**Villages of Piedmont I HOA**

**Board of Directors Meeting**

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

**May 22, 2024**

**7: 00 PM Hybrid**

**Board Members Present:**

Ben Pearson, President

Amanda Murphy, Vice President

Chris Prime, Treasurer

Pat Johnson, Secretary

**Management Present:**

Barbara Smith, Community Manager, Ed Thomas (virtually) CEO PMP

**Residents:**

3 owners registered for the meeting and 1 person from management logged into the meeting. See sign-in sheet.

**Call to Order:**

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

**Announcements:**

* Asphalt Walkway and Basketball court walkways were completed with all but final cleanup which includes power washing which the vendor has not completed but has removed the tar clumps from the property.
* VOPI and VOPII Pools will open Saturday, May 25, 2024.
* Basketball resurfacing will take place June 3rd through 7th.
* Summer Kick off party will be held on June 8th from 4pm to 7 pm
* Next Board Meeting will be held on June 26, 2024, at 7 pm
* Update on the crash at the trail head between Oakton and Noyes. The person responsible will be paying the costs via insurance with no costs to the HOA. Proposal received from HLS for the work to be done. Discussion involved transplanting older bushes into missing bushes place, but insurance may not warranty if transplanted.

**Homeowner Forum:** No homeowners spoke in person or online.

**Approval of Previous Minutes:**

Amanda Murphy made a motion to approve the minutes of the meeting on 03.27.24 as well as the unanimous email approved items, Ben Pearson seconded the motion, 4-0-0.

**Covenants Committee**

Renee Pearson, Chair, spoke on behalf of the committee. There were two meetings since March with one in April and one in May. The committee approved 13 applications. The exterior modification form was introduced and voted upon by the committee, but a unanimous vote was not reached therefore the form was not approved. The committee decided that management would inspect again within six months to determine if the projects were completed as approved or not at all. If the project has not been completed in six months, the applicants will have to re-apply for the project.

**Social Committee**

Summer Kick off party will be held on June 8th from 4 pm to 7 pm. Matt Hewson said that he is very pleased that management now has a credit card that is helpful when lining up vendors and items for their parties. The committee would also like to purchase two 10X20 tents and a large cooler to have for social committee events. The discussion included where to store these items along with discussion of where to store pool cover and furniture this Fall. We will need to receive proposals from surrounding storage facilities to determine the best price. Matt also said that they would need to organize the closets so that unnecessary items from past use can be discarded. The discussion also included that items purchased as a permanent staple of the social committee outside of events will need to be voted on by the board. The board would like the committee to send a cost comparison estimate for each item. The board can evote on any item and the decision doesn’t have to wait for the monthly meeting. The next item discussed was that previous attendance was not high, but discussion included that weather was a factor and that the social committee had only been formed for a year. VOPII events have more participants because the social committee has been in place for 3 years.

**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.

**March/April 2024 Financials**

Financial Reports were reviewed.

**Annual Inspections Update**

Barbara Smith from PMP management announced that all physical Annual Inspections have been completed. The violation letters for the townhomes will be sent out on May 23, 2024. The single-family home letters will be sent out during the second week of June. Pat Johnson stated that inspections should be conducted by a third party because of any grievance that management may experience, but Barbara Smith commented that the residents have complied nicely with hardly any complaints and willing to correct the violation. Ben Pearson commented that the Covenants Committee cannot do inspections, only management. The resale package was also mentioned as a way of persuading residents to complete maintenance or repair required on the property before selling their home.

**Private Property Signage**

Discussion included that the only signage allowed on the property is a real estate sign and a security alert sign. Many residents now have celebratory signs in their yard for graduations, etc. These can be allowed temporarily by noting them on the weekly inspections to not allow them to go past 30 days. There is a stop sign missing on the corner of Pitner and Orrington. Management will get quotes on this sign and price signs that are the same as VOPII has at each entrance to the community that each have no trespassing, no soliciting, towing enforcement, and no parking.

**Parking Survey**

The parking survey results show that the main issues are in the townhome areas. The board decided to request an ad hoc committee for volunteers to be on the townhome committee to report parking violations. Once a list of items is created, they can be handed over to the attorney to create parking rules for the community.

**New Business:**

**Volunteers for the Board of Directors**

No volunteers as of the meeting date. Pat Johnson suggested Pete LaGuardia, but Ben Pearson and Chris Prime pointed out that he was not a homeowner and cannot be eligible for being on the board of directors. Chris Prime stated that this is a former legal matter, and we must move on from the subject.

**First Citizens Bank with CD expiration**

The discussion was questioning whether to keep the CD where it is and cash out in December or roll 50% in CD and liquidate the remainder to pay for asphalt and basketball project. Approximately $32,000 is needed from reserve funds to cover summer projects. $25K is needed to put back into reserve funds to cover the underbudgeted snowstorms from January. Ed Thomas commented that there are plenty of funds to cover the reserve projects without having to liquidate the CD or transfer to a higher rate for six months as in the money market account 1066 and Savings account 1067-line items on the balance sheet. Chris Prime made a motion to roll CD into 6–12-month CD based on best rate available. Ben seconded the motion, the motion passed 4-0-0.

**Reserves Review with 2024 Projects**

Discussion for approximately $32,000 that is needed from reserve funds to cover summer projects such as the asphalt walkway and the basketball court. $25K is needed to put back into reserve funds to cover the underbudgeted snowstorms from January. The focus also is to reserve approximately $400K next year for the milling of the roads in the townhome area. Line item 1188 matures at a high rate with a current balance of $174, 820.76. Ed Thomas commented that liquid funds are available.

**Escalation for Violation letters**

Discussion was to update the procedure for violation letters via the Covenant Committee and legal once terms established. The letters must match the stage of violation in VMS to send to residents. Ben made a motion for the Covenant Committee to update the rule enforcement with letters, Chris seconded, 4-0-0.

**Social Committee member vote-Ritesh Agrawal**

Ritesh Agrawal is a resident in good standing and would like to join the Social Committee. Although there are several members of the Social Committee currently, there is no limit to members, only a minimum of 3 with also having a mixture of townhome and single-family residents. Motion to approve appointment by Pat Johson, seconded by Ben Pearson and approved 4-0-0.

**Tree Trimming**

HLS to evaluate tree branches hanging down in sidewalks in the townhome areas and trim accordingly. Weekly inspections will note any homeowners in the single-family homes to ask that they trim their branches away from sidewalks.

**EXECUTIVE SESSION**

Motion to enter Executive Session by Ben Pearson, seconded by Amanda Murphy at 8:31 pm.

Hearing began regarding Resident Account# 108843 Discussion continued between the board members and the resident that the retaining wall takes up more than 50% of the front yard which includes the paved driveway which is against the Design Standards. Decision was made that the retaining wall must be reduced in height and size and should only be one color. Fence can be constructed as is, but the builder fence must be removed from the area first. The patio is approved as built. Ben made motion to draft letter regarding decisions, Chris seconded the motion and approved 4-0-0

The matter was adjourned at 9:28 pm and returned to open session.

**ADJOURNMENT:**

With no further business to discuss, ***Motion:***  **Mr. Pearson moved** to adjourn the meeting at **9:29 p.m.** The motion was seconded by Chris Prime**. MOTION PASSED (4-0-0).**

Respectfully Submitted by:

Barbara Smith, Community Manager VOP I