

# *Meadowlake Farms Homes Association*

## Board Meeting Minutes September 3, 2024

**Call to Order:** Mr. Tim Wallace, President, convened the Meadowlake Farms Homes Association monthly Board of Directors meeting at 6:31 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:** Karen Forrest (CH representative)

**Open Forum:** No comments made.

**Previous Month's Minutes:** A motion was made, seconded and unanimously approved to approve the minutes from the August 15th board meeting.

**Cluster Homes Report:** Ms. Forrest reported on progress with bringing all homes into compliance with the new exterior color regulations. She also provided an update on efforts to remove stray cats from the neighborhood.

### **Financial**

1. Treasurer's Report (Operating Accounts): The August Treasurer's Report was reviewed.
2. Assessment status/Receivables: 93% of the assessment payments for the year have been received.
3. Reserve Fund: Mr. Wallace reported the funds have made back the account opening fees plus about another \$900 already.

### **Pool**

1. Maintenance: Ms. Knaub provided an update on efforts to identify a leak near the wading pool and on several recent repairs.
2. Operations:
  - Trash and recycling service will be stopped for the season.
  - Ms. Knaub reported the Dive in Movie event held by Clearwater was a big success. Clearwater raised \$300 plus a lot of food was collected which was all donated to the VA Peninsula Food Bank. Mr. Bowman reported approximately 60 people attended the event and recommended Clearwater be encouraged to have several of this type of event next year.
3. Insurance: A motion was made, seconded and unanimously approved to move the association's general liability and property insurance coverage to Selective Insurance Company and the association's Directors & Officers coverage and fidelity bond to Cincinnati Insurance Company. Coverage will be maintained at or above required levels.

### **Grounds**

**Maintenance & Repair Items:** Ms. Knaub reported on the status of several maintenance items.

*Approved 10/1/24*

- Ballfield Use Update: Ms. Knaub reported she has received the Certificate of Insurance from the new softball team and should be receiving the signed Use Agreement soon.
- Vulnerability & Risk Assessment: Ms. Knaub presented a quote for signs to be placed at the common areas. She will obtain an additional quote.

#### **ARC Requests**

- A motion was made, seconded and unanimously approved to allow a homeowner to construct a six-foot privacy fence along their property line that borders a common area.
- Another ARC request was approved for a change in exterior colors.

**Victory Community Management:** Ms. Knaub reported the notices from the most recent Covenants Compliance inspection will be mailed soon.

#### **Old Business**

- Annual Meeting Planning:
  - The Annual Meeting will be held Thursday, October 24<sup>th</sup> at Tabb High School in the Kiva.
  - Mr. Smith and Mr. Bowman's terms are up but they have both agreed to be nominated again.
- Review Open Action Items: The board reviewed the open action items.

#### **New Business**

- 2025 Budget: A draft of the 2025 budget will be sent via email for board members to review prior to the next meeting.

**Calendar:** Next board meeting is October 1 at 6:30 pm at the Tabb Library.

**Adjourn:** A motion was made, seconded and unanimously approved to adjourn the meeting at 7:59 pm.