

## **Everette Estates Homeowner's Association Board Meeting**

Snow Branch Library, Room 1

Thursday, Sept 20, 2018

### Attendance

#### **Board of Directors (BOD):**

Crawford Jencks, President; Kathy Grantz, Treasurer; Wendy Young, Secretary

#### **Architectural Review Committee (ARC):**

Brian Zdziebloski, Nat McCague

**HOA Members:** Helen Jencks, Gary Grantz, David Young, Claudette and Charlie Bachini, Bonnie and Joseph Grande, Tom Prien, Jason Webb, Steve Brady, Larry Mark.

**Proxies:** Crawford Jencks for Lisa Wright and King-Fred Properties (Billy Middleton), Charlie Bachini for Peter Rossi, Benjamin Webb, and Aminda Campbell.

Meeting commenced at 7:05pm

### **President – Crawford Jencks**

#### Opening Remarks:

- As a reminder, President projected the Everette Estates website and browsed through it on screen to show members in attendance the resources available such as Board Rules, Declaration of Protective Covenants, Bylaws, meeting notes, message board, and calendar.
- The ARC section of the website was also reviewed with a reminder to notify the ARC when considering changes to the exterior of properties.
- VDOT contact info is also on the website for road issues that members can use in reporting problems as needed. President can also advise members on what to do if there is concern about road issues.
- Quorum requirement was met.

#### HOA State of Affairs:

- President thanked neighbors for the state of the neighborhood--a nice place to live.
- President noted that his 2018 Annual Report was attached to his latest email to owners; the report will also be attached to the meeting notes posted on the Everette Estates website.
- Neighborhood survey: number of responses was quite good – 27 responses from 25 properties, more than 75% of neighborhood responded.
  - Seven neighbors did not respond to the survey even after several prompts.
  - Besides summary results, specific written comments are available to view from the survey by clicking on the link per question for comments—see previous email sending survey results to neighborhood.
  - Members seem satisfied with neighborhood and like the current maintenance level, but aren't fond of paying for extras.
  - Comfort with current level of ARC enforcement, and little support for additional rules at this time.

- Some members did offer to volunteer via the survey, but 14 members chose not to answer that question. Several are willing to help out with maintenance issues, which could end up as a new committee.
- President met with VDOT this morning over failed cul-de-sac on Everette Drive, drainage problem at Brenda Way, and road problem in front of Bernard property (farm at center of the neighborhood).
  - VDOT said it could be 3-7 weeks for repairs to be done to road.
  - If requested, VDOT will clean out culverts under driveways and can possibly help with ditch lines.

#### **Treasurer's Report – Kathy Grantz**

- All 2018 dues are paid—see attached report.
- Two more mowing bills will need to be paid by the end of the year.
- We will carry over \$7,000+ to next year's budget if no emergency maintenance/repairs are made before the end of the year.
- Broken fence board near Brenda Way needs repair, will probably use emergency funds for materials and volunteer help to repair.
- No administrative fees have been spent by Board members for printing, paper, etc. Board members do not charge these items to HOA to keep dues low. Only administrative fee right now is for the website.
- Capital Reserve amount discussed in answer to a member's question.
  - Annual Capital Reserve contributions are based on the CR Study for the replacement of fences and future reconstruction of Stormwater Management Facilities.
  - Capital Reserve required to be updated every 5 years, by law.

#### **Architectural Review Committee (ARC) Report – Brian Zdziebloski, ARC Chair**

- No new ARC applications.
- Thanks to Nat McCague for his service to the community as the ARC's previous chair and his efforts to organize the operation and develop procedures.
- Members are encouraged to use website and contact ARC with a simple email. Brian will answer right away with his recommendation--if an application is needed or not.
- Member asked about solar panel policy for neighborhood.
  - Solar panels should be hidden according to covenants but Board/ARC can address that issue on case-by-case basis.
  - Brian recommended talking to solar panel company first and then bring those recommendations to ARC.

