

Reserve Master Association, Inc.
Board of Directors Regular Meeting
Wednesday, September 29,2021 at 7 pm
Virtual Meeting
Minutes

- I. Call to Order- The meeting was called to order at 7:00 pm
- II. Roll Call and Quorum Status- All members of the board were present and quorum was met
- III. Proof of Notice of Board of Directors' Meeting
 - a. Email blast on September 27th, 2021
- IV. The agenda was reviewed and revised to include review of contracts. Debbie Misiag moved that the agenda be approved as revised. Cynthia Holloway 2nd the motion and the motion passed.
- V. Approval of the minutes. Debbie Misiag moved that the minutes from July 29th, 2021 meeting be approved as revised. Wendy Hamrick 2nd the motion. The motion carried Cynthia moved and Wendy 2nd that the minutes from the August 25th 2021 be approved. The motion carried.
- VI. Office Reports
 - a. President- Linda Rayfield welcomed the residents to the meeting. She appreciates having owners in attendance and hearing from them during owners' comments. She apologized for the late notice of the meeting as our managing agent is pursuing another career path. In presence tonight is Bill Swift the President of the Company.
 - Community Partners and the Board of Directors have come to a mutual agreement to locate a different management company; one that has an office closer to our community. The Board has interviews lined up with several management companies. The Board will notify the community as soon as they make their selection.
 - During this time of transition, the Board will not be enforcing the Parking and Towing Policy.
 - York County has completed all the work on our storm drains at this time. Linda has been in contact with Walt Zarembo and will have an update at the next meeting. York county is still looking at the video footage of the dye in the storm drain and will get back to us.
 - York County has released the Land Disturbing Activity (LDA) surety for the Reserve at Williamsburg
 - b. There has been coyote sightings in the townhome area. Linda contacted the game warden for the county. There has been a coyote population here for 20 years and the higher populations is due to feeding other wildlife such as bird feeders with attract squirrels which attracts coyotes. Virginia banned the feeding of wild animals.
 - c. Vice President- No report

- d. Treasurer- Cynthia Holloway reported that the opening balance of our operating fund was \$37,681. Income was \$28,352. Expenses was \$22,596. The opening balance of the Reserve Fund was \$146,538 and the closing balance was \$150,140.
- e. Secretary- Debbie reported that a contractor log book was created and placed in the Club House for contractors to log in with the date, time and purpose of their visit. The website is under construction and hopes to have it open on October 1st for residents. Several documents are currently under review and once they are approved they will be uploaded. Debbie typed revisions to the Reserve at Williamsburg Reserve Master Association Rules and Regulations Part I: General Requirements and Property Maintenance. This will hopefully be ready to approve at the October meeting.

VII. Committee Reports

- a. Architectural Review Committee (ARC)- Wendy Hamrick reported that they received six -applications in September, of which four were from the same address that were after -the- fact applications. There is one pending outstanding violation. Their next meeting is October 4th. They are currently working on the revisions to the ARC Guidelines.
- b. Beautification and Community Improvement Committee (BCIC) Glenn Rayfield reported that the new sign for Reserve Square has been installed. Below it is sign for keeping your dog on a leash. Glenn asked if the Board would like to be the owner of the new logo for the cost of \$28.00 for future use. It was moved by Linda Rayfield and 2nd by Jerry Dagostino to purchase the Reserve Logo. There will be another community clean- up day and a planting of 100 bulbs. The dates have not been determined yet. The beautification committee will meet with the board to review the 5-year plan for the community.
- c. Social Committee- Debbie Misiag reported that the social committee met on September 16, 2021. She reported they did not make any money from a coffee/water table during the successful community yard sale. The fall fest is scheduled for November 13th and volunteer and vendor letters will be coming out in the next week. The holiday event will have a virtual Santa, a Santa visiting on a drive around the community, a tree lighting and perhaps other events yet to be determined. Please save the date of December 11th. The social committee will be looking onto Food trucks.

VIII. Old Business- None

IX. New Business-

- a. Unanimous Consent
 - i. It was moved by Gerry Dagostino and 2nd by Debbie Misiag to approve the proposal from Ginter Services for work on the Club House. Motion carried.
- b. The board reviewed contacts up for renewal.
 - i. Debbie Misiag moved and Cynthia Holloway 2nd that the Board approved the Contact for National Pest Control for the annual termite protection for \$1600.00 for the 2022-2023 year. The motion carried.

- ii. The contract for East Coast Fitness will be tabled until further information can be obtained.
 - iii. The proposal for the installation of the post and signs on the Reserve Square was reviewed. Debbie Misiag moved that the proposal be accepted and Wendy Hamrick 2nd the motion. The motion carried.
 - iv. Continental Pools-this vote was tabled in order to find out more about the cost of the winterization of the pool.
- X. Owners Comment Period- There were no owners on at this point in the meeting.
- XI. The Board moved to executive session at 8:15 pm
- XII. The Board having no further business adjourned the meeting at 9:06 pm.

President

Secretary

Date minutes are approved _____