

Reserve Masters Association, Inc.

Board of Directors Meeting

June 30, 2021

Hybrid Meeting

<https://meetings.ringcentral.com/j/1446478795>

The regular meeting of Reserve Master Association, Inc. Board of Directors was held on Wednesday, June 20, 2021 in person and via Ring Central Conference Call.

Present from the Board of Directors were: Linda Rayfield, President; Gerald Dagostino. Vice President; Cynthia Holloway, Treasurer; Deborah Misiag, Secretary and Wendy Hamrick, Member-at-Large

Present from the Community Partners representing the Management Company, was Sonja Barrett.

Call to Order:

The meeting was called to order by Linda Rayfield, President at 7:00 pm.

Establishment of Quorum

Mrs. Rayfield announced with all five (5) Board of Members of the Association present, quorum was met.

Proof of Notice of Board Meeting

Mrs. Rayfield stated a Notice of the Board of Directors Meeting was sent to each Homeowner via emailed on June 23rd and again on a June 29th as a reminder.

Approval of Agenda

It was moved by Linda Rayfield and seconded by Wendy Hamrick, that the agenda for the June 30th meeting be approved as presented. The motion was carried unanimously.

Approval of Board of Director Meeting Minutes – May 20, 2021

It was moved by Debbie Misiag and seconded by Jerry Dagostino. that the minutes from the May 20, 2021 meeting be approved as corrected. The motion was carried unanimously.

Reports of the Directors

President- Mrs. Rayfield- The Board will be getting ready to review the current rules and regulations. The Board will also review the parking policy. All homeowners will receive a decal for the rear window. Residents should not be parking on the sidewalk or on the curb, blocking the mailbox or driveways. Plans have been received from York County for our development. Repairs have started to take place on some of the storm drains and a yard drain by York County. A thank you note was sent to Walt Zaremba our supervisor. Sonja has been asked to provide

the Board with all of the annual contracts prior to renewing contracts. The pool pergola has been painted.

Treasurer- Cynthia Holloway- Opening balance was \$33,063. Total Income was \$29,384. Total expenses \$37,654. Excess Revenue over Expenses (\$8,270). The Reserve Fund ending cash balance \$139,337.00. Other items Accounts receivable- \$11,329.00 Developer Loan (\$16,748)

Managing Agent-Sonja Barrett, CPVA-If residents have questions or concerns they should be sent directly to the management company and not to the board members.

Reports of Committees

Architectural Review Committee- Wendy Hamrick, Committee Chair

The group meet on the 14th of June. There are four (4) members on the committee. Three (3)members from the singles and one(1) from the townhomes. If anyone else is interested in joining, we would welcome the additional members from the townhomes. Four ARC proposals were submitted. The chair does not vote. The chair will vote to break a tie. They will be inviting someone from York County to a future meeting. They will meet the 3rd Wed of the month.

Beautification and Community Improvement Committee- Glenn Rayfield, Committee Chair

Glenn gave the committee report. The committee met on June 9th. They have had a busy year planting around the pool, Club House and along Reserve Way. They are on the 2nd year of the 5-year plan. They also added flower pots to the front of the Club House. They helped plant seeds on Earth Day with children. The Developer left some things unfinished when they left. The Club House plantings from 10 years ago, had not been kept up. They have replaced some of the plants. They have other plans for year 3. They will have benches, shrubs, and other areas in the community. The tree that is dying on Caroline Circle will be replaced.

Social Committee – Debbie Misiag, Committee Chair-

Debbie shared information about the July 2nd BBQ. She reminded residents to read their emails and newsletters for information. Debbie thanked the community support for the recycling of plastics. As of today, we have collected 108 pounds in June. For the last two months we have collected 196 pounds. We are well on our way to meeting our goal of 500 pounds in 6 months.

Facilities Committee- Lucy Kachmarik- Committee Chair

The Facilities Committee has not met this month. They are still trying to get a handyman/contractor to make some improvements at the Clubhouse.

Old Business

Review and discussion about the Community Yard Sale. The owners may individually participate but the board will pick a date for a community yard sale. It may be late August or early September. Possible time would be 8-12. Everything should be off the drive way by evening. The Board will select a date and put signs out on Mooretown Road and signs for the streets.

New Business

1) Review of New Beginnings Invoice- Repair the side door on the left of the club house. It was moved by Gerald Dagostino and seconded by Wendy Hamrick, that the Board approve the invoice for New Beginnings for labor to fix the door and to replace a part. The motion passed if the relay switch was not under warranty. The Board will check to see if there is a warranty for the part and when that part was replaced.

2) Review and appointment of the Committee Members- Linda Rayfield moved and Cynthia Holloway seconded that Susan Thomson be added to the Facilities. Motion passed. Wendy Hamrick moved and Debbie Misiag seconded Mary Meager and Peggy Loos be added to the ARC committee. Motion passed.

3) Review of the Continental Pool Proposal- Linda Rayfield moved and Debbie Misiag seconded that the Board approve the \$456.00 for replacing the three (3) underwater pool lights. The motion passed.

Clearwater Company was called in for another proposal for the Board to review. The heater has been installed for the spa however there is a back order for the part. The hose that came with the heater is on back order. It needs it to be vented.

4) Review of the Electronic Meeting Policy- It was moved by Debbie Misiag and seconded Cynthia Holloway to approve the Electronic Meeting Policy to be used for virtual meetings. The motion passed.

5) There are two items that require Ratification of the Written Unanimous Consent.
a) the appointment of Deborah Misiag to the Board of Directors. Linda Rayfield moved and Gerald Dagostino seconded the approval of Debbie Misiag as secretary for the BOD. Motion passed.

b) Ratification of the Written Consent of the Approval of the Rules and Regulations for the Clubhouse. Gerald Dagostino moved and Debbie Misiag seconded the approval of the Club House Rules and Regulations. They were emailed and there were copies when owners picked up their key fobs.

Owner Comment Period 3 questions

The Board did not need to go into Executive Session.

Announcement of the Next Meeting- July 28th 2021

Adjournment the meeting was adjointed at 7:57.
Respectfully submitted by Secretary Debbie Misiag