#### **Preliminary Budget – Kathy Grantz, Treasurer**

- Four year budget plan presented—see attachment to notes.
- Unused emergency maintenance funds roll over every year. This is what keeps dues low right now.
- An Increase in HOA fees for 2019 is needed to prepare for anticipated increases in 2020 expenses primarily for lawn mowing and SMF clean-ups--and dwindling carryover. Peek's current 3-year contract ends in 2019.
  - Peek's current contract is to mow all common land once a month (April thru November) with one other monthly mowing where only edges are mowed.

- If Peek's proposes for another contract period, it will likely be somewhat higher. If they don't, previously priced contractors were around 2-3 times more than Peek's.

#### **Brenda and Everett Story - Charlie Bachini**

- Everett Estates was named after Everett Ayers.
  - Charlie met one of his 3 sons, Troy Ayers, at an antique store in Orange.
  - Everett owned the property initially and did the layout with the help of John Bernard, neighbor in center of neighborhood.
  - Brenda Way was named after Everett's wife. Instead of using "Road" or "Street" it was named "Way" because Brenda always gets her way.

#### **Annual Picnic – Claudette Bachini**

- Currently there is no Social Committee; new volunteers for this committee are welcome. Claudette assists with Social Committee by emailing info out to members.
- Having a common area annual picnic is very involved to plan and nobody has volunteered to take on this project. Having it at a member's home is also involved and nobody has volunteered for this either.
- Other ideas for a neighborhood get-together were discussed such as; visiting Lake Anna Winery and dinner at local restaurant, Scafa's.
- Claudette has already sent out email to neighbors about dinner at Scafa's Sat. Oct 6.
  - Claudette will send out another email to inquire about attendance at Scafa's and will reserve the backroom if enough people plan to attend.

#### **Miscellaneous issues**

- Charlie Bachini will assist with changing out mailboxes for neighbors as needed.
  - He will only be available to assist during seasonable weather, before snow arrives.
  - Cost for plastic mailbox replacement is about \$50 from local home builder supply stores and will fit over the existing vertical support.

#### **Election of Board of Directors/HOA Officers**

- Bylaws require minimum of three people on the HOA Board and 3 officers, a president, secretary, and treasurer. As board members, they comprise the governing body, and as officers, they are the staff—a dual role.
- The importance of the HOA (we are all members) and the Board of Directors was stressed. Having neither would be disastrous-- no one to conduct HOA business.
  - The dissolution of the HOA would require getting rid of common land; no easy chore, if not impossible, or desirable.
  - If there is no Board/Staff, there is still an HOA but nobody to manage the necessary business. The neighborhood would deteriorate. If work is needed to be done, the County would step in to remedy code or regulatory violations and then bill and possibly fine all owners.
- Current President, Treasurer and Secretary will offer to serve one more year.
  - HOA would benefit if someone would follow the President to learn his duties and contacts, what to do to keep things running.

- Vote: no objections to current HOA Board serving for one more year: President, Crawford Jencks; Treasurer, Kathy Grantz; Secretary, Wendy Young were unanimously approved.

**Closing remarks – Crawford Jencks**

- Neighborhood survey was discussed briefly again. If you have further, specific interest in the survey, refer to the email Crawford sent out about the survey upon its completion. He provided a summary of the neighborhood's answers and comments.
- The ARC will survey the neighborhood regularly each fall and spring and will present findings to the Board.

Meeting closed at 8:15pm

Meeting minutes submitted by Wendy Young, HOA Secretary

**Attachments:**

Treasurer's Report

Draft 2019 Budget

2018 Annual Report (incl. as separate document)

**Treasurer's Report**

<b>Treasurer's Report of the Treasury</b>	
<b>As Of 09/17/2018</b>	
<b>REVENUE</b>	<b>\$21,572.04</b>
2018 Assessments	\$14,400.00
2017 Carryover	\$7,172.04
<b>2018 Total Expenses</b>	<b>\$13,186.87</b>
Mowing	\$5,075.00
Storm water contract 2018	\$2,340.00
Cap Study Review	
Insurance	\$1,463.00
State Registrations	\$45.00
Legal	\$831.00
Cap Res Contribution	\$3,240.00
EE Website	\$165.39
Misc : Repair gate on Stormwater fence	\$27.48
<b>Balance as of 09/17/2018</b>	<b>\$8,385.17</b>

