Village of Valley Green West Homeowners Assoc Meeting Minutes

Oct 20. 2021

CALL TO ORDER:

The meeting was called to order and moderated by Board President Les Gouffer. Board members present were Les Gouffer, Laurence Wachs, Nathan Herr, William Strohm, Tami Grim, Carol Miller, Stacy Devine, Cathy Davis and Eric Harris. The meeting was attended by PMI financial staff Miguel Colon with accountant Aldaine Alphonse, for purposes of HOA budget reporting and planning.

PMI VVG HOA 2021 Financial Report: The PMI financial staff oriented the board as to the financial records format and distributed document for reference. Aldaine noted that some expenditures exceeded plans or were unexpected in 2021 budget planning. HOA initiation fees paid by incoming homeowners were less than anticipated during 2021. Snow cleanup, pool repairs, and payment for increased insurance to account for opening the pool were higher. However, costs for pool staff were significantly lower. The HOA also acted aggressively to save planned expenses to reallocate money to meet association needs. The net effect was that after all adjustments, the budget overall met its expectations for fiscal year 2021.

PMI VVG HOA 2022 Budget: The 2022 budget is separated into two parts. Reserve funds are kept to reflect areas identified in a detailed engineering study as required to pay for future expenses to pay large bills which will be incurred in the future. This amount is scheduled to rise slightly to account for inflation for 2022.

The operational budget encompasses the usual expenses such as various contracts (landscape, snow removal, etc.), utilities, clubhouse repairs as needed, pool costs and administrative costs of association operations.

The Board and PMI expect inflation to also affect this 2022 budget. Notably, the insurance costs will remain as high as 2021. The HOA expects to raise income during 2022 to pay for large projects for the retention pond repairs as well as a card/fob security system for the tennis, basketball, clubhouse and pool areas.

Retention pond: The retention pond is clearly identified as non-functional for a long time for its stated purpose of facilitating storm drainage from large portions of the development. It is also likely that the drainage ditch between West Street and Fishing Creek will require rock channel improvements to protect homeowner property in that area. The estimated cost to remediate the pond to functioning status and associated rock drainage ditch improvements is believed to be in the range of $50,000 to $75,000, based upon institutional knowledge of board members.

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Security system: The security update is required for several reasons. Security access limits are important to obtain favorable insurance rates for pool operations next summer. Replacement of security cameras and both limiting and authorizing access to only authorized persons is important to safeguard clubhouse, basketball, pool and tennis facilities. The estimated cost for a security system is about $25,000, based upon preliminary information received. Security footage is also helpful to assist law enforcement as appropriate.

The HOA has the authority to pay for these large ticket items via either a special assessment, or the HOA can raise the monthly dues to account for these expected expenses during 2022. The Board is inclined to prefer an increase of monthly dues as opposed to a large, one-time special assessment. The exact amount of a monthly increase is to be determined as soon as possible when information is available. The Board is sensitive to homeowner expenses and will limit expenses as much as possible. Community members will be informed as to these decisions.

Pool operation: It is uncertain whether lifeguards, pool attendants, or a mix, at to-be-determined wages, will be available at the pool during 2022. Therefore, the costs to staff operation are uncertain. However, we expect the pool to function without extensive repairs during 2022 due to long-term fixes during 2021.

In summary, the Board is actively working with PMI fiscal staff to identify and calculate costs for 2022 and pass that information to homeowners as soon as possible.

Board President Agenda Items for Consideration and Decision:

Approval of previous meeting minutes: The board reviewed the previous meeting minutes for finalization. Carol Miller noted that Michael Womelsdorf and Dan Wyrick were noted as board members in those minutes, when both board members were replaced by new board members when the new board members were inducted during the conduct of the meeting. No other exceptions to the minutes were noted by any other board member. The meeting minutes were directed to be amended with these changes. The board moved to finalize the meeting minutes with this amendment, the motion was seconded, and the minutes were unanimously approved as amended for publication.

VVG Association Newsletter: Melanie Gouffer (email [devrdh@aol.com](mailto:devrdh@aol.com)) has kindly offered to facilitate creation of an association newsletter to be published on a monthly basis. The newsletter will be made available via email for those who provided an email address and posted at various community areas such as clubhouse or mailboxes. The purpose of the newsletter is to provide information to the community, to include the following: community special events, FAQ (Frequently Asked Questions), seasonal topics of interest, updates of ongoing projects, and such. Special recognition for people voluntarily doing acts for the general good is possible, only if that person authorizes this information to be shared. Topics may be added as needed or as interest is shown by resident questions.

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Board Vacancy: Rochelle Yoder, who acted ably as Board Secretary, has resigned the Board and simultaneously opened up a position as Board Secretary. On a temporary basis, other members can act as Secretary until a permanent Secretary is selected.

The board appreciates the services of all former board members including Dan Wyrick, Michael Womelsdorf, and Rochelle Yoder. The Board can accept self-nominations by HOA members to become Board members at regular Board meetings. Residents are encouraged to become involved in this board for the good of your neighborhood.

Clubhouse HVAC yearly inspection proposal: The HOA has received a proposal to have the clubhouse heating, ventilation and air conditioning system to be inspected and tested yearly for purposes or avoiding unnecessary expenses for a cost of $200 per year. After discussion, the board voted to authorize this yearly inspection.

