

Reserve Master Association, Inc.
Board of Directors' Regular Meeting Agenda
Wednesday, March 23, 2022 at 7:00 pm
Clubhouse

- I. Call to order at 7:00 pm.
- II. Roll Call and Quorum Status- All members of the board were present and quorum was established.
- III. Proof of Notice of the Board of Director's Meeting
An email blast was sent to the owners on March 9, 2022 and again on March 16, 2022
- IV. Agenda Review and Adoption- Debbie Misiag moved that the agenda be approved as presented. It was seconded by Jerry Dagastino. The motion carried.
- V. Approval of the Board of Director's January 26, 2022 Meeting Minutes. The minutes were approved as presented. There were no corrections or edits.
- VI. Office Reports:
 - a. President- I would like to welcome all of the owners here tonight and we look forward to hearing from you during our owner's comments and concerns after new business. The Annual Owners meeting is coming up Wednesday, May 25 th and we will have three board positions to fill so please be thinking about how you could serve your HOA.If we have enough interest, we could schedule an informational meeting about what each job entails and about how much of your time might be required. We know that things come up and as in previous years the board of directors have always been able to help fill in as needed. In case you are new to an HOA the directors/officers do not run for a particular position that is determined by the newly elected board after the election.
York County Public Works Department fixed another of the promised storm drains on the corner of Christopher Lane & Roanoke a couple of weeks ago. The crew also put sod down in the area around the storm drain in between Roanoke & Caroline Circle since the grass seed was not taking hold because of the lack of rain.
With the spring weather coming we all need to be even more mindful of our speed limit when driving in the neighborhood. Please remember we have small children pets and lots of walkers, runners and cyclist in the neighborhood.
Hopefully you have noticed we no longer have the smelly water that we have been dealing with for years in the clubhouse. The hot water heater was drained twice by a plumber and it was determined that the inside of the tank had corroded because of the same water setting in the tank from years of the clubhouse being closed and the water not circulating out of the tank. A tankless was recommended by several plumbers and the board

agreed it would be more efficient and we would not have the worry of the water not circulating properly. All of the faucets that had been replaced by the developer needed aerators so now you will not get a shower when you wash your hands.

We received notice from Cox that they are upgrading all of the Security Cameras, Ginter Services has been removing the old caulking and putting new caulking on the exterior of the clubhouse windows. We will have the roof and the Copula checked by a drone to see if any repairs are needed next weekend. A drop-down doorstop was put on the front door of the clubhouse to make it make more convenient for our owners bringing items into the clubhouse. The board hopes to have these installed on all of the doors. We do have portable door stops throughout the clubhouse if you need to prop another door open. On several occasions we have found a piece of wood being placed between the door and the door frame which caused damage to both of our key fob doors and had to be repaired. As I was driving back into the neighborhood last Wednesday, I noticed one of the doors on the backside of the pumphouse was wide open and hanging. I went home to get my key fob and Glenn to walk back up with me to see if we could secure the door. It looked like the door might have been pried open, so I called York County Police and Jim Seal our Community Manager. The police officer made a report at my request, but he was not convinced the door was pried open. Jim called our pool company to see if anyone had been out working on the pool. We have a new pool guy Jo and he called me the next day to meet him up at the pool because he also wanted to look at the door. The door that was hanging open usually remains closed and he also thought the door looked like it had been pried open and noticed a new scratch on the door. I made sure the street lamps are working in the pool area and they are so hopefully this will not happen again. Jim called his handyman service, and the door was rehung the next day.

We are well aware of the many problems caused by Grass Roots this week and we are working with them to make sure our owners do not have to deal with losing their plantings in the future.

- b. Vice- President- A power outage put the thermostats at the Clubhouse off- line and Cox updated the security cameras at the Clubhouse.
- c. Treasurer's Report- Cynthia Holloway reported the following for the months of January-February 2022: Total income \$55,632.07; Total expenses \$ 48,973.03; Net Income \$2,704.04.
- d. Secretary's Report- Debbie Misiag has been busy with creating drafts of the rental agreements for residents and creating applications for non-profits and for outside or corporate organizations and creating a nomination form for the election of Board of Directors