<b>CAPITAL RESERVE ACCOUNT</b>	<b>\$13,262.86</b>
--------------------------------	--------------------

## Draft 2019 Everett Estates Budget

Everette Estates Homeowner's Association, Inc.		2018 EXPENSES		Preliminary 2019 Budget	Future Budget Projection		
		Actual	Available		2020	2021	2022
<b><u>Maintenance</u></b>							
Peeks Lawn Mowing (last contract year is 2019) (***2020 contract has to be recompeted the 6500.00 is a placeholder)	\$5,800.00	\$5,800.00	\$0.00	\$5,800.00	\$6,500.00	\$6,500.00	\$6,500.00
Misc. Repairs		\$27.48	-\$27.48				
<b><u>Stormwater Management Facilities</u></b>							
Inspection/Engineering Assessment (Payout of \$1500.00 due 2020)	\$500.00	\$0.00	\$500.00	\$1,000.00	\$1,500.00	\$500.00	\$1,000.00
Cleanup and Debris Removal	\$2,500.00	\$2,340.00	\$160.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Capitall Reserve study (engineering Assessment) (Payout of \$1200.00 due 2022)	\$225.00	\$0.00	\$225.00	\$450.00	\$675.00	\$900.00	\$1,200.00
<b><u>Administration</u></b>							
Insurance (liability,O&D, & WC)	\$1,500.00	\$1,463.00	\$37.00	\$1,500.00	\$1,500.00	\$1,600.00	\$1,600.00
State Registrations	\$45.00	\$45.00	\$0.00	\$45.00	\$45.00	\$45.00	\$45.00
Accounting Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Chadwick Legal Fees (Lawyer retainer)	\$1,200.00	\$800.00	\$400.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Office Adm. (envelopes, website, stamps, copying supplies, etc)	\$250.00	\$165.39	\$84.61	\$250.00	\$250.00	\$250.00	\$250.00
<b><u>Emergency Reserve Contingency Funds</u></b>							
(remaining balance will rollover into next years Assessments)	\$6,311.94	\$0.00	\$6,311.94	\$7,447.07	\$6,298.07	\$6,322.07	\$5,195.07
<b>Total O&amp;M Expenses</b>	<b>\$18,331.94</b>	<b>\$10,640.87</b>	<b>\$7,691.07</b>	<b>\$20,192.07</b>	<b>\$20,468.07</b>	<b>\$19,817.07</b>	<b>\$19,490.07</b>
<b><u>Capitall Reserve 2018 Contribution</u></b>							
<b>Total</b>	<b>\$3,240.00</b>	<b>\$3,240.00</b>	<b>\$0.00</b>	<b>\$3,499.00</b>	<b>\$3,779.00</b>	<b>\$4,081.00</b>	<b>\$4,432.00</b>
<b>Carry Over from pre-CY to next CY</b>	<b>\$21,571.94</b>	<b>\$13,880.87</b>	<b>\$7,691.07</b>	<b>\$23,691.07</b>	<b>\$24,247.07</b>	<b>\$23,898.07</b>	<b>\$23,922.07</b>
<b>Total Assessments</b>	<b>\$7,172.04</b>			<b>\$7,691.07</b>	<b>\$7,447.07</b>	<b>\$6,298.07</b>	<b>\$6,322.07</b>
<b>ANNUAL OWNER DUES</b>	<b>\$14,400.00</b>			<b>\$16,000.00</b>	<b>\$16,800.00</b>	<b>\$17,600.00</b>	<b>\$17,600.00</b>
	<b>\$450.00</b>			<b>\$500.00</b>	<b>\$525.00</b>	<b>\$550.00</b>	<b>\$550.00</b>