

Reserve Master Association , Inc.
Board of Directors' Regular Meeting
Minutes
Wednesday, January 26, 2022
7:00 PM
Virtual Meeting

- I. The meeting was called to order at 7:00 pm by President Linda Rayfield
- II. Roll Call and Quorum Status- In attendance were Linda Rayfield, President; Jerry Dagastino, Vice President, Cynthia Holloway, Treasurer, Wendy Hamrick, Member at Large and Debbie Misiag, Secretary. Quorum was met.
- III. Proof of Meeting Notice of Board of Directors' Meeting was sent via email blast to owners on January 19th and 24th, 2022.
- IV. Agenda Review and Adoption- Jerry Dagastino moved and Cynthia Holloway 2nd the motion to approve the agenda. The motion carried.
- V. The minutes for the November 17, 2021 Meeting – Cynthia moved and Jerry seconded the motion to approve the minutes as submitted. Motion carried.
- VI. Introductory remarks were made by Community Manager , Jim Seal from Town Management.
- VII. Officer Reports
 - a. President Linda Rayfield- Welcomed everyone to the meeting. Linda Rayfield shared information of the BMP. She has contacted York County engineer, Travis Rhodes about the BMP. She asked about the surety bonds and if they had been released. They were released on April 13, 2021. The inspection had been signed up and the BMP passed the inspection. Mr. Rhoades came out to the pond in November and did not see any sink holes but thought the water level was low due to the lack of rain. On December 7th a sinkhole was discovered and she sent a photo to Mr. Rhodes. He was not surprised there was a sinkhole due to the sandy soil. Linda contacted our attorney to reach out to the developer. The attorney said it was time to hire an engineering firm to evaluate the BMP. Linda contacted GET who completed the previous repairs and they are not able to evaluate it since they have merged with another company making it a conflict of interest. Geotech and ECS were contacted to come out to evaluate the BMP.

York County is still assisting with two other storm drains.

We have had many complaints about speeding in the neighborhood and we have had the Sheriff's office bring out their speed -reading trailer. We may bring it out again if needed. Remember we have lots of pets, children and walkers, runners and cyclists in the neighborhood.

The Club House and Common Areas: The Club House has had some repairs this fall. There is new weather stripping and broom sweeps on the exterior doors to keep the critters out and the air and heat in.

The ceiling fan in the aerobics room is now running and you can now adjust the speed of the fan in the fitness center.

The Club House rental agreement is being revised. Some vital information was missing from the form when it was last revised.

The stop sign on the corner of Caroline Circle and Reserve Way what flew off during a high wind was replaced within 24 hours.

The water heater in the Club house was drained and that has helped with the smelly water. The tank needs to be replaced and the board is looking to replace it with a tankless system to save energy.

Six windows had old caulking removed and new caulking put in place. The accessible shower seat in the women's restroom has been reinstalled. It was not properly installed and mounted to wood behind the tile. The maximum weight on the shower benches in both restrooms should not exceed 187 pounds according to the installer.

Some owners have asked about a rental cap in our community and the board and management will be looking into this

Vice President Jerry Dagastino- No Report

Treasurer- Cynthia Holloway- Beginning balance \$41, 057.76 in the Operating Account and ending balance of \$41,248.. Total income was \$27,534. Total expenses \$21,586.00. In the Reserve Fund beginning balance of \$155,946 and ending balance of \$159,549

Secretary- Debbie Misiag- The website is complete and ready to use. The site is www.thereserveatWilliamsburg.com. . Edits to the Rules and Regulations were made and will be voted upon tonight. Revisions were made to the Directory to change the management company information, and add additional residents. The next revision will take place after Board elections in May.

Member- At Large- Wendy Hamrick gave the ARC committee Report. ARC met on January 18, 2022. They updated the ARC Change Form and worked on the ARC guidelines. There were no incoming requests made since the last meeting.

VIII. Committee Reports

- a. Beautification Committee- Glenn Rayfield- The location of two TREX benches will be moved from the BMP area to another common area location due to the

continuing difficulties around the BMP. The Beautification and Community Improvement Committee will meet in March and determine another location for two benches. The daffodils that were planted should be coming up this spring.

b. Social Committee- Debbie Misiag

The Holiday gathering held on December 12th was a huge success. 13 Children visited in person with Santa. Santa and residents participated in our first Community Tree Lighting followed by refreshments at the Clubhouse and a mini-Christmas Market. Approximately 60 people were in attendance. There were 6 letters to Santa in our red mailbox. These were mailed to the North Pole. 205 canned food items were donated to the Salvation Army in December.

Our plastic recycling is going well. We would like to remind residents that only certain types of plastic can be collected and go into the bins. See the labels on the outside of the bins for the types of plastics we are collecting. We need another 350 pounds by the end of April for two more benches.

A newsletter went out in early January with highlights of our December activities.

Warm clothing is still being collected at the Club House until January 29th.

We are going to collect Valentines for the Healthcare workers at Sentra Medical Center. Information will be coming out shortly.

c. Facilities Committee- Our handy man made several improvements to the Club House in the last month. These were shared by Linda in her report.

IX. Old Business- None

X. New Business

- a. The Rules and Regulations have been revised and were sent out to the community to review prior to this meeting. Jerry moved and Debbie seconded that the Rules and Regulations be approved as revised. The motion carried.
- b. The ARC Guidelines were revised. They were sent out two days before the meeting. The board tabled a vote on the Rules and Regulations and asked to meet with the ARC committee to ask some questions before approving the ARC Guidelines.
- c. Unanimous Consent- On Nov 2,2021, the Board voted by unanimous consent to approve the COX 3 -year agreement ended on November 22, 2021. The contract renewal to update the security cameras would not be compliant after December 31, 2021. The rate will be the same.
- d. The Proposal for the new hot water heater was shared. Debbie Misiag moved and Cynthia Holloway 2nd that we approve the contract for Plumb Perfection. To replace the water heater with a tankless water heater. The motion carried.
- e. Linda Rayfield informed the residents that BOD elections will be held in May. The Board has two officers leaving the board in May. Interest forms will come out for

those interested in running for the board. Committees will also have vacancies. The charters are on the website. There are also interest forms for committees on the website.

- XI. Owners Comment Period
 - a. Three owners were on and asked questions.
- XII. The board adjourned to executive session at 8:21.
- XIII. The board returned from executive session at 8:56
Having no further business, the meeting was adjourned at 8:57 pm.