

**Baynard Park Property Owners Association
Board of Directors
October 17, 2019**

1. Roll Call

Those board members attending today either in person or via teleconference were Paul Hoyte, Chris Goodman, Lex Berthelson, Dan Morgan and Michael Harmon. Representing Atlantic States Management (ASM) were Kent Eddy and Judy Mason. It was determined that a quorum was present and therefore, business could be conducted.

2. Minutes

The minutes of the September 19, 2019 board of directors meeting were presented. A motion was made to waive the reading of the minutes and accept them as written. It was seconded and unanimously approved.

3. Financials

Financials – The following was discussed with regards to financials:

- At last month's meeting the budget for 2020 was adopted.
- This budget would be presented to the membership at the annual meeting in November.
- For those owners asking for copies of the financials, the August report was on the website; the September report had just come out and would be put up shortly.
- Only the most current month that was available would be kept on the website; they were not cumulative.

4. Collections – Outstanding Dues/Liens

Kent reported that an updated copy of the collections was in the board meeting packet. If the board had further questions, they could email him or Carrie Murphy who was the closing and collections manager for ASM.

5. Gate Fees Approved for 2020

The gate fees would be implemented in 2020 and the revenues would go toward special projects, especially the roads that were estimated to cost in the \$200K range to repair; these would be done in stages. The letter regarding these fees would be going out to owners. Exemptions had been added for utility companies, including cable providers, delivery services, including food delivery, babysitters, housekeepers, etc. A motion was made to accept the document along with the fee schedule that was set forth on page two. It was seconded and unanimously approved.

6. 2020 Project Rewrite of Design Guidelines/Rules and Regulations

The current documents that pertained to rules and regulations and design guidelines were somewhat outdated and really needed to be looked at, revised and updated. They had looked at them in the past but had not completed this project in time for the January 10th deadline. This year, they did not have a deadline and they could be filed at any time. The question remained whether this should be a board project, a community project or some kind of combination. Kent said he thought there should be a small committee of community members that worked in conjunction with a board member. Once the areas of concern were identified, they should be presented to the board and then in turn, they should go to the attorney for guidance and the proper language. At the end of the discussion, a motion was made to appoint a committee of

community members to work with a board member to revise the rules and regulations as well as the design guidelines where necessary. It was seconded and unanimously approved.

7. Annual Meeting Format/Structure

The following was discussed with regards to the annual meeting:

- The Rec Association annual meeting would be held on November 21st; this was the board that oversaw all of the amenities for the two communities including Pleasant Point, the pool, the pool pavilion, the tennis courts, etc.
- At that meeting they would be electing a new board; one seat was guaranteed to a Baynard Park resident, one to a Parkside resident and the third seat would be either depending on the vote.
- According to the governing documents, the vote was weighted and Parkside got 1 1/3 vote to every one vote for Baynard Park; they had looked into changing this but it was virtually impossible.
- In the future a member from the rec board would attend Baynard Park's meeting to give an update on finances, etc.
- Kent presented the annual meeting packet for Baynard Park to be sent to owners; the board would approve this during executive session.

8. Community Concerns

Entry Fountain – Initially, quotes had been obtained to fix the one pump and since then, the filtration pump had also failed. Kent said that this additional pump, plus the electrical work would approximately be another \$1500 on top of the \$3500. In his opinion, they may want to think about doing something else with the fountain or it would likely cost about \$5K per year to maintain it as the pumps just didn't last. The board felt that they needed additional quotes before making this decision and asked Kent to obtain them. Also, Sweetwater would be asked to drain the fountain so that the algae wouldn't grow and it wouldn't look unsightly.

Fountain Re-centering/Fountain Lights Out – Kent said that to purchase the cord to re-center the fountain would be in the \$4K and then there would be additional costs for shipping and installation. To repair the lights would be in the \$2K to \$3K range. It was agreed that the centering was really an aesthetic thing and it did not seem necessary to do this. The lights were part of the overall look of the area. The board discussed this and asked that Kent also get quotes to replace them completely; Kent said this would be in the \$10K to \$15K range in his estimation. It was also agreed that the lights would be kept on.

Bubbler Schedule – Quality Lakes would be installing bubblers in the lagoons to help control algae buildup. The first four bubblers would be put in the "worst" lagoons and the rest would be installed next year.

Street Signs – Judy would do an audit of the street signs as well as the Baynard Park logo signs to see which ones needed to be freshened up, repainted, etc.

Power Washing the Gatehouse – This work would be scheduled.

Interior Gatehouse Painting – A quote would be obtained for this work.

Treadmills – A quote would be obtained for repairs and/or replacement for the one treadmill that was damaged.

Bush Hogging Lagoons – The sediment on the lagoon banks would be addressed by the landscaper cutting “down” toward the water and the lagoon company “spraying” up toward the bank. This should improve the look of the lagoon.

