

Reserve Master Association, Inc.

Board of Directors Meeting

June 23, 2020

The regular meeting of Reserve Master Association, Inc. Board of Directors was held on Tuesday, July 23, 2020, via RingCentral conference call.

Present from the Board of Directors were: Denise Ballance, President; Linda Rayfield, Vice President; Cynthia Holloway, Treasurer; Wendy Hamrick, Secretary and Wyatt Harris, Member at Large.

Present from Community Partner's, representing the Management Company, was Sonja Barrett.

CALL TO ORDER

Denise Ballance, President of the Reserve Master Association, Inc. called the Association meeting to order at 7:03 PM, Eastern Time.

The next meeting of the BOD is scheduled Tuesday, August 21 at 7PM.

ESTABLISHMENT OF QUORUM

Ms. Ballance announced with all Board Members of the Association present, quorum was met.

PROOF OF NOTICE OF BOARD MEETING

Ms. Ballance stated Notice of Board of Directors Meeting was sent to each Board Member via email on June 9, 2020.

Approval of Agenda:

Motion to accept Linda Rayfield, seconded by Cynthia Holloway. Unanimously carried.

Committee Reports:

Architectural Review Committee (ARC)

Wyatt Harris reported that the following members were on the committee – Richard Wyand, Jeff Early and Robin Payne. A draft of a new Solar Panel policy was sent to the BOD for consideration.

Wyatt Harris took the opportunity to remind everyone in attendance that BOD and Reserve committee members are elected and/or voluntary positions. The members work hard and donate their personal time. With that in mind, and respect for our neighbors, homeowners are asked to refrain from making provocative and derogatory statements to and about Board and committee members as they execute their elected or appointed duties within the community. They are guided by the CC&Rs and shared community goals.

Community Beautification and Improvement Committee (CBIC)

Glen Rayfield (Chair) reported that the committee had approved a five (5) year landscape plan after having reviewed multiple submitted proposals. The committee accepted the proposal from a local company **Delightful Gardens'** owner Don Newsome. The community has budgeted \$10,000 each year for five years. The initial community plan drawing cost \$700. Wendy Hamrick moved to pay that invoice and go forward with the plan Wyatt Harris seconded the motion.

Social Committee

Debbie Messing provided a report of the committee's financials and social events planned through the end of October. The following events were cancelled due to the Covid-19 pandemic and uncooperative weather- St. Patrick's Day party in the Clubhouse and Summer Solstice picnic on the Gazebo grounds. The following events are planned going forward: 4th of July Bike Parade (10am) and gazebo picnic. August 14 -Summer Splash (Swimming pool if open), September 12 (Clubhouse) Roaring 20's party, October 10 (clubhouse) Fall Feast. More details on the events to follow. Additional Committee members and help for individual events are needed. An email will be sent to the community to pick up interest.

Facilities Committee

No active members.

All committee chairs are asked to submit meeting minutes to the Board and HOA members regularly after they meet.

Treasurer's Report

Cynthia Holloway gave the treasurer's report for May 1-31, 2020. A copy of the report is attached.

Old Business

Owner Update forms: Home owners will be asked to complete updated information forms for Reserve vehicle decals and key fobs (new). Motion to proceed was made by Wyatt Harris and seconded by Cynthia Holloway.

Committee Memberships: Discussion tabled for now.

Tree removal proposals: Southern Blue submitted the most reasonable proposal for the removal of 10 dead trees (\$50 per tree for cut and drop in place). The trees are to be marked and taped.

Community Yard sales: This discussion is tabled for now until Spring 2021 due to Covid-19 pandemic. It was noted that our CC&R's permits an annual community-wide garage sale. Individual garage sales are prohibited under the current rules..

Pool Opening: Phase 3 of the Virginia re-opening is scheduled for July 1, 2020. The pool opening discussion was tabled until we get further along into Phase 3 and beyond. Currently our community pool will remain closed due to Virginia State health guidelines and lack of daily onsite oversight .

Clubhouse Power wash: It was recommended we get an additional quote from Pryor's Power Wash before we proceed.

Investment Policy: All Board members are to review the community Reserve Account.

Towing Service: Wendy Hamrick and Cynthia Holloway were asked to set up a Reserve policy guideline for CC&R parking infractions and towing policy.

Community Drainage problems: Discussion was tabled. Additional proposals are needed. The back pond is due to be drained this week by the developer.

Key Fob access to clubhouse and pool: \$8,000 was original budgeted. The New Beginnings company has proposed \$9700.00 to complete the process and be finished by December 2020. Linda Rayfield was asked to develop the policy guidelines for Board review.

New Business:

BOARD Members training: The Board will be given annual training and orientation by our counsel Susan Tarley, ESQ. The date is planned for Tuesday, July 14 at 5:00 PM.

Reserve Study: Studies are recommended ever 3-5 years. The last one was done three (3) years ago. The Board asked Sonja Barrett, our community manager to proceed with the study.

Member questions:

Bob_____ had a question on erosion_____.

Phil Meyers had a question on the back pond. The developer will be in the community tomorrow, July24 to begin draining the pond to make assessments.

Executive session convened: 8:22PM

Executive session ended at 9:00PM.

Adjournment: Denise Balance announced that there was no more new business and the meeting was Adjourned at 9:00PM:-motioned by Cynthia Holloway, seconded Linda Rayfield.

Sonja Barrett
Recording Secretary

Date

Denise Ballance
President

Date

These minutes are subject to approval at the next Boards of Directors Meeting.