**Villages of Piedmont I HOA**

**Board of Directors Meeting**

**16080 Market Ridge Blvd, Haymarket, VA**

**July 24, 2024**

**7: 00 PM Hybrid**

**Board Members Present:**

Ben Pearson, President

Amanda Murphy, Vice President

Chris Prime, Treasurer

Robert Young, Director

**Board Members not Present:**

Pat Johnson, Secretary

**Management Present:**

Barbara Smith, Community Manager

**Residents:**

2 owners registered for the meeting. See sign-in sheet.

**Call to Order:**

Mr. Pearson called the meeting to order at **7:00 p.m.**

**Announcements:**

* The National Night Out Event will be held August 6th from 6-8 pm. Matt Hewson will tell us more about that from the Social Committee.
* Annual Inspection Update- 10 Stage 3 letters sent to non-compliant households and 3 responded that work would be done soon. 34 households will be scheduling work to be done within the next 3 months.
* The playground slurs were removed from the equipment but left unsightly scratches on the equipment. The fix could not be done by the vendor due to the equipment’s age and oxidation in damage. Discussion followed in how to shade the area to prevent oxidation.
* Grounds committee volunteers still needed. We have only one volunteer currently.
* The next board meeting will be held August 28, 2024.

**Homeowner Forum:** Chuck Jarrell spoke and asked if the board could purchase some benches for 2025 for the Market Ridge areas so that elderly residents would have a place to rest after walking. Mr. Jarrell also wanted to inquire about a screened-in porch for his deck. He stated that this should be approved since his deck faces the woods and is not blocking his neighbor’s view. Renee Pearson from Covenants explained that he would need to put in an application for this and the Covenants Committee would review the application and also asked that he attend the Covenants Committee meeting to plead his case for the screened in porch. Ben Pearson added that even if the application is denied, there is a still a possibility that it can be added to future revision of the Design and Maintenance Standards for the community.

**Approval of Previous Minutes:**

Ben Pearson made a motion to approve the minutes of the meeting on 06.26.24 as well as the unanimous email approved items, Chris Prime seconded the motion, 4-0-0. Pat Johnson will abstain from the vote since she is absent.

Ben made a request to have actual emails included with the minutes for future unanimous email votes.

**Covenants Committee**

Renee Pearson, Chair, spoke on behalf of the committee. The committee approved 9 applications and 1 denied. The resolution was reviewed regarding the notices sent for violations. The resolution has been sent to Allen Warren to fix to state clearly how each stage letter should be sent that it could be one or more friendly reminder for a minor offense or skipping stages for more serious offenses as a resident could take advantage of the process if they know that they can violate for 30 days or more. The next Covenants Committee meeting will be held on 07/18/24 at 6:30 pm

**Social Committee**

The next social event will be the National Night Out on 08/06/24 from 6-8 pm. Meg Hawkins is coordinating with the Prince William County Police for the event to bring a motorcade with sirens and working with an ice cream vendor, handing out goody bags. The event is police only with no FEMA or fire fighters. Ben Pearson brought up an issue from 2019 that stated that VOPI could not assess the entire expense of an event if VOPII was also invited. Amanda suggested that events that are shared should be sent to legal for clarification and Chris stated that perhaps an agreement similar to the clubhouse rentals could be shared between the properties. Matt mentioned that movie nights were not as successful last year due children playing vs watching the movie. National night out is the first time for this event and the local Haymarket police are not celebrating the event this year. Matt Hewson also explained that the Committee is below budgeted amounts YTD. There is a $3K surplus in the budget due to the credit from Shenandoah Carriage Rides since last year’s Winter Wonderland event was cancelled.

**Grounds Committee**

Additional announcements for volunteers for the Grounds Committee will be sent as the board understands that this is a vital need for the community.

**June 2024 Financials**

Financial Reports were reviewed. Discussion included that the unbudgeted items were in the realm of what management can approve which is why they were not sent to the BOD for approval. The board requests that management create a general calendar outlining events each month so that we stay on the timeline to achieve each goal. There also needs to be a contract calendar with an action item list. The calendar needs to represent one year ahead of time.

**Ad hoc TH Parking Policy Committee Status**

Three volunteers have been received for the committee, but we are still waiting for the charter from Allen Warren. The members are Raphael Kim, William Hope and Nicholas Snyder. Ben Pearson made a motion to approve the membership, Chris seconded, all approved 4-0-0

Ben proposed that in the future we may need to adopt a ad hoc Playground renewal committee and one for the asphalt milling and paving next year since we do not have a Grounds committee.

