

AVHA Board Meeting

Minutes

August 18, 2013

Meeting called to order at 7:37 pm

In attendance were (President) Joe McIntyre, (Vice President) Scottie Burnette, (Secretary) Dana Hayner, (Business Manager) Stacie Dayton, (Hospitality) Denae Harris, (Treasurer) Gideon Goodwyn and (maintenance) Art Ray and (Pool Director) Brian Hayner. Multiple homeowners were in attendance as well.

Continuing Business

A/C for clubhouse-Scottie presented an estimate from Russell's Heating and Cooling for \$6351.00, which is approximately \$3K cheaper than Smith & Keene. Scottie will compare the two estimates.

Pathways-Scottie received an updated estimate for the paths, as the previous one given was an overestimate. The new estimate (received by email and attached to these minutes) is for **29,000 sq. ft.** of asphalt @ **\$2.00 per sq. ft.** totals **\$58,000.00**. Joe is working on getting 2 more estimates so that there will be 3 estimates total to present at the annual meeting. These 2 companies want to come out and measure the paths in order to give an accurate estimate.

Barn- locks need to be changed and the lower level roof has a leak in it. Art will look into changing the 2 locks and finding out the extent of the damage and repairs needed to the roof.

Pool-a changing table needs to be installed in the men's bathroom in order to meet the health department requirements. The pool season is coming to an end, but Brian will get estimates on this so it can be budgeted for next year.

Website-is still not functional. Concern is expressed that we need to get a new website developer and start over with a new website. Although the website looks great, we are unable to get information updated to it in a timely manner, nor are we able to make updates ourselves. Stacie sent several emails to Diana asking her to update info for the summer, as of this meeting it have not been done. Stacie printed out 6 emails from July 15th to show that she has sent updates to her. Joe will speak to Diana (the website developer) and let her know there is the possibility of losing our business very soon if we cannot get information updated.

****Joe spoke with Diana the next day, and she apologized for the misunderstanding. She misinterpreted one of Stacie's email instructions. She told Joe that she had emailed Stacie login info at some point and that login info should be able to be used to update the website with Word documents. As of September 9, 2013, the website reflects several updates having been made.******

New Business

Treasurer's report- For July 2013. \$3,132.00 spent on bills. The balance in the checking account is \$28,672.00. Savings account \$5,466.00. Special Assessment account has \$496.00. Everything has been paid. After much discussion about where the money left over in the special assessment account should go, it is decided that we need to refer to the governing documents to find this out. We should also find out what fees we are currently paying monthly to maintain our accounts at Suntrust. Maybe we need to look around for a new bank to move association business to. Scottie inquired as to how many people have not yet paid the special assessment. At the annual meeting in October, there will be an accounting along with the new budget presented.

Meeting Announcements- There needs to be at least 7 days' notice given for the monthly Board meetings and also for the Annual meeting. Signs need to be made up for the annual meeting notice, Dana will have these made.

Pool-Winterization- AAA sent an email (attached to minutes) explaining the difference between winterization included in the contract and the separate maintenance agreement. The new winter care service contract was sent to us. \$3,040.00 or discounted to \$2,584.00 if paid in advance.

Several homeowners were in attendance, and the following questions/suggestions came up:

One resident would like to see a bulletin board outside of the clubhouse for updates to be put up; especially since the website is unavailable.

One resident states that there has been a fallen tree behind her house (6301 Bucknell Cir) for 2 years and she wants it removed since it is on common property. Joe will call James and get a price for removal.

Some questions arose about the annual meeting and positions available.

Meeting adjourned at 9:01pm

Dana Hayner

From: "Stacie Dayton, AVHA-Business Manager"
Date: Tuesday, April 16, 2013 3:39 PM
To: >; "Scottie Burnette" < >; "Gideon AVHA"
 >; "Art AVHA" < >;
Subject: FW: AAA Pool Services (Clarification of Winterization)

Hello everyone,

I contacted Jim at AAA Pool services and he sent this for your review to explain exactly the difference between Winterization and Winter Maintenance that was asked about at one of our prior meetings. They are two different things and we do have both.

Stacie

From: Jim Durkee [mailto:]
Sent: Tuesday, April 16, 2013 1:46 PM
To: 'Stacie Dayton, AVHA-Business Manager'
Subject: AAA Pool Services

Stacie:

In response to your questions about clarifying the difference between the winterization included in the management contract and the separate winter maintenance agreement:

The winterization of the pool and filtration system refers to the draining of the pump room equipment and other steps taken to protect the pool and pool equipment from freeze damage.

The winter maintenance program refers to our contract to operate the filtration system with the pool cover on, keeping the water chemically balanced and treated. The purpose of the winter maintenance contract is to prevent algae blooms and protect the pool structure and surface. This is especially important with the new fiberglass surface. If the water is not kept in chemical balance damage could occur to the fiberglass that would not be covered under warranty.

In the absence of a winter maintenance program contract, we would winterize the filtration system the day after Labor Day and leave the pool shut down and stagnant until the next management season. With a winter maintenance program in effect, the winterization is still performed, it is just delayed until sometime around Thanksgiving, or when the weather turns cold enough that freeze damage is a possibility. When the weather turns that cold we winterize the pool and filtration system for the two or three months (usually until March 1) and then start it back up and continue the winter maintenance program until the management season begins (April 15).

I know these terms are so close (winterization and winter maintenance) that they can be confusing and I hope this clears everything up!

Jim Durkee
 Vice President
 AAA Pool Services
 (P)757.499.5852/(F)757.499.3628

9/9/2013

Issues Discussed at August Board Meeting/Tasks That Were To Be Followed Up On

Pathway estimate entered from Scottie (per e-mail) 29K sq. ft of asphalt @ \$2.00 per sq ft totals \$58,000. This includes removal and installation of new asphalt. ****Concern mentioned regarding digging up roots that may cause trees to die that belong to homeowners. Does this mean the HOA would be responsible for the cost of the whole tree?* **Scottie** said he would call the company he got the estimate from and ask. ***

Joe is working on 2 more estimates for pathways. They are not available yet as the companies want to come out and walk through the neighborhood first.

Neighborhood Watch program-**Art** will have info on being reinstated available for the annual meeting.

A/C-Scottie got a 2nd estimate. \$6,351 from Russell's, and is approx. \$3K cheaper than Smith & Keene. **Scottie** will go through each estimate and compare them.

A homeowner suggests a bulletin board should be put back on the outside of the fence at club house for updates. **Dana** will price this out.

Scottie wants to know for the next meeting how many people still need to pay for the special assessment. **Stacie** will get this.

A homeowner in attendance states there has been a rotting tree in the common area behind her house on Bucknell Cir (she lives at 6301 Bucknell Cir). **Joe** states he will contact James from Seagreen for an estimate on having it removed.

Changing table was not installed. **Brian** will have estimates for this so that it can be budgeted for in the 2014 budget.

Barn locks need to be changed and lower level has a leak in the roof. **Art** will take care of these estimates.

Annual Meeting signs need to be made. **Dana** is doing this.

Website-**Joe** will follow up with Diana to find out the status.

Newsletter – **Stacie** working on this. It needs to be sent out to provide enough notice to homeowners and Proxy forms. Also, there needs to be an announcement for Board positions that are open.

Treasury-Gideon-The budget for 2014 needs to be drawn up as soon as possible for Board Member approval before the annual meeting on October 21st. We have monthly meetings scheduled for September 9th and October 14th. A homeowner requested that there be an accounting for all penalties/fees paid to the IRS.