

Meadowlake Farms Homes Association

Board Meeting Minutes December 5, 2023

Call to Order: Mr. Tim Wallace, President, convened the Meadowlake Farms Homes Association monthly Board of Directors meeting at 6:36 pm. The meeting was held at the Tabb Library.

Personnel in Attendance: Tim Wallace (Pres.), Brian Bowman (Vice-Pres.), Wilbert Smith (Sec./Treas.), Sarah Knaub (Community Assoc. Mgr.)

Personnel Absent: Dipak Patel (Dir.)

Homeowners Present: Julia DelCasal (Cluster Homes representative)

Homeowner Forum: No comments made.

Previous Month's Minutes: A motion was made, seconded and unanimously approved to approve the minutes from the board meeting held November 7, 2023.

Financial

1. Treasurer's Report (Operating Accounts): The November Treasurer's Report was reviewed.
2. Assessment status/Receivables: All 2023 assessments have been paid except one.
3. Reserve Fund: Mr. Wallace provided an update on the reserve fund. Ms. Knaub presented information from the association's accountant about 2023 tax liability.

Pool

1. Maintenance: The board reviewed several maintenance items.
2. Operations: Mr. Bowman made a motion, which was seconded and unanimously approved to approve the 2024-26 contract with Clearwater Pool Management for a total of \$52,260 each year. The contract begins April 1, 2024 and ends March 31, 2026.

Grounds

Maintenance & repair items: Ms. Knaub reported the pool parking lot gate that was damaged by a contractor has been repaired at no cost to the association. Mr. Wallace will lock the gate with a new lock. Ms. Knaub also reported that VDOT has repaired several sinkholes in the Right-of-Way along Susan Newton Lane.

ARC Requests – None

Victory Community Management

1. Recent home sales: None
2. Fences: Ms. Knaub provided an update on the status of locating prior approvals for several fences in the neighborhood that are taller than four feet.

Old Business

- Message Boards: No update
- CNU Pond Study: The CNU students observed no issues with the pond during the course of their research.
- 2023 Reserve Fund Contribution: The Board requested Ms. Knaub make a \$10,000 transfer from the operating checking account to the reserve fund for the 2023 contribution.
- Review Open Action Items: The board reviewed the open action items.

Minutes approved 1/2/24

New Business: Mr. Wallace presented information on alternative investment options for the reserve funds. Research and discussion will be ongoing.

Cluster Homes Report: Ms. DelCasal reported on the CH annual meeting and the positive feedback received from residents about the improvements being made in the neighborhood. They are still seeking a volunteer to fill one vacant board position.

Calendar

- Next board meeting January 2, at 6:30 pm, at Tabb Library

Adjourn: A motion was made, seconded and unanimously approved to adjourn the meeting at 7:45 pm.

Minutes provided by Victory Community Management, Inc.

Minutes approved 1/2/24