

**Reserve Master Association, Inc.****Board of Directors Meeting****July 21, 2020**

A regular meeting of Reserve Master Association, Inc. Board of Directors was held on Tuesday, July 21, 2020 via RingCentral , Phone 469-445-0100. Meeting ID code: 149 910 0636.

**Present from the Board of Directors were:** Denise Ballance, President; Linda Rayfield, Vice President; Wendy Hamrick, Secretary; Cynthia Holloway, Treasurer; 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 7:06PM, Eastern time.

**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 JULY 9, 2020.

**APPROVAL OF AGENDA**

A motion was made by Linda Rayfield to approve the Agenda as presented. The motion was seconded by Cynthia Holloway and unanimously carried.

**APPROVAL OF PREVIOUS BOARD OF DIRECTORS MEETING MINUTES**

A motion was made by Linda Rayfield to waive the reading of the June 23, 2020 Association Board of Directors Meeting Minutes and approve as presented. The motion was seconded by Cynthia Holloway and unanimously carried.

**ACTION ITEMS**

Wyatt Harris, as chairman of the ARC will draft policy to cover audio/video door bells (ie Ring DoorBell) and the use of household security cameras. Most of the HOA members already have these in place. The policy should be in progress, completed prior to the August 20, 2020 Board of Directors Meeting.

**COMMITTEE REPORTS****Architectural Review Committee:**

Wyatt Harris introduced the the Solar Panel policy

**Beautification Committee:**

Glenn Rayfield, Chair reported this year's landscape plan by Delightful Gardens is to begin work in October. They will work around the Pavillion area and begin the clubhouse landscaping. The clubhouse should be completed in the Spring of 2021. Cynthia Holloway had a question about the clubhouse irrigation system. Sonja Barrett will request a map of the irrigation system from GrassRoots and report back to the committee.

#### Social Committee:

Debbie Missig, committee chair reported that the next meeting for the Social Committee is a Zoom virtual meeting scheduled for July 29, 2020 at 2PM.

The July 4th outdoor picnic and parade had a small attendance of HOA members, presumably due to the Covid-19 pandemic.

The Roaring Twenties clubhouse party was postponed due to the pandemic. The annual Fall Feast is planned for this fall, date TBD. Vendors are already signing up.

#### Facilities Committee:

- No report.

#### TREASURER'S REPORT:

Ms. Holloway provided a review of the Association financials for July 1-31, 2020. Report attached.

#### OLD BUSINESS:

A Facilities Committee is to be formed (oversee the clubhouse/pool) after community homeowners send in their applications. Further discussion was tabled until the next meeting.

Tree Removal update. The company Southern Blue agreed to cut and drop approximately ten (10) trees for \$50.00 per tree (\$500-700 max allotted). Wyatt Harris moved to accept the quote. Linda Rayfield seconded the motion.

Yard Sale: Discussion tabled

Pool Operation during Covid-19 Pandemic: After discussion, review of costs and legal counsel (attorney Susan Tarley), the BOD decided the pool will remain closed for the season due infection control concerns. Cynthia Holloway made the motion. Wyatt Harris seconded. The motion unanimously passed.

Clubhouse Fitness Center: The Management company will look into special signage, cleaning, monitoring and reserving the exercise room. The room will need to be set up to social distance during workouts with the equipment and exercising during the pandemic. A key fob system will be used in the monitoring and securing the clubhouse facilities.

Clubhouse Power washing: Price was quoted as \$1467.00 by \_\_\_\_\_. Linda Rayfield motioned to approve. Cynthia seconded the motion. Unanimously carried.

Investment Policy: is intact. Wyatt Harris recused himself from the discussion and voting due to his career in finance.

Vehicle Towing: The new policy guidelines were reviewed. Cynthia Holloway made a motion to approve the guidelines. Linda Rayfield seconded the motion. The motion was unanimously carried. Sonja Barrett will send the policy to Susan Tarley, Atty to review.

Drainage Proposal: Sonja Barrett sent out requests for drainage management/repair estimates. The return response was poor. We will await further information.

Key Fob Access to clubhouse: implementation is pending.

Reserved Study (Three year): Four 4 companies were consulted to perform the study- DBMA, Reserve Advisors, Miller Dodson and Armstrong. Sonja Barrett will set up telephone meetings for Denise Ballance with the three companies.

#### **NEW BUSINESS:**

Solar Panel Policy: The policy was accepted (minus the wind turbines piece). Linda Rayfield moved to approve. Cynthia Holloway seconded. Sonja Barrett will send the policy to Susan Tarley, Atty to review.

Susan Tarley, HOA Counsel's invoice for \$3,591 received. Linda Rayfield moved to approve payment of the invoice. Wendy Hamrick seconded the motion. The motion carried.

#### **NEXT BOARD OF DIRECTORS MEETING:**

Cynthia Holloway made a motion to move future BOD meetings to the 3rd Thursday of each month in order to accommodate the BOD schedules. Linda Rayfield seconded the motion. The motion carried unanimously. The next BOD meeting (virtual) is scheduled for August 20, 2020 at 7PM via RingCentral. Sonja will send the meeting invitation with call in details.

#### **Homeowner Questions/concerns :**

1. An HOA member voiced concerns re: Infection control and with the fitness room set up as well as carpeting and square footage limitations.
2. An HOA member reported that an Assisted Living and Memory Care facility is proposed for the empty lot/acreage on the corner of Reserve Way. A York County Board of Supervisors meeting is scheduled for this Thursday.
3. An article on Solar Panels/Energy will be written for an upcoming Reserve newsletter.

At 9:15 PM a motion was made by Wyatt Harris to move into the Executive session. Linda Rayfield seconded.

#### **EXECUTIVE SESSION:**

Accounts receivable discussion.

HOA member violations and fines.

Contracts.

Susan Tarley returned the Rules and Regulations following her review (next meeting folder).  
At 9:53 PM the motion was made to end the executive session and return to the regular meeting by Linda Rayfield and seconded by Wyatt Harris.

**ADJOURNMENT:**

Linda Rayfield moved to adjourn the meeting at 9:53PM. The motion was seconded by Wyatt Harris and unanimously carried.

Submitted by:

Approved by

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Wendy Hamrick

August 10, 2020

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Denise Ballance

Date

Recording Secretary

President

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