

Date: May 12, 2021

Location: 1448 Monterey Drive

Members Present: Mary Hackett, Susan McCormick, Steve Ward, Deb Kelsey, Stacy Seapy, Jan Sprinkle

Members Absent: None

Guests Present: None

Call to Order: 6:00 p.m.

Finance Secretary:

(Shared via email)

Finance Report

- Processed a lot of fourth quarter payments in response to final invoices sent in April. All homeowners have now paid dues in full except for 37 who pay monthly AND those seriously in arrears listed below. See updates to the arrears notes in RED below. Will meet with Stacy to plan for QuickBooks setup to handle next year's invoices later in May.

Homeowner accounts to watch:

Status	Name	Invoice number	Amount due	Notes
Draft	1475 MD	609	\$3,866	Mary to file court action
Partially Paid	1496 LFD	666	\$1,369	Began year owing part of last year's dues. Paid \$518 in November. No payments since. Letter sent from friend: Rodolfo passed away in March 2020 - Going to send payment history to contact
Partially Paid	257 LVD	540	\$1,036	Began year owing last year's dues + late fees. Paid \$1,000 in fall but nothing since.
Unpaid (Sent)	261 LVD	542	\$996	Deceased – estate in probate. Exchanged emails with her son who hopes to settle the account by Jan/Feb.
Partially Paid	1505 LFD	633	\$596	Paid \$400 March 22. He sent an email after the 4 th quarter invoice asking for more time to pay. I assured him there'd be no late fees if this year's dues was paid late.
Partially Paid	1454 MD	592	\$415	Deceased Feb 2021. Informed realtor handling house sale of unpaid dues

Common Area:

Common Areas Report

- The Grind completed removal of a large pine tree that fell in a storm the last week in April. They will return later in May to remove another large pine behind 1502 LFD. We have \$2,400 left in the

tree budget so will probably schedule girdling vines from trees with the remainder of the budget after we pay for the 2nd pine tree removal.

- Devin from Urban Habitat should send us a draft plan to handle erosion, trail creation, and native plant selection for the constantly wet lowlands in common areas along Lake Forest Lane at the end of May. Cost is \$1,275. The plan includes the following deliverables: Objectives, Targets, Natural Community Research, Plant List Development, Installation Methodology, Restoration Timeline, Near Term Maintenance and long-term Management.
- Met with Jon Mickiewicz from Garden Spot to get suggestions for additional plants to replace what we've lost in planted areas along Lake Forest Lane. Did not hear back yet so will check in w/ him this week.
- Need to water plants at the sign area, will coordinate with Susie to get hoses.

Treasurer:

- Nothing unusual except sometimes we have a lot less money, but this year we are doing well, even with the transfer to savings.
- A check from Neighborhood Disposal is being held until we give noticed

Secretary:

- Send email to folks inviting to come to a monthly meeting
- Will compile a document with links to all the sources for HOA Records

Architecture:

- 1452 MD
 - Deb received two estimates for roof and shared copies of the estimates with Mary, Mary will send a letter that includes the estimates
- 1505 LFD request to install garage Tarp
 - 6 nos to the driveway, but would be fine in the side yard or backyard, but not in front of the garage/front yard.
- 1464 Monterey: nonadherence to yard standards
 - Did take care of it
- Assistance for Architecture "Committee"
 - Will try to ramp up recruit for new board members

President Report:

1. Trash pickup situation continued
 - a. Mary shared all the information with Dezio's associate and Mary followed up yesterday with the associate and Mary will email tomorrow saying we're still not satisfied with service and do not intend to renew.
2. Annual Meeting Location
 - a. Mary reserved Pen Park, Shelter 1 for Jun 16th at 6pm
 - b. Need to make an agenda before May 16th
 - i. All will have to make a report
 - ii. Invited to get together to talk to the board in July?
 - iii. Talk about quickbooks online

Old Business:

1. Comcast contract survey
 1. Stacy will email out tomorrow
2. VDOT
 1. Jan is getting no response about sidewalks
 2. Steve shared that we need to say it's a liability for them to take action

New Business:

1. None

Adjourn: 7:47 p.m.

Next Meeting: Annual Meeting, Wednesday, June 16, 2021 – 6:00pm - Location: Pen Park Shelter 1