

Abingdon Homes Village Homes

Board of Director's Minutes

May 9, 2016

Officers:

President	Heather Murray
Vice President	Donna Astern
Treasurer	Bryan Carl
Secretary	Vicki Nuvill
Pool Director	JT Fears
Maintenance Director	JT Fears
Social Director	Donna Astern
Hospitality Director	Charisse Keys
Architectural Director	Alan Murray
Manager	Community First Management Co

Board of Directors:

Heather Murray	Exp 2016
Donna Astern	Exp 2017
Bryan Carl	Exp 2018
Vicki Nuvill	Exp 2017
JT Fears	Exp 2016
Alan Murray	Exp 2017
Scott Astern	Exp 2018
Charisse Keys	Exp 2018
Tessa Dysart	Exp 2016

Meeting called to order on May 9, 2016 7:34m

Present: JT Fears, Alan Murray, Donna Astern, Scott Astern, Heather Murray, Charisse Keys, Vicki Nuvill, Bryan Carl

Absent: Tessa Dysart

Prior to this meeting the board voted and approved by email to have High Sierra purchase the apron and hose for the pool.

Prior to this meeting the board voted and approved by email to have a new survey of the clubhouse area at a cost of \$400 as required by the City of Virginia Beach..

Prior to this meeting the board voted and approved by email to have Sam's Club install the new playground equipment. The Sam's Club installation comes with a warranty. Previously, the board approved to have 1-800FIXHOMES install the equipment but the board was not pleased with their performance on another project.

Agenda:

- Approve Minutes
 - All Board Members present voted in favor of approving the April minutes.
- Treasurer's Report
 - Presented by Bryan. Reviewed monies spent for the month.
 - Received \$12,019 in dues, \$76,369 received year-to-date. \$23,000 (approx.) still outstanding.
 - Pool passes – 5 purchased last month.
 - Operating Budget \$70,966.30
 - Reserve Budget \$23,371
- President's Report
 - CFM
 - No new complaints received.

- 20 violations sent out. Did not receive the violation report from CFM on Thursday.
 - 0 - Realty Packets sent out.
 - Due Process Hearings – scheduled on 5/16 5-8pm
 - Due Process letters were sent out (69 certified letters @ \$7.00 per letter). The old letter from two years ago was given to CFM for reference. Per CFM, that letter was not state compliant. They sent out their state compliant form letter. As a result of this letter, we received some payment arrangement requests and payments. Payment requests will be discussed in an executive session at the conclusion the open board meeting.
 - No Show or board finds homeowner(s) delinquent, a 15 day demand letter is sent out via certified mail.
 - If an account is sent to collections, CFM and AVHA are out of it. We do not have any further involvement with the collection process.
 - The Due Process hearings have delayed the referral to collections by two weeks.
 - Motion on the floor to pass the cost of the certified mail fees on to the homeowner. The board members present approved.
- Vice President's Report
 - Neighborhood Walk – couple more vacant homes
 - 2 Welcome packets have been delivered.
 - Coffee with a Board Member on Sunday, April 17th – good participation, good conversation and questions. Heather did a great job answering questions.
 - Memorial Day Picnic – we have leftover supplies. We are requesting each family bring a dish or dessert.
 - Motion on the floor to approve \$75 to purchase supplies for the Memorial Day Picnic.
 - Donna suggested we pursue obtaining a Tax Exempt Status. She will research and provide information at next month's meeting.
- Social Director's Report
 - Social Events Planning Sunday May 15th @ 3pm.
- Hospitality Director's Report
 - One possible new Clubhouse rental on 6/4.
- Architectural Director's Report
 - As previously discussed, we are doing the Clubhouse repairs in phases. Phase I is complete. Phase II is almost complete – The towel dispensers are due in next week. They will be installed upon receipt.
 - Pool fence has been delivered. Installation will be complete by Monday. Concrete and light pole were broken during removal of fence. Alan will follow up with fence contractor to have fixed.
 - Survey has been received. CFM has a copy.
 - The bridge @ Bates has been replaced. Alan inspected the bridge after completion. He wasn't happy with the quality and had it redone.
- Pool Director's Report

- Electrical inspection scheduled for next week. The fence must be installed and the light bulb in the pump room needs to be replaced prior to the inspection.
- The club house must have a landline prior to the health inspection. JT will handle.
- On track to open the pool for Memorial Weekend.

- Old Business
 - Clubhouse roof – Need additional bids. Still looking for a new contractor for the roof.
 - Path Sign Installation – tabled for now
 - Bridge Update – Bridge @ Bates completed. Should be the last bridge for the year.
 - Playground Update – will be installed before Memorial Weekend.

- Homeowner Forum
 - Opened up to homeowners – some community issues shared concerns with the board. Some of the concerns were not HOA matters, but code violations which must be handled by the city or police department.

- Motion on the floor to approve the sale of the old changing table from the restroom for \$10. The board members present approved. Bryan received \$10 in cash and wrote a receipt for money.

- Executive Session – board only
 - The board discussed and approved 3 payment plans. Two requests were put aside to get more information prior to making a decision. They will be handled by the board via email prior to the due process hearings.
 - Motion on the floor to approve payment plans during the Due Process Hearings as long as the dues are paid in full no later than Sept 30th, 2016. The board members present approved.

The meeting was adjourned at 9:50pm.

Respectfully submitted,

Vicki Nuvill
Secretary
Abingdon Village Homes Association