

The Reserve Master Association, Inc
Board of Directors Regular Meeting Agenda
Wednesday, November 17, 2021 7:00 pm
Clubhouse, 100 Christopher Lane

Call to Order: The Meeting was called to order at 7:00 pm.

Roll Call and Quorum Status: In attendance were Linda Rayfield, President, Gerry Dagostino, Vice President, Cynthia Holloway, Treasurer, Debbie Misiag, Secretary and Wendy Hamrick, Member at Large
Quorum was met.

Proof of meeting notice: An email blast went to owners on November 10, 2021.

The Board reviewed the agenda and added one item to the agenda regarding the insecticide treatment by Grass Roots. It was moved by Debbie Misiag and seconded by Wendy Hamrick to add this item to the agenda. Motion passed.

Approval of the Board of Directors October 27, 2021 meeting minutes- Gerry Dagostino moved and Cynthia Holloway seconded that the minutes be approved as written. The motion passed.

Introduction of Town Management: President Linda Rayfield introduced the President of the Reserve Master Association's management company, Randy Casey Rutland.

Reports:

President- Linda Rayfield reported again that Sonja Barrett, our managing agent left Community Partners and that it was mutually agreed upon with Community Partners that we obtain a new management company that was local in Williamsburg. Interviews were held and the board approved Town Management as our management company.
Linda asked that residents using the club house not change the thermostats. She thanked the Beautification committee and volunteers that helped to pick up trash in the community.

Vice President- No report

Treasurer: Cynthia shared the financial report: The operating ending balance was \$52,829. There was \$27,805 in income and \$19,867 in expenses. The reserve fund ending balance is \$157,354.

Secretary: Debbie reported that the new website is under construction and should be ready in January to the residents.

Member -At -Large/ARC- Wendy reported that the committee is updating the 2019 ARC Guidelines and will they should be ready for the board to vote at the January 2022 meeting. The

Guidelines will include information on sheds and outbuildings, color palettes of the community and that she hopes to have an owner comment period before the board votes.

Committee Reports

Community Beautification and Improvement Committee- Glenn Rayfield what they have accomplished this calendar year. They are at the end of the 2nd year of a 5-year plan for the community. They have completed replanting around the clubhouse, named the Gazebo area, now called Reserve Square and obtain signage for the park area. They are placing two park benches on either side of the pond with plantings, landscaping on the island on Caroline Circle, explore lighting of the Gazebo, a fountain in the pond, planting of bulbs that will appear this spring and provided two large pots with plants and flowers at the Clubhouse that are changed out each season.

Social Committee- Debbie Misiag reported that the fall fest was cancelled due to lack of volunteers. She gave an update on the plastic collection for the benches. The 6-month period for collection started November 1 and the community is well under way of getting two more benches. The social committee is going to wait until spring to explore getting food trucks in the committee. The social committee and members of the Beautification Committee will be decorating the club house on November 30th for the Christmas Holiday. There will be letters to Santa with the red mail box again, a virtual and in person schedule to visit Santa, our first ever tree lighting and hot chocolate, cookies and cider at the Club house after the tree lighting. These events will take place on December 12th. Elan and Verena are also invited to attend. The social committee will be collecting canned food items again this year to donate to the needy in our community from December 1-12th. The events will be advertised in a flyer that will go out in an email.

Facilities Committee- Lucy Kackmarik shared that the committee did a walk through, made a list of priority items needing attention at the Club House. The hardest thing has been getting a handy man who is available to do the improvements and repairs needed. The Clubhouse has two rental agreements for November and December.

Old Business

- 1) **East Coast Fitness Contract** -The contract is up for renewal in February 2022. The cost is \$250.00 for each quarterly service call (March, June, September and December). The cost for the year is \$1,0000 which has been the same as the previous year. There is no need to vote since the price remains the same and the contract remains in effect.

New Business

- 1) **The 2022 Budget-** Treasurer, Cynthia Holloway presented the proposed budget. The budget went out to owners with the notice of the meeting. The proposed budget is \$352,240 for the upcoming year. The proposed budget includes an increase in HOA fees for the townhomes from \$177.00 to \$187.00 per month. This was due to the fact that the single-family fees included the maintenance of all common areas. The increase will

equalize the expense of the ground's maintenance cost. Debbie Misiag move that the 2022 budget be approved. Gerry Dagostino seconded the motion. Motion carried.

- 2) Grass Roots Proposal for Insecticide. The proposal is for the spraying of the crepe myrtle trees in the community and ornamental plants. The cost would be for both the singles and the town homes and common areas. The cost is \$3200.00 to take place in January/February. Elan is also taking care of their trees in that same time period as it is important to do so to lessen the chance of spreading into the other neighborhoods. Debbie moved that the board approve the expense for Grass Roots to treat our crepe myrtle trees and ornamental plants. Cynthia seconded the motion. The motion passed.

Owners Comment Period

The Board Moved to Executive Session at 8:33 pm.
The Board returned from Executive Session at 8:52
Meeting was adjourned at 8:53

Approved 1/26/2022 at the Board of Directors Meeting