Storm Damage Repair: Kline Tree Service removed storm-damaged trees recently from the association field alongside the creek in a professional manner at a reasonable cost. A question as to whether the tree from Red Barberry was finished was raised and noted as also removed per the contract. This bill is to be paid as per the contract.

Mailbox Concrete Repair on White Dogwood: Carey Twigg has received a bid to repair the concrete at the mailboxes near the Red Mill side of White Dogwood. This proposal addresses much more than what we at VVG had in mind, for an exorbitant amount. We must get additional bids and give additional guidance to get more reasonable bids that will address the problem of winter icing at this location.

Committee Reports:

Security project: Laurence Wachs noted that the board received 3 bids from vendors which are mostly non-conforming for purposes of comparing and contrasting for board decision purposes. Bids contained varying formats, equipment offered, drastic total costs differences, and differences of written promises of performance. Laurence will attempt to write a format for bidders to follow to allow the board to make reasonable decisions which provide assurance to residents that proper value is received for association expenditures, and that association needs are met. Laurence will send this to Carey Twigg as soon as possible.

Bylaw Committee: Laurence Wachs, as Vice President, heads the Bylaw committee, and informed the meeting that due to various questions arising this year, it is time to review the VVG HOA bylaws for a periodic update. The VVG HOA operates under two sets of rules, bylaws and covenants. Covenants are generic standards which are accepted by all new homeowners as a legal requirement for occupation of homes in the development. These can be amended only by vote by an overwhelming percent of the homeowners, an event which will not ever occur. Bylaws, however, are more operational in nature, recite HOA policies for board implementation and resident guidance, and are more easily changeable. New items can be addressed such as trash can placement and enclosures in front of resident homes, contractor relations,

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confidentiality of private information practices and policy, voting procedures, or other items as agreed upon. All bylaws are subject to review and change.

The basic requirements are publication of the synopsis of the proposed changes being sent to all homeowners, a review period of at least 30 days, a legal review by an attorney for legal conformity (logically implied by the subject), and presentation of the proposed changes to the bylaws for a simple majority vote by all voting members present at a decision meeting to be held at least 30 days after the proposed bylaw amendments were published to the residents. This process will require some preparatory work, including giving residents opportunity for reasonable input. As committed head Laurence will try to be an honest reporter and summarize the resident thoughts in a straightforward, clear way to make it clear what the exact proposal means and allow informed resident voting at the decision meeting. An interim meeting to allow residents to give informal input and ask questions about proposed changes as discussed is almost certain prior to the decision meeting. The changes to the bylaws become effective after the decisions are made at the bylaw decision meeting and are published quickly thereafter.

Pond Committee: Les Gouffer informed the meeting that Dan Wyrick was continuing his work on the pond committee by trying to obtain a map of the pond from York County to facilitate the eventual pond remediation. Les will follow up within 2 weeks to clarify next events in this endeavor, and report at the next meeting. We expect to make significant progress with the pond repair during 2022.

Landscape Committee: Carol Miller noted that the VVG HOA had hired a new landscaper to replace Trindle for next year. The new vendor is expected to meet with the landscape committee to review the HOA landscape map for future use by work crews. Laurence Wachs volunteered to join in that meeting to assist Carol on that occasion. The new vendor is more local and may serve VVG purposes more easily, we hope.

Carol noted that 2 shrubs could be replaced for $60, which the board approved for payment.

Spring cleanup will be scheduled for May 2022.

Snow cleanup is contracted for next year, but Carol requested assistance for a person to act as point of contact during weekends during the winter to communicate with the snow vendor as needed and decide when or if services are actually needed. This information would be given to the snow contractor for future use during weekend snowfalls. This person should understand basic policies important to the board concerning snow removal. Carol or another board member can assist in this regard.

Monthly Financial report: Eric Harris reported that upon initial review that there are no large deviations from expected expenses. Eric offered to look further in detail for any specific data requests. Nathan Herr also noted that based upon his years of experience, he also noted expected deviations only.

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Overflow Parking: Question about the use of the overflow parking spaces on Privet Lane. Association policy is overflow parking is for residential private purposes, not for facilitation any commercial purposes. These vehicles also must be properly registered and in good repair.

Remaining Storm Cleanup: Additional cleanup is required in various areas such as by the clubhouse arbor vitae, and the present fall cleanup is due to be done by Trindle Brothers. We must call Carey to remind Trindle Brothers of this requirement.

Landmark Board Meeting Request: Landmark developers have requested to be present for discussion at the November board meeting. Les noted that we should be prepared to speak with them about the upcoming decisions about repayment of the association for its right-of-way for the field area for sewage pipe installation. The bottom line is that it will happen with or without our specific agreement, at last instance by eminent domain, in which case we would receive only minor monetary benefit in return. Therefore, we should try to identify areas which we can ask for in trade for the right-of-way. The $10,000 initial offer is just that, a beginning, but we may be able to ask for something that a developer can do which exceeds the monetary total that we would have to pay for the same services. A developer can perform many functions easier and less expensively that the association, and we possibly gain a financial advantage to our bottom line. Some areas mentioned which may be brought up for negotiation could be major help with the pond remediation and rock water channel, an all-weather trail along the creek, playground upgrades, additional bushes for landscaping remediation after construction, or other ideas. Board members must gather their thoughts to be ready for the next meeting with Landmark and meet prior for additional board considerations.

Adjournment: The VVG Board entertained and seconded a motion to adjourn the meeting, and unanimously voted to adjourn the meeting at 8:45 pm.

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