

Reserve Master Association, Inc.**Board of Directors Meeting****October 15, 2020**

A regular meeting of Reserve Master Association, Inc. Board of Directors was held on Tuesday, October 15, 2020 via RingCentral, Phone 1 (469)-445-0100. Meeting ID code: 148 375 8274.

Present from the Board of Directors were: Linda Rayfield, Vice President; Wendy Hamrick, Secretary; and Cynthia Holloway, Treasurer.

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

CALL TO ORDER, Linda Rayfield, Vice President of the Reserve Master Association, Inc. called the Association meeting to order at 7:01PM, Eastern time.

ESTABLISHMENT OF QUORUM

Ms. Rayfield announced with 3 Board Members of the Association present, quorum was met.

PROOF OF NOTICE OF BOARD MEETING

Ms. Rayfield stated a Notice of Board of Directors Meeting was emailed to each resident on October 8, and again October 15, 2020.

APPROVAL OF AGENDA

The agenda was amended to include Dominion Maintenance and Repair (handyman) contract for \$220.00 under new business. Wendy Hamrick moved to approve the amended agenda. The motion was seconded by Cynthia Holloway and unanimously carried.

APPROVAL OF PREVIOUS BOARD OF DIRECTORS MEETING MINUTES

A motion was made by Cynthia Holloway to waive the reading of the September 17, 2020 Association Board of Directors Meeting Minutes and to approve as presented. The motion was seconded by Wendy Hamrick and unanimously carried.

TREASURER'S REPORT: Cynthia Holloway reviewed the Treasurer's report and said report is attached.

COMMITTEE REPORTS:

ARC: In Mr. Harris' absence Cynthia Holloway reported that six (6) applications were received this month. Some applications were returned to the resident due to a lack of specific information/details for their project. The committee is working on improving the speed of turn-around time on applications.

CBIC: Glenn Rayfield reported that the neighborhood cleanup date is this Saturday, October 17 from 9-12noon. The committee plans to fill in stormwater drains in common areas with soil and rocks lost due to erosion and to do a general clean up of loose trash and debris. Volunteers are always needed to complete project work and to cap spending by the community. Flowering annuals will be dropped off by our grounds company in the coming week. The committee will plant some of them around the

clubhouse brick signage. Phase one (1) of the five (5) year landscape plan is due to commence next month, (November) with work focusing on the pavilion grounds and clubhouse front.

SOCIAL: Debbie Misiag reported that the Social Committee met on September 23 to shore up plans for the October 10th Harvest Fest. The weather for the outside event was cloudy and drizzling. Unfortunately, the celebration time was shortened to just after 11:00am. Two vendors were present, the Halloween costume contest for dogs kicked off and we had two rounds of the cakewalk. York County First Responders were present (Fire Dept, Crime Prevention and Rescue). Neighbors also enjoyed the food truck from *Nosh Bistro* and they agreed to come back again at our invitation. The committee decided against trying to hold the Fest again on the rain date due pandemic uncertainty and potential for a repeat of the inclement weather conditions. The few who participated in the raffle will have their money returned.

FACILITIES: Linda Rayfield reported the committee attended a required training session on September 30. They received a spreadsheet to help meet the needs of clubhouse and pool oversight.

OLD BUSINESS: (Vice President's Report)

Concrete Jack (concrete contractor) repaired designated sidewalks today, October 15. These were sidewalks identified as getting first priority to fix. The BOD acknowledges that there are additional sidewalks in need of attention. The remaining repairs will be budgeted for 2021.

Retention Pond and other erosion issues: The BOD requested legal (S. Tarley, Atty) review of our proposal to contract with a geological engineering firm to oversee the retaining pond (BMP) repair by the developer. A surety bond release is attached to the BMP repair completion. It is in our best interest to make sure the developers' work is completed properly in accordance with industry standards and done in a timely fashion. With a member of the BOD, three engineers toured the area, two submitted quotes. GET Solutions was awarded the contract for approximately \$3921.00 to cover project oversight. In an initial tour of the common areas the engineers also gave the BOD some additional suggestions on community erosion issues. York county is requested to send BMP (pond) site plans to the selected engineering firm. VDOT may provide some ideas too, as the Reserve Way fronts part of the pond. We are also reminded that Robyn Goad (Colonial Soil and Water District) presented erosion solutions at the last BOD meeting.

Key Fob Installation: Work is scheduled to begin by mid-November and completed by December 13, 2020. When the install is complete the BOD in conjunction with the facilities committee hopes to reopen the clubhouse and fitness room by utilizing an online reservation system. Next year, facilities will work with Continental Pools to open the pool with a similar system and to possibly include a pool attendant to monitor activity and cleaning.

Path/Trail Tree Removal: Pending action from Southern Blue Landscape Services..

Parking/Towing: Elan apartment residents continue to use our clubhouse parking lot for overflow parking. We are awaiting Reserve Decals for our vehicles as well as no parking signs in order to enforce revised policies. The parking/towing policy was discussed and approved at previous meetings.

Reserved Study (Three year): pending

Sod Repair: Repair and or replacement of sod/turf is the responsibility of each individual homeowner.

Community Yard Sale: Discussion deferred during the pandemic period.

NEW BUSINESS:

Coupon Books: To save management costs the BOD voted to eliminate using the coupon payment booklet. If remitting monthly assessments without a coupon presents a concern to individual residents, they are asked to contact Management (Sonja Barrett) at Community Partners.

Walkway Way/Trail Signage: Signs will be installed soon. Cynthia Holloway moved to attach the new signs to existing 4x4s (\$70.00) to reduce sign clutter and save costs. Wendy Hamrick seconded the motion. It was unanimously carried.

Grassroots Proposal for Repairs: The company proposed \$1200.00 for drain erosion repairs. The CBIC will fill in erosion gaps with soil and rock to see if it works before contracting with GrassRoots.

Everything Electrical: Five (5) Street lights are out. The company hopes to exercise the existing warranty on the lights repair otherwise the quote is approx \$1000.00. A lift is necessary.

NEXT BOARD OF DIRECTORS MEETING is set for Thursday November 19, 2020 at 7:00PM Via RingCentral. Details for the meeting will be sent out via email.

OWNERS QUESTION PERIOD:

Owner Requested- posting of minutes on website. Linda Rayfield states the Social committee has most of the email addresses for neighbors. We can use this venue until we have a neighbor volunteer to maintain our WordPress website for posted activities, etc. We will begin next month (November).

Assessments: no increase in monthly assessment amount for 2021.

EXECUTIVE SESSION: At 8:02 PM a motion was made by Cynthia Holloway to move into the Executive session. Wendy Hamrick seconded. Unanimously approved.

Discussion:

Violations: fogged window

Contracts: Delightful Garden Landscape, 5 year Plan. New contracts will be written each year until completion; as long as work is satisfactory.

BOD Work session scheduled for October 20, at 4PM

END EXECUTIVE SESSION: 8:30pm

At 8:30 PM the motion was made to end the executive session and return to the regular meeting.

CONTINUATION OF REGULAR MEETING:

A resident thanked the BOD for their “good” work.

ADJOURNMENT:

Cynthia Holloway moved to adjourn the meeting at 8:31PM. The motion was seconded Wendy Hamrick and unanimously carried.

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

_____	_____	_____	_____
Recorded by Wendy Hamrick	Date	Approved by Linda Rayfield, VP	Date