Dominion Gas – A meeting with Jake Baker from Dominion Gas would be held with community members who were interested in getting gas service and those who may not want it but were in the area where people did want. A vote would be taken by those in attendance at that meeting and the board would proceed from there.

Governing Documents & Filing Requirements – As had been discussed previously, the January filing deadline did not apply to the association this year; these documents could be filed at any time.

(Pulte Punch List

The following items were on the Pulte punch list:

- Roof repairs on pool pavilion, Pleasant Point, gym and gatehouse.
- Tuckpointing on brick on association building – MAJ would be looking at this and providing a quote.
- Gate maintenance.
- Lagoon sedimentation.
- Concrete sidewalks.
- The dead trees on the left side of Bainbridge Road – Kent would arrange to have an arborist look at these. Kent said that he would be meeting with Steven Geiger with ECS to get a quote on a reserve study; he estimated this would be in the \$3500 to \$5000 range.

9. Rec Update

Split Rail Fence – Pleasant Point

Screens on Bottom of Entrance Doors at the Pavilion at Pleasant Point

10. New Business

There was no new business to come before the board.

11. Next Meeting

The following was discussed with regards to upcoming meetings:

- The next meeting would be the annual meeting on November 21, 2019.
- This would be followed by an executive session to elect officers.
- The regular meeting schedule would be the third Thursday of every month some of which would be executive session meetings.
- There would be two townhall style meetings during the year.
- The website would be updated in 2020 and meeting minutes would be added to it along with the rec board financials.
- There would an agenda published that had standing items, action items and updates as well as a review of contracts; this would also be posted on the website.

12. Owner Q & A

The following items were discussed by the owners, the board and ASM:

- An owner asked about the lagoon water levels and if water could be pumped from lagoon to lagoon. Kent said that everyone should keep in mind that these were retention ponds and not actual lagoons; they were specifically in place to deal with stormwater. There was not a “gate” system but the pumps would be checked and if they were working, the water levels could be brought up.
- An owner said that when they bought their home, they were told that the lagoons “spilled” from one to another so flooding shouldn’t be an issue. Kent said yes; this was part of the drainage system and the engineer who would be doing the reserve study would look at this as well.
- An owner commented that the island at Maywood Court was very overgrown and needed to be thinned out. The board said this would be addressed.
- An owner asked if there was a plan to hire a landscape architect to look at their front entrance. The board said yes; one would be coming out, looking at the entire area, making suggestions for larger gallon-sized plants, and providing a proposal to include flowers.
- An owner said the sidewalk in front of 23 Stoney Point needed to be addressed because the water meter had not been installed in the correct place creating a trip hazard; she wondered if this should be on Pulte’s punch list. The board said that they were waiting for a quote from BJWSA to move the meter.
- An owner asked about the maintenance on the front two lagoons and why the landscaper was doing this and not the homeowner; they were required to do the weed-eating on the lagoon in their yard. The board said that these two lagoons were considered common area property and therefore maintained by the landscaper.
- An owner commented that a sprinkler head needed to be adjusted as it was watering the street. This would be followed up on.
- An owner asked what was being done in cases where tanks were not screened, service yards were not painted the same color as the home, etc. The board said that there was a process for these violations and the process was being followed including placing fines on violator’s accounts; this year the board would be taking much stronger stance on these types of violations.
- An owner asked about the irrigation on the lagoon banks. The board said these were turned off once there were homes built around the lagoon the lawns were established.
- An owner asked if the ARC followed up to make sure projects were completed properly. The board said yes.
- An owner asked if violation letters were sent to owners or tenants if there was one. The board said the letters came from ASM and they went directly to the owner; ASM had no relationship with the tenant.
- An owner commented that it seemed that an inadequate job had been done on the roads when they were resurfaced last and he wondered if this should be considered as a responsibility of Pulte. Kent said that he would follow up on this with the engineer.
- An owner commented that with regards to things like fountains, etc., things in the community should be maintained to the level they were when people first purchased their homes or even better.
- An owner asked about the new housing development that was planned in the area of Hampton Parkway and 278 that included “affordable housing;” she wondered how this would affect their home values. The board said this was unclear but owners should plan on attending town meetings, gathering signatures, etc. as the plans moved forward.

- An owner commented that about two years ago, she and another owner had spent a good deal of time updated the ARC rules and design guideline.
- An owner asked if there was a projection on gate fee revenue. The board said it was based on the model at the Crescent and that it should be significant. Kent said it became part of the budget going forward.
- An owner asked about the percentage of delinquent accounts. The board said it was about 5% to 10% but not too significant for a community of their size.

13. Executive Session

A motion was made to go into executive session to discuss confidential account information. It was seconded and unanimously approved.

14. Adjournment

As there was no further business to be brought before the Board, the meeting was adjourned.