

The Reserve Master Association, Inc  
Board of Directors Regular Meeting  
Wednesday, October 27, 2021 at 7p.m.  
Virtual Meeting Agenda

- I. The Meeting was called to order at 7:00 p.m. by President Linda Rayfield
- II. Roll Call and Quorum was met. All five board members were present.
- III. Proof of Notice of Board of Directors' Meeting went out in an email blast to owners on October 21, 2021.
- IV. The agenda was reviewed. Debbie Misiag moved that the agenda be approved as presented. Wendy Hamrick seconded the motion. The motion carried.
- V. The minutes of the Board of Directors Meeting of September 29, 2021 were presented. Jerry Dagostino moved that the minutes be approved. Wendy Hamrick, seconded the motion. The motion carried.
- VI. Reports of Officers
  - a. President- Linda Rayfield- Linda welcomed the owners. She had announced in September and announced again tonight that we would be changing management companies and that the Board has been interviewing different management companies. She reported last month and again tonight, the work by York County on the storm drains. The Board will not be enforcing the Vehicle parking and Towing Policy during our transition to a new management company. Linda reminded owners that a new sign went up at the Gazebo naming the park as Reserve Square. The sign also has a dog leash required sign attached.
  - b. Vice President- Jerry Dagostino- Jerry shared that the heat in the work out room had changed from cool to heat. He adjusted the temperature again.
  - c. Treasurer- Cynthia Holloway- Opening balance in the operating fund was \$37,750. The ending balance was 22,720 after expenses and income. The Reserve Fund ending balance is \$153,741.
  - d. Secretary- Debbie Misiag shared that she is still working on the website and that the google drive is about completed for the Board Members files. She will be doing a training of the board members on the new website and the google drive on November 8<sup>th</sup>.
- VII. Committee Reports
  - a. ARC- Wendy Hamrick shared that they had two meeting last month. They received a total of 5 applications from the singles and the townhomes. They continue to work on the ARC Guidelines and updating wording. Peg Loos a member of the committee has been working on the wording. The ARC committee has also been working on a color palette for the community. Ryan Homes could not provide a palette, so they have obtained palettes from other communities in Williamsburg and will put together one for our community.
  - b. Beautification Committee- Glenn Rayfield was not present, so Linda made the report. There will be a day to plant bulbs in the Community on November 13<sup>th</sup> from 9-11. All owners are welcome to plant bulbs.

- c. Facilities Committee- Gliner Services has been making repairs to the Clubhouse, although piecemeal. The board set the date of Nov 23<sup>rd</sup> for work to be completed. The vendor will be notified.
  - d. Social Committee- Fall Fest has been cancelled. The first bench has arrived and will be placed when landscaping can be done in the spring.
- VIII. Old Business
- a. Review and Approval of Contacts
    - i. National Pest Control quarterly treatment- It was moved by Debbie Misiag and seconded by Wendy Hamrick that the board approved the \$1,000.00 annual contract for quarterly pest control. The motion carried.
    - ii. Continental Pool Services- Jerry Dagostino moved and Cynthia Hollaway seconded that the summer contract from Continental Pools for \$8,800.00 be approved. The motion carried
    - iii. Back River Cooling and Heating- Debbie Misiag moved and Jerry Dagostino seconded that the board approve the \$1250.00 contract effective April 2022.
    - iv. East Coast Fitness- The vote on this contract has been tabled until the next meeting. The cost is \$1,000.00 annually and includes quarterly visits for \$250.00 each. The board would like a schedule of the visits prior to approving the contract. Management will contact the vendor.
    - v. Grass Roots Lawn Service- The cost is the same this upcoming year. The snow removal contact also remains the same for \$2500.00.. No vote is necessary.
- IX. New Business
- i. Continental Pools- Winter Contract. \$800.00. No vote is needed as the cost is the same as the previous year.
  - ii. It was moved by Cynthia Hollaway and seconded by Debbie Misiag that the board approve the contract for Town Management as our new managing agent effective January 1, 2022. Motion carried.
- X. Owners Comments- There was one owner on the call during this time. One question was presented and answered regarding mowing and mulch.
- XI. The Board moved to executive session at 7:45 pm
- XII. The Board returned from executive session at 8:11 pm
- XIII. Executive Session Motions
- a. It was moved by Debbie Misiag and seconded by Cynthia Hollaway that the board adjust delinquent balances of two homeowners based on advice of counsel and management. The motion carried.
- XIV. The next meeting will be held on November 17<sup>th</sup> due to the Thanksgiving holiday.
- XV. The meeting was adjourned at 8:17 p.m.

*Minutes approved at the November 17 2021 Board of Directors Meeting*