Board of Directors Meeting

December 13, 2022 Minutes

Location: OCCC

Board Members Present: Jim Gallo, Tim Davenport, Katelyn Wright, Jeff Slaughter

Board Members Not Present: Tanya Cornwell

Signature Properties Not Present: Tricia Childress

Homeowners Present: 0

7:15pm

**Call to order by Jim Gallo**

**Old Business**

Minutes –

February, June, July, September and November minutes not approved. They are still being worked. Will approve at next meeting.

Front Entrance –

* Two more bushes are dead. Jim to call Ed’s landscaping again to take care of them. – UPDATE: Jim called to let them know. Waiting on Ed’s to review and assess. UPDATE: We agreed with Ed’s to wait until Spring for follow-up action.
* Dominion Power is still in work. We will work on getting this restarted and getting the load analysis completed so that we can get a final cost.
* Signature Properties has found a vendor that could install commercial solar lights in the island to illuminate the sign. They will reach out to vendor to start a quote and get details. Still in work UPDATE: Board installed two solar lights at the sign. Not ideal but they do light up the sign at night. Board still working on getting commercial grade lighting.

C&F Bank-

* Jeff to work with bank to update signature cards to add Tim as Treasurer. Jeff stopped by bank to get update on contact and will work this issue. Still in work.

ARB –

* Homeowner has constructed an outdoor movie screen that appears to be permanent without ARB approval. Homeowner was sent an email about this with no response. Signature properties will follow up with letter. UPDATE: Signature sent two letters to homeowner and sent an email. Last letter sent today. Will give homeowner on week to respond. If not, board members present voted (all aya) to have attorneys send homeowner a letter about being in violation of the HOA documents. UPDATE: Letter was sent to the homeowner by the lawyer and homeowner removed movie screen. UPDATE: Screen has been removed. This issue is CLOSED.
* Homeowner on Christian Ridge Drive submitted multiple ARB requests and several are lacking the necessary detail for ARB to determine acceptability. Jim to reach out to homeowner to get further clarity on proposed improvements. UPDATE: Jim called homeowner and the homeowner withdrew all applications. They will resubmit when ready to actually start the projects. UPDATE: Homeowner resubmitted packet of ARB requests, but it still lacked details. The board has reached out to Homeowner asking for specific information/details/pictures.

Annual Dues –

* Several homeowners are late on annual HOA assessments. Letters have been sent to all by Signature Properties. Tricia will reach out to each homeowner to make positive contact to ensure we have the correct contact information. Board will decide on sending these accounts to collections at next meeting. UPDATE: Signature Properties has made positive contact with all but three homeowners. Several have paid but several still not responded. Jeff to reach out to the remaining homeowners with one more attempt to collect prior to sending to collections. UPDATE: All homeowners have paid as of November 14th.

Blary’s –

* Blary’s had issued the Board a surcharge on seed and fertilizer this fall. The Board is questioning this fee and Signature is going to contact to Blary’s to research. UPDATE: Board agreed to pay surcharges.
* Our contract is up for renewal in March of 2023 and the Board will start the process of getting Blary’s renewal proposal and open bidding to other companies. UPDATE: Board decided to wait until after the holidays to start the rebidding process for the grass contract.

**New Business**

Annual Meeting –

* Based on the results of the elections at the annual meeting, the directors have agreed to the following positions:
	+ President Jeff Slaughter
	+ Vice President Jim Gallo
	+ Secretary Tanya Cornwell
	+ Treasurer Tim Davenport
	+ Member-at-Large Katelyn Wright

ARB –

* Jeff has stepped down from the ARB Committee. Board members voted Katelyn Wright as the third ARB Member. ARB members are Jim Gallo, Tanya Cornwell and Katelyn Wright.
* One homeowner as asked to be on the ARB Committee. Board will look into this and see how this process works and if we have a need for another member.
* Received complaint that homeowners are parking their vehicles and trailers in other places than their driveway. We will get with Signature Properties to send letters to homeowners.
* Complaint received on a homeowner constructing a “lean-to” type structure with a tarp covered roof on the property. Board will monitor this to see if it is removed.

Speeding-

* Katelyn to check with the county on setting up the speed trailer again and any other signage that may be allowed.
* We also received numerous complaints about the trailers that come into the neighborhood during Halloween and the safety of children. Katelyn also to check on any possibility of traffic control and/or not allowing the trailers in the neighborhood.

Signature Properties-

* Tim to check if there is any way to get the monthly reports sooner than the day of our meeting.

The next Board meeting is scheduled for Tuesday, January 10, 2023 @ OCCC at 7pm.

8:35pm

Jim motioned to adjourn.

Katelyn seconded. All aye. Adjourned