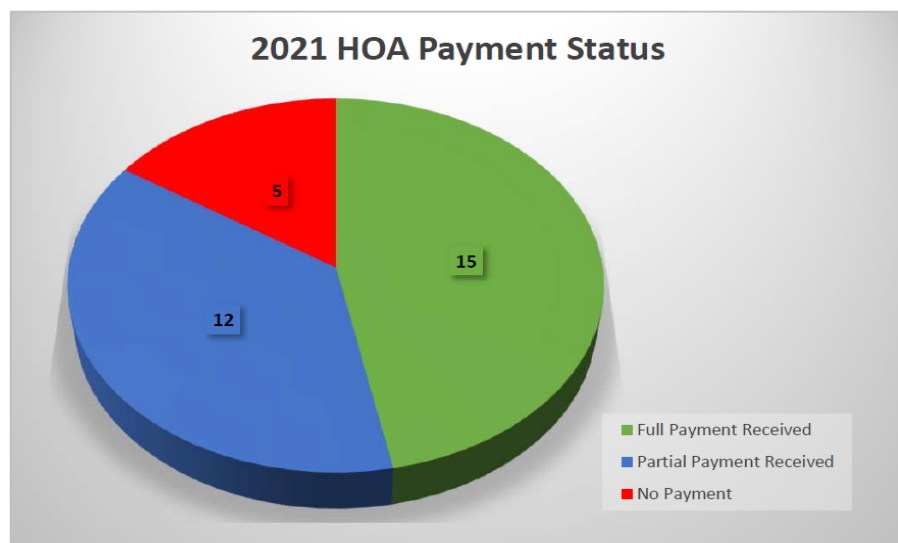
Damaged pavement in Everett Drive cul-de-sac: This needs to be reported to VDOT; will do.

Submitted by:


Crawford F. Jencks, President

Everette Estates Treasurer's Report			
25 February 2021			
TOTAL REVENUE		\$	22,724.52
2021 Assessment (Payment 1)			\$12,600.00
2021 Assessment (Payment 2)			\$0.00
2020 Balance			\$10,124.52
	BUDGET	EXPENSES	TOTALS
<u>Maintenance</u>			
Lawn Maintenance	\$ 7,800.00		
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		
State Registrations	\$ 50.00		
Accounting Fees	\$ -		
Legal Fees	\$ 1,200.00		
Office Adm.	\$ 250.00	\$ 180.22	
Capital Reserve Contribution	\$ 4,081.00		
TOTAL BUDGET AND EXPENSES	\$ 22,031.00		\$ 1,080.22
BALANCE			\$ 21,644.30

Capital Reserve Account			
2020 Balance		\$	20,673.26
Interest Earned	Jan - Feb 2020	\$	1.17
2021 Total		\$	20,674.43



The Everett Estates ARC report for February 25, 2021



- 1) There have not been any ARC applications since our last report.
- 2) The ARC will be conducting an HOA wide covenants review in the April timeframe, and a day and time will be determined in the weeks ahead.

The Architectural Review Committee members are Nat McCague, Pete Rossi and Brian Zdziebloski. The committee email is: everettearc@gmail.com

We 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.