

# *Meadowlake Farms Homes Association*

## Board Meeting Minutes October 4, 2022

**Call to Order:** Mr. Tim Wallace, President, convened the Meadowlake Farms Homes Association monthly Board of Directors meeting at 6:32 pm. The meeting was held at the Tabb Library in the Group Study Room.

**Personnel in Attendance:** Tim Wallace (Pres.), George Duncan (V-Pres.), Wilbert Smith (Treas.), Brian Bowman (Dir.), Dipak Patel (Dir.), Sarah Knaub (Community Assoc. Mgr.)

**Personnel Absent:** No personnel absent.

**Homeowners Present:** No homeowners were present.

**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 September 6, 2022.

### **Financial**

1. Treasurer's Report (Operating Accounts): The board members reviewed the Treasurer's Report for September.
2. Assessment status/Receivables: Ms. Knaub reported that 97% of assessments have been paid.
3. Reserve Fund: Mr. Wallace provided a report about the reserve fund.
4. The financial review for 2019, 20, 21 will be completed and the board confirmed a review will be completed each year from this point on.

### **Pool**

1. Maintenance: Board reviewed several maintenance issues and will direct the maintenance company to winterize the pipes in the pool house and to keep the pool pump running on an off-season schedule.
2. Operations: Ms. Knaub confirmed that trash/recycling services have been stopped.

### **Grounds**

1. Maintenance & repair items: The Board reviewed several maintenance/repair items.
  - Mrs. Knaub confirmed lake buffer has been cut back.
  - Board reviewed a quote by TSP for tree work to be done in the association's common areas. Mr. Wallace made a motion, which was seconded and unanimously approved to accept the quote.
2. Parking Lot Repairs/Sealing: The parking lot is scheduled for parking lot repair and sealing the end of October or early November

### **Communications**

1. Website: No report
2. Facebook Page: reminder about yard sale and Annual General Meeting will be added.
3. Newsletter: No report

Approved 11/1/22

4. Email List: Ms. Knaub will communicate details for the Annual General Meeting (AGM) date/location, fall yard sale and a reminder that vehicles are not allowed on the ball field.

**ARC Requests:** None

### **Victory Community Management**

1. Recent home sales: Mrs. Knaub reported on the closing of one property.
2. Covenants Compliance: The last inspection of the year was completed. Ms. Knaub provided updates on several properties and the board provided guidance about one property with ongoing covenants compliance issues.
3. Miscellaneous: Fall yard sale: October 8, rain date October 15.

### **Old Business**

1. Lake Maintenance/CNU Pond Project: Ms. Knaub reported that the CNU project is going well. The students will present their final project on November 30 between 1:30 and 4:00 at Forbes Hall on CNU campus.
2. Draft 2023 Budget: The board reviewed the revised draft of the 2023 budget and made several revisions. The proposed budget to be presented to the membership at the AGM next week.
3. AGM Planning –AGM will be held October 11<sup>th</sup>, 7:00 pm via zoom. Notices have been mailed; several proxies have been received.
4. Review Open Action Items: The board reviewed the open action items.

### **New Business:**

1. 2023 Association Management Services Agreement: Mr. Patel made a motion to approve the new contract with Victory Community Management, Inc.; motion was seconded and unanimously approved.
2. 2022 Reserve contribution: The board agreed to reduce this year's contribution to \$21,000 from the budgeted amount of \$23,084. The board believes this amount is sufficient and that at the end of 2023 the Reserve Account balance will match what is recommended in the current reserve study.

**Cluster Homes Report:** No representative present.

### **Calendar**

- Next meeting: The Annual Membership Meeting will be Oct. 11<sup>th</sup> at 7:00 via Zoom. The next board meeting will be held November 1, 2022, 6:30 pm at the Tabb Library.

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

Approved 11/1/22