

Board members in attendance: Clay, Shawn, Emily, Alden, Jamal, and Sandie

Clay welcomed our newest volunteer, Sandie Gaylinn.

Key Notes and Action Items from the meeting:

- **Dropbox for Dues Payments**: The neighborhood Dues Dropbox for dropping off dues checks has moved and is now located at **289 Tennis Drive, Charlottesville, VA 22901**
- **Roles & Responsibilities**: The following activities and the activity owners were reviewed and agreed to by the attendees:
  - **Assigning inbound emails for follow-up**: All board members are to remain vigilant and watch for and respond to inbound emails that pertain to their specific role. **Shawn** will also be monitoring and will either assign emails to specific individuals for response or will work with **Clay** and **Sandie** to determine appropriate responses:
    - \*All outbound email responses from the 'FSPHA Board' email accounts will copy the 'board@fspha.com' address so all board members are aware of individual responses back to homeowners.
    - \*The group agreed to not respond to inbound emails from individual board members' personal email accounts, especially without also copying the 'board@fspha.com' address for cross-team transparency.
  - **Scheduling monthly Board Meetings**:
    - **Shawn** will be scheduling future meetings (see updated schedule below)
  - **Accounts Receivables/Bank Deposits/Legal**:
    - **Clay** has taken over Wave responsibilities
    - **Sandie** will assist Clay in learning the Wave functionality and assist in these activities
  - **Accounts Payable**:
    - **Alden** continues with Accounts Payable duties but will include **Arnold** as a backup
  - **Common Area**:
    - **Jamal** will continue with Common Area duties
  - **Architecture**:
    - **Emily** will continue with Architecture and Maintenance duties
- **Common Area Updates**:
  - **New Landscape Contract Renewal**: Jamal forwarded the updated Landscape renewal contract, and the board voted and approved the renewal.
  - **Easement Issues**: There are recurring issues that were discussed and the Board members discussed several possible resolutions that Jamal will be looking into (e.g., posting formal warning signs, installing posts between the homeowner's easement and the common area property lines to prevent vehicles crossing the common area, and also considering a letter to the ACAC to instruct their members that parking along the common area will result in cars being towed.)
  - **Fence Repairs** (along Rio Road): The Board members also approved the use of some of the 'Fence Fund' money for needed repairs to the fence along RIO Rd.

- **Architectural Updates:**

- **Maintenance Issues:** The board has received complaints about overgrown vines, unkempt yards, loose shingles, and garbage cans left out except on collection days. Emails have gone out to respective homeowners, and the committee members will be following up.
- **Emily** will be scheduling formal neighborhood walk-throughs with other board members, and the group will identify, review, and discuss potential issues and respective remediation plans.

- **Accounts Receivable Updates:**

- **Clay** prepared FAQs to be mailed out to homeowners
- The Dues Dropbox has moved to Clay's address: 289 Tennis Drive, Charlottesville, VA 22901

- **Accounts Payable Updates:**

- **Alden** will pull all current versions of FSPHA contracts so they can be uploaded to the Board shared document folders, so they can be accessible by any of the Board members at any time.
- **Alden** will also be sharing the Bank Account web access instructions with **Arnoldo** to provide backup access.
- **Reminder – No Dues Rate Increase for FY 2026:** Dues will remain at the previous \$90 per month rate for FY 2026, noting that we may need to reassess in response to any unforeseen events.

- **Efforts to Update the FSPHA Covenants Update:**

- **Shawn** reviewed several of the challenges and issues that he and Arnoldo faced while working to collect the ballots for the vote (see Annual Meeting notes). The Board members agreed that we will incorporate some of the recommendations we heard at the Annual Board meeting and will continue the effort. Other considerations discussed were potentially reaching out to interested homeowners to create a subcommittee and come up with another approach to changing the Covenants before the next Comcast contract renewal.

- **Future Board Meeting Schedule - *subject to change:***

- Tuesday, August 26<sup>th</sup>, 6:00 pm, Library Meeting Room
- Tuesday, September 23<sup>rd</sup>, 6:00 pm, Library Meeting Room
- Tuesday, October 28<sup>th</sup>, 6:00 pm, Library Meeting Room