**2025 Vendor Estimates**

1. **Storage Units for Pool Cover & Pool Furniture**

Requirements for storage units need to be determined before pricing such as annual cost comparable vs. certain times of the year, air conditioning vs. non-air-conditioned units, will the storage be used for pool items only or other social committee items? will there be a need to rotate these items if stored together. All these items must be determined before seeking pricing. Management will reach out to Haymarket Storage to determine the space used there for the pool furniture and how much space is needed for the pool cover and what items the Social Committee may store in the unit.

1. **Signs for TH Community**

Three sign vendors were contacted with each ranging from $2,524.66 to $4,293. The estimates received were for 4 posts with 4 signs. The board would like management to reach out and get estimates for 3 posts with 4 signs as only 3 entrances into the TH community. Ben Pearson stated that the signs will be a proactive measure so that residents will not feel the need to post these signs in their yard as this is against our declarations.

1. **Liability Insurance for HOA**

It was decided that there is a need to get further detail regarding structure coverage and Workman’s Comp for Sahouri Insurance. Hanover Insurance was eliminated because their estimate fell short of the level of coverage needed for the property. Once the details are received, the board will vote via email as the current policy will expire 08/16/24 and will need a new one or renew the old one by that date. Curren estimates received range from $6,272 to $18,599.

1. **TH Paving/Milling/Concrete**

Four estimates have been received so far ranging from $356,045 to $450,000. Two of the estimates include concrete repair and two do not. Concrete estimates will be received separately to be sure that all estimates include concrete aprons sidewalks, etc.

1. **Covenant Rule and Enforcement**

Allen Warren has received the questions of the board and will get back to the board soon on this matter.

1. **Management Contract Discussion and/or vote**

Amanda Murphy has reached out to two management companies asking for estimates from Cardinal and First Service. Ben Pearson asked that they reach out to Dulles Farms to find out which company they used.

1. **Tennis Court Resurfacing**

Two Estimates received from Bishops Tennis and Sport Court Maintenance. At least one more is needed and will not likely be completed until 2025 but will pursue for budgeting purposes.

**New Business:**

**Best Yard Contest**

The Covenant Committee voted via email on compiling a list of requirements for the contest which if implemented would not take place until Spring of 2025. The Committee will look further into rules, regulations, voters etc. to conduct the contest. Ben made a motion to approve the Covenant Committee to further its implementation, Amanda Murphy seconded, Robert approved, Chris disapproved, and Pat Johnson abstained as she was not present. 3-0-0

**Mailbox Inspections**

Ben Pearson would like the management to conduct a mailbox inspection of the property to be sure that each resident’s mailbox complies with the Design and Maintenance Standards.

**Tree branches encroachment**

Ben Pearson discussed a complaint that he received from a resident regarding HOA’s tree branches encroaching on his property over his deck. Management decided to remove the lower branches however upon speaking with Allen Warren it was discovered that management had gone above and beyond their duty as the branches did not pose a danger to the resident, therefore, the only duty was to tell the resident that they are welcome to remove the branches their self if it doesn’t hurt the tree in any way. The only reason for the HOA to move any part of the tree is if the tree or its branches are in imminent danger to the resident or property that it is encroaching.

**Chris Prime leaving the BOD**

Chris Prime announced that he will be resigning from the board of directors effective today. Discussion included if Robert were to move up to Treasurer? Management will send out an email to the community asking for a replacement and to thank Chris for his duties as Treasurer and as a past board president.

**EXECUTIVE SESSION**

Motion to enter Executive Session by Ben Pearson, seconded by Amanda Murphy at 8:32 pm, all approved 4-0-0.

Discussion regarding Resident Account# 108843 Expiration of letter to this resident will expire on August 3, 2024. The matter of the tree replacement will expire in November. The letter regarding the bushes will expire soon. All issues will be discussed in the next executive session in August and will reach out to Allen Warren regarding the precedence over the application.

Ben Pearson made a motion to adjourn the executive session, Chris Prime seconded the motion, Amanda Murphy approved the motion and was adjourned at 8:41 pm and returned to open session. 4-0-0

**ADJOURNMENT:**

With no further business to discuss, ***Motion:***  **Mr. Pearson moved** to adjourn the meeting at **8:41 p.m.** The motion was seconded by Amanda Murphy**. MOTION PASSED (4-0-0).**

Respectfully Submitted by:

Barbara Smith, Community Manager VOP I