VII. Committee Reports

- a. Architectural Review Committee- Wendy Hamrick shared that there were 3 applications submitted since the last board meeting and three were approved. She shared the new color palette which will also be posted on the bulletin board at the clubhouse.
- b. Beautification Committee- Glenn Rayfield shared that the community Clean-Up day will be April 9th from 9-11. They will be picking up trash along Mooretown Road near our entrance and in the community. He also shared a scallop fossil found in the woods behind the BMP. He plans on putting it up in an exhibit at the clubhouse.
- c. Social Committee- Debbie Misiag reported on the Social Committee. The committee met on March 14, 2022. Present were all committee members: Peg, Loss, Dina Vizzacarro, Lucy Karmarik, and Debbie Misiag. Linda Rayfield was also in attendance.
 - 1) Valentines for Health Care Workers: The Reserve collected 40 Valentines, Verena 30, and Debbie's DAR chapter 120 and delivered them to Sentara. We received a nice thank you note.
 - 2) Plastic Update. We have completed the two additional benches and they have been ordered. We need new volunteers to continue. An email has gone out and a flyer will go out this week. Without new volunteers we will not continue the program. We have collected 1500 pounds of plastic in the past year with five Volunteers supporting the program and the wonderful support of the community.
 - 3) Earth Day. We are planning another Earth Day. We are looking into a couple of dates and will have the date in the next week.
 - 4) End of School Kids Party at the Pool will be on June 17th from 5-7 with food, beverages and activities. Kids of all ages and their family can come join the fun to celebrate the end of the school year. More information will come out in May.
 - 5) Easter Egg Hunt will be on Saturday, April 16th at 10:00 am. We do not need any plastic eggs this year, but are looking for candy donations. Candy donations can be dropped off at the home of Debbie Misiag at 119 Price Street. No later than April 13th.
- d. Facilities Committee- Lucy Kachmarik shared that much work has been at the Clubhouse in the last couple of months. This includes toe kicks, caulking of windows and weather stripping around the exterior doors. A new tankless water heater was installed. The committee will be developing an handbook for the Clubhouse on how to operate equipment etc. The committee will meet four times per year.

- e. Community Manager 's Report- Jim Seal also discussed work on the Clubhouse including the removal of snow on the steps to the Clubhouse, insecticide treatment of the crepe myrtle trees and the cleaning of the carpets in the club house. He will be sending our friendly reminders of an exterior inspection of the towns and singles in the spring. They will not enter rear years, but check what is visible on the exterior of the homes. If you have concerns about the mowing or weed removal in your yards, please email Jim. Work was done on the wallpaper in the fitness room area. The phone line on the alarm panel also had an issue that needed to be fixed. In the feature, we will go with a cellular phone system with the alarm.
- VIII. Old Business
- a. Towing and parking policy. In July 2020 a parking policy was adopted by the Board of Directors. The Board has received fewer complaints about parking and the policy implementation had been delayed during Covid. The cost of printing stickers or tags and the follow-up with towing, makes this a costly expense for the HOA. Wendy moved that the parking policy be rescinded. Cynthia seconded the motion. The motion passed. Instead the Board will put up no overnight parking signs in the Clubhouse parking lot.
- IX. New Business
- a. We will have three board member positions to fill this spring. Those interested should complete a nomination form and return it to the managing agent by April 25th to be considered for a two-year term on the board.
 - b. The Developers loan – It was moved by Debbie Misiag and seconded by Cynthia Holloway that the loan be paid off in the amount of \$16,784.32. There were four votes for yes and one obstenion.
- X. BMP proposals for evaluation- The board has contacted two firms who looked at the BMP. They are ECS who did not submit a proposal and Schnabel. The water level was a bit too high to see the sink holes. One proposal came back from Schnabel. It was moved by Debbie Misiag and seconded by Cynthia Holloway. That the board approved the proposed contract to research the BMP.
- XI. Plumb Perfection Proposal for the replacement of the toilet tank in the Women's Restroom for the repair of the tank. The proposal was less than \$1,000 which allowed Jim Seal, managing agent to order the repair without board approval.
- XII. Unanimous Consent – The Board approved the Architectural Guidelines and Application on February 22, 2022.
- XIII. Club House Rental agreements. This will be tabled until the next meeting. The board needs additional time to work on the contracts.
- XIV. Owners Comments and Question Period
- XV. The meeting adjourned at 8:57 pm and the Board moved to Executive Session at 9:10 pm.
- XVI. The Board returned form executive session at 9:30
- XVII. Meeting was adjourned at 9:30 with no further business
- Approved 25 May 2022***