

VHOA Board Meeting Minutes

May 20, 2021

VHOA Pool

1. Meeting Called to Order at 5:34 pm. All Board Members were present.
2. Minutes: April 2021 Accepted and Approved without corrections
3. Financials: The Treasurer presented financials for April 2021, which were approved and accepted.
4. Manager's Report: The President read the manager's report for the month of April and May 2021.
 - a. Contacted Sanabria Concrete for additional estimate on NE driveways.
 - b. Contacted plumber relative to hose bib leak at 149A SE.
 - c. Spoke with realtors relative to questions regarding 197B SE.
 - d. Emailed new owner of 115A welcome letter and autopay form.
 - e. Emailed owners relative to reminder on pool rules.
 - f. Contacted tree companies for tree quotes.
 - g. Emailed 185 NE about his request relative to WDO and loose bricks being sent to Calvert Construction and tree/shrub trimming being sent to Saddlers.
 - h. Contacted roofers for quote on attic vents at 197B SE.
 - i. Contacted roofers for quote on leak at 181B SE.
 - j. Emailed 181C SE about garbage and cardboard boxes.
 - k. Emailed 172, 178, 175, and 182 NE about driveway work reminder.
 - l. Sent ACH termination forms for 185 NE and 132A SE old owners.
 - m. Emailed 179 NE about rebar posts on side of home.
 - n. Emailed all owners relative to intrusion.
 - o. Emailed all owners relative to pool being back to pre-COVID utilization.
 - p. Contacted plumber about leak at 175 NE area.
 - q. Emailed SE owners relative to tree trimming.

5. Committee Reports:

a. NE Roof:

- i. We have received 5 bids from the 10 RFPs sent out. The committee is reviewing them and will meet next week to discuss.
- ii. Our recommendation will follow.

b. Landscaping:

- i. Nancy Titcher (NE) and Suzanne Harrell (SE) will serve on the Landscape Committee; and will report anything they see that needs attention or any request from HO's.
- ii. Lawn crew cleaned along the southern fence line behind 189 C SE and the triangle section behind 170/172 NE.
- iii. Sod was laid at 183 N
- iv. Roof cleaning and blowing – Due to health issues and the difficulty hiring more workers, the Sadler's will no longer be able to take care of the NE or SE roofs. It is advised that the Board find another company. A1A roof cleaners have been hired in the past to clean the SE roofs at a reasonable rate.

c. Pool:

- i. Fans need to be replaced- Committee Chair will research the cost to replace fans.
- ii. Fence was leaning and has been repaired.
- iii. Signs and water testing – New Requirement from the Health Department.
- iv. New Committee Chair- Mary McCormick.
- v. Clock – Need a new clock for the pool area.

- d. SE Paint: Committee has met several times. Letter to HO presented to the Board for approval - Approved

6. Interim Report:

- a. NE driveways repairs and water pipe leak-Completed
- b. Tree Removal- SE 132C, 133C and Limbs
- c. Roof Repair 181B and 197B- 181B active leak repaired by Total Quality Roof.
- d. 183 NE Grass Repair - Completed

7. Old Business:

- a. Retaining Wall at 170 NE- Manager will get an estimate.

- b. Retaining wall repair between SE and NE – Behind 183 and 184 NE- Manager will get an estimate.
 - c. SE Wood Rot Repair- Ongoing
8. New Business:
- a. Removal of gas tank and rotted logs behind 181C- Manager will send a letter to HO.
 - b. Removal motorcycle and car at 181C – Manager will send a letter to HO.
 - c. 185 NE wood rot and side walk – Manager confirmed receipt of maintenance request.
 - d. Sadler landscape cleanup ongoing.
 - e. Plumbing map – Manager will contact White’s Plumbing to see if they have a master map.
 - f. Welcome packets and new owner information, 115A, 132A and 197B
 - g. Door pointing and landscape request at 197B – Landscape Chair will contact HO about landscape request. HO will be contacted about the SE Painting.
 - h. Monthly Dues and special assessment issues-
 - i. Two SE HO are in arrears – Manager to review sending demand letter and the lien process.
 - ii. Manager will research if the VHOA can accept credit card payments.
9. Comments/Questions From Homeowners:
- i. HO and Board member request the meeting start time move to 6:00pm-
Approved.
10. Next Meeting: June 17, 2021
11. Meeting Adjourned at 7:00 pm.

Important Notice:

- SE homeowners need to start setting aside money for a painting assessment in late 2021.
- NE homeowners should also start setting aside money for a roofing assessment. We issue this notification so that when the assessed amount is finalized no one will be caught unaware.