

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
April 25, 2019

DRAFT

BOARD MEMBERS PRESENT

Scott Dominick – President
Carlton Battle – Vice-President
Kenyatta Williams – Secretary

BOARD MEMBERS ABSENT

Scott Kieffer – Treasurer
Matt Buchanan – Member-at-Large

MANAGEMENT PRESENT

Victoria Garner – Vice President, Cardinal Management Group, Inc.

HOMEOWNERS PRESENT

David Petrie – 7552 Great Swan Ct (Architectural Committee)

CALL TO ORDER/VERIFICATION OF QUORUM

Board President Scott Dominick called the meeting to order at 7:00 p.m., noting the presence of a quorum.

Approval/Modification of Agenda: No modifications made.

MEMBERS OPEN FORUM

Nothing discussed during community forum.

BOARD OF DIRECTORS REPORTS

President – Audit completed.

Vice President – None.

Treasurer – None.

Secretary – Electronic votes: The Board completed three votes via email since the last Board meeting:

2/28/2019 – Upon motion by Scott Dominick and seconded by Matt Buchanan, the Board voted by email to approve the ARC Application to replace windows at 7591 Lindberg Drive. The motion carried unanimously.

3/19/19 – Upon motion by Scott Dominick and seconded by Scott Kieffer, the Board voted by email to approve the ARC Application to add to records the installation of motion sensor lights installed 6/2016 at 3440 Turtle Dove Nook. The motion carried unanimously.

3/27/19 – Upon motion by Scott Dominick and seconded by Kenyatta Williams, the Board voted by email to approve the ARC Application to install brick pavers at 7509 Lindberg Drive. The motion carried unanimously.

COMMITTEE REPORTS

Communications – Discussed possibly going to electronic newsletters, instead of sending out mailers. We can advertise our website at the pool house’s announcement board for everyone and to give those who aren’t already subscribed to our mailing list. And homeowners that would like hard copies can still request them. We can also send newsletters via email for all of those we have email addresses for. In regards to our Facebook page, Carlton’s wife volunteered to moderate the Facebook page as an unbiased non-committee member.

Website – The Board discussed the need to ensure all minutes are updated on the website, especially 2017 minutes and 2018 annual meeting. We also need to update the Board of Directors and Committees pages.

Covenants – *The Board discussed the need for Management to send a close-out letter to residents when violations are resolved, if they previously receive a hearing letter.* Scott D. will draft a community walkthrough plan and make sure something is placed in the newsletter before the next walkthrough. We’ll look at our summer schedules (June or July) for our next community walkthrough. Victoria will also forward examples used by other communities she manages.

Architectural – Brought up the idea of creating a fillable Architectural Improvement Request Form that can be uploaded and emailed with all supporting documentation/drawings so they can be clearly typed instead of handwriting.

Clean-up – The Board is still looking for volunteers to head the Clean-up Committee; currently being included with Social Committee events.

Landscape – None.

Social – The community has a neighborhood cleanup scheduled for April 27 and garage sale on May 4. Still trying to locate the Social Committee budget breakdown used by our previous committee leader to use as a good example for this year’s annual budget.

Neighborhood Watch – None.

Pool – None.

MANAGEMENT REPORT

Financials – Management recommended the reinvestment of funds from our money market account to a CD.

Upon motion by Carlton Battle and seconded by Scott Dominick, the Board voted to approve the reinvestment of our money market account to a CD. The motion carried unanimously.

Work Orders – [didn't have anything written for this item]

Grounds – [didn't have anything written for this item]

Pool – The pool will be filled next week to get prepared for this season's Memorial weekend opening.

Tot Lots – Tot lots were recently evaluated by Management and no major concerns or maintenance needs were found. A more extensive check will be performed in early spring.

Asphalt – Management noted the last of the asphalt repairs are scheduled for May 13th and 14th for the sealcoating and striping. Vehicles will need to be moved from streets per colored sections from mailing.

UNFINISHED BUSINESS/NEW BUSINESS

Upon motion by David Petrie and seconded by Scott Dominick, the Board voted to approve the Minutes from the February 21, 2019 Board of Directors Meeting. The motion carried unanimously.

EXECUTIVE SESSION

Upon motion made by Scott Dominick and seconded by Carlton Battle, the Board voted to enter Executive Session at 8:08 p.m. to discuss ARC applications, open ARC violations, and delinquent accounts. The motion carried unanimously.

Upon motion made Scott Dominick and seconded by Carlton Battle, the Board voted to exit Executive Session at 8:23 p.m. The motion carried unanimously.

Upon motion made by Scott Dominick and seconded by Carlton Battle, the Board voted to approve all decisions made in Executive Session. The motion carried unanimously.

ARC Applications:

- 3403 Blue Mallard Landing: Replacement of window with French door – Approved.
- 7543 Lindberg Dr: Deck – Disapproved; need more information.

ADJOURNMENT

Upon motion made by Scott Dominick and seconded by Carlton Battle, the Board voted to adjourn the meeting at 8:25 p.m. The motion carried.

The next Board of Directors meeting is scheduled for Thursday, June 20th, 2019, at 7pm.

Respectfully submitted by Kenyatta Williams