

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
February 13, 2020

BOARD MEMBERS PRESENT

Heidie Rothschild – President
Matt Buchanan – Member-at-Large
Kenyatta Williams – Secretary
Jim Reese – Treasurer

BOARD MEMBERS ABSENT

Carlton Battle – Vice-President

MANAGEMENT PRESENT

Cynthia du Busc – Portfolio Manager, Cardinal Management Group, Inc.

HOMEOWNERS PRESENT

Gary Kosciusko – Covenants Committee Chair
David Petrie – Architectural Committee Chair
Celina Ketelsen – New Pool Committee Chair
Monica Bamford
Cherrie Welch – Social Committee Member

CALL TO ORDER/VERIFICATION OF QUORUM

Board President Heidie Rothschild called the meeting to order at 6:31pm., noting the presence of a quorum.

MEMBER'S OPEN FORUM

Gary expressed excitement that community newsletter was finally published. Per Heidie, the goal is to publish the newsletter three times a year.

Dave mentioned that if he's in town and services needed, he can volunteer to act as the Easter bunny for upcoming Easter event.

Monica expressed great concern with speeding in the neighborhood and double parking, especially for an unknown new neighborhood resident and would like to propose having gates from original neighborhood plans to be considered or some other option(s). Cynthia did mention an option to set up a speed tracker, but this results in very little tickets distributed. We'll continue to discuss issue.

BOARD OF DIRECTORS REPORTS

President – Began with thanking board members for stepping up and contributing to keeping community a wonderful place to reside

- Board emails will be kept to minimum; if action required, then a due date will be included with “ACTION” in subject line and emails not needing immediate response will have “INFO” in subject line, otherwise, if this method doesn’t work well, we’ll return to monthly board meetings
- Meeting minutes will be posted on website immediately following approval in order to keep community informed and up-to-date
- Cardinal Management will be hosting new website at no cost to the association, so we’ll have access to the content along with ability to send out flash emails
 - Cherrie inquired if website will have a central RSVP function for all committees instead of the different means we currently use → Cynthia will check out
- The 1st Grove at Huntley Meadows newsletter of the year was published and we’re hoping to publish one three times a year via snail mail, email and posted on website
- The Covenant Committee will now inspect monthly, instead of weekly
- ARC requests and approvals will be added to SmartWebs
- Have a new Pool Committee Chair, Celina Ketelsen and still searching for Social and Grounds Cleaning Committee Chairs
 - Dave inquired if we can possibly seek scouts needing service hours/projects to help with grounds cleaning with the assistance of at least one adult, of course
 - Monica mentioned that Good Samaritan Church offers a great, active youth group that we can possibly reach out to; we’ll just need an organizer
- 1st Social Committee event of the year will be the Wine and Beverage Social on February 22nd hosted by Cherrie and Tracy Welch on Lindberg and the 2nd event is an Easter egg hunt and egg decorating at the pool house on April 4th
- The pool furniture was picked up for refurbishing last week and will be returned in April after Easter event; the first choice, Raleigh Stripe Willow with pebble coating was available
- The 2 dog potty stations will be repainted instead of replaced due to high cost
- A community walkthrough with LandCare will be accomplished soon to address overgrown trees
- A Spring inspection walkthrough with the Covenants Committee Chair and all available board members will be arranged

Vice President – None.

Treasurer – Inquired on if more information was received in regards to requested treasurer training. Cynthia will ping both Jim and Heidie when something is scheduled.

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

2/3/2020 – Upon motion by Carlton Battle and seconded by Matt Buchanan, the Board voted by email to review and approve of the January meeting minutes and approval for new President to be able to sign needed documents from Cardinal Management. The motion carried unanimously.

COMMITTEE REPORTS

Communications/Website – None.

Covenants – Gary will now be assessing violations on a monthly basis instead of weekly. He still has outstanding violations to follow up on that are currently nearing their due dates. Lawn violations will be addressed by April 15th. The correction of the Lindberg mailbox numbers will be addressed by May.

- Celina inquired on how violations are currently being assessed especially when notices are still being received after item(s) has been fixed, so Gary explained his current process.

Social – Wine and Beverage Social is scheduled for February 22nd beginning at 6:30pm - until. Emails have been sent out with flyer, event posted to website and is now on the pool house's bulletin board. April 4th will be the Annual Easter event where the kids will dye eggs, participate in an Easter egg hunt and get an opportunity for photo opportunities with the Easter bunny.

- It was mentioned again that Dave is certainly willing to volunteer for the Easter bunny position if he's in town and someone is needed.

Neighborhood Watch – None.

Pool – The neighborhood's new Pool Chair, Celina Ketelsen, was introduced and Heide will be meeting with her to discuss those responsibilities at a later time.

MANAGEMENT REPORT

Financials – A CD is coming to maturity in May. Management recommends we address that at our next meeting in April.

Work Orders – Painting of the townhome mailboxes are still in progress. The entrance columns will be cleaned and power washed as soon as the weather warms up.

Grounds – LandCare may be coming out soon to address leaves that weren't taken care of with some of the townhomes at the end of fall.

Tot Lots – Tot lot in good shape but a more extensive check will be performed by the end of April.

Trash Removal – If issues continue with American Disposal for maybe another year, then it may be good to look at other companies.

Pool House Cleaning Proposal – One of three pool cleaning proposals were received, but still waiting on at least one other before deciding.

Website – In about a month, the new website should be up and running with at least one board member having the ability to update content and send out email blasts to the community.

UNFINISHED BUSINESS/NEW BUSINESS

None.

EXECUTIVE SESSION

Upon motion made by Heidie Rothschild and seconded by Matthew Buchanan, the Board voted to enter Executive Session at 7:10pm to discuss an outstanding ARC application, which will be approved with stipulations and application loaded to SmartWebs. The motion carried unanimously.

The Board reconvened to Open Session at 7:37pm.

ARC Application:

- 7508 Lindberg Dr: Replacement windows – Approved with stipulations.

OPEN SESSION

Community Meeting – Heidie informed members of a community meeting discussing recent homicides in the Mount Vernon area will be held on Tuesday, February 18, 2020 at 7:00pm at Mount Vernon High School.

The board will be meeting with the Cardinal Management lawyer for a two hour session on legal issues relating to management and responsibilities of HOA Board members. Heidie volunteered her house as a location for the meeting.

Upon motion made by Matthew Buchanan and seconded by Jim Reese, the Board voted to approve accounts mentioned to be sent to collections. The motion carried unanimously.

ADJOURNMENT

Upon motion made by Matthew Buchanan and seconded by Jim Reese, the Board voted to adjourn the meeting at 7:52pm. The motion carried.

The next Board of Directors meeting will be held on Thursday, April 9, 2020 at 6:30pm.

Respectfully submitted by Kenyatta Williams