

# Meadowlake Farms Cluster Homes Association, Inc.

## BOARD OF DIRECTORS MEETING

January 11, 2023 6:30 pm via Zoom

### 1. Establish Quorum & Call to Order

Board Members Present: Nancy Noble (Pres), Kristi Wilson (Sec.), Becky Weldon (Treas.), Julia DelCasal (Member-at-Large)

Homeowners: Two homeowners attended the meeting.

Also Present: Sarah Knaub, Victory Community Management, Inc.

Absent: Eric Taylor (Vice-Pres.)

Ms. Noble called the meeting to order at 6:39 pm.

### 2. Open Forum:

- Concerns about trash cans being left out long after pick-up day.
- Finding dog feces left in front yards, common areas, and along road in tree line.
- A reminder will be sent to all residents about both issues.

### 3. Approval of Minutes: Ms. Wilson made a motion, which was seconded and unanimously approved, to approve the minutes of the Special Board Meeting held November 3, 2022 and the board meeting held December 13, 2022.

### 4. Reports

- a. Financial Report — The board reviewed the November financial package from CBM.
- b. Manager's Report — Ms. Knaub provided an update on the status of transitioning from the previous management company. All hardcopy files have been picked up and are being evaluated. A flash drive of electronic files has also been received.
- c. Architectural Requests — Ms. Wilson made a motion, which was seconded and unanimously approved to approve a request from the homeowners at 102A to replace their 4-foot fence with a new 6-foot privacy fence. Ms. Weldon, being the owner of 102A Heather Way, abstained from voting.
- d. MFHA Report — Ms. Noble reported the board has been discussing pool pass procedures. The schedule for Cluster Homes representatives to attend the MFHA board meetings is:  
February 7: Ms. Weldon      March 7: Ms. Del Casal      April 4: TBD      May 2: Ms. Wilson  
June 6: TBD

### 5. Executive Session: At 7:54 pm a motion was made, seconded and unanimously approved to move into executive session for the purpose of considering reserve study proposals, reviewing open compliance violations and reviewing the collections report. At 8:15 pm a motion was made, seconded and unanimously approved to move back into open session. No decisions were made that required approval during open session.

Minutes approved 2/8/23

## **6. Old Business**

### **a. Grounds Projects**

Ms. Noble reported the stumps have been ground and all tree work previously scheduled is complete. Ms. Knaub reported the clean-ups between and behind several buildings have been completed by the grounds maintenance contractor. Renovation of the landscape bed at the community entrance will start in the next week or so.

- ### **b. Trash/Recycling Can Placement**
- Ms. Knaub is working with York County staff to ensure recycling cans are placed in locations where the truck is able to access them for collection. All homeowners will be reminded that trash and recycling cans are to be put away behind their units by the end of the day of pickup.

## **7. New Business**

### **a. 2023 Reserve Study**

Ms. Knaub will provide quotes obtained for the Association's next Reserve Study via email.

### **b. Electronic Meetings Resolution**

Ms. Noble made a motion which was seconded and unanimously approved to adopt the Guidelines for the Use of Electronic Means for Meetings. The procedures are adopted pursuant to VA Code Sec. 55.1-1832.

### **c. Association Complaint Procedure**

Ms. Noble made a motion which was seconded and unanimously approved to adopt the revised Association Complaint Procedure required by VA Code Sec. 54.1-2354.4.

### **d. Waiver of Late Fees for January**

Ms. Weldon made a motion which was seconded and unanimously approved to waive assessment late fees for the month of January while homeowners adjust to the new payment system.

## **8. Calendar/Adjourn**

The next meeting will be held Wednesday, February 8, 2023 at 6:30 pm via Zoom.

Mrs. Wilson adjourned the meeting at 8:21 pm.

Minutes prepared by Kristi Wilson, Secretary

Minutes approved 2/8/23