Board of Directors Meeting

January 10, 2023 Minutes

Location: OCCC

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

Board Members Not Present: 0

Signature Properties Present: Tricia Childress

Homeowners Present: 0

7:05pm

**Call to order by Jim Gallo**

**Old Business**

Minutes –

* February, June, July, September, November and December 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.
* 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. UPDATE: Waiting on Dominion Power’s assessment

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 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.
* Two homeowners parking cars and trailers in their yards and not in the driveway. Jeff to get with Signature to send letters to homeowners.
* Homeowner built a wooden structure with a tarp for sides and roof. The Board is monitoring this temporary structure to make sure it’s removed.

ARB Board –

* Jeff resigned from the ARB Board and Katelyn Wright was appointed to replace his position. Currently our ARB Board members are Jim Gallo, Tanya Cornwell & Katelyn Wright. UPDATE: A non-Director homeowner has volunteered to be a member of the ARB Board and the Board is researching covenants to see if a non-Director can hold this position. Jeff will reach out to the attorneys for clarification.

Speed Trailer –

* Katelyn to reach out to Hanover County Sherriff’s Office to get a speed trailer in the neighborhood to monitor speed.

Signature Reports –

* The Board has asked to get our reports from Signature sooner in the month. UPDATE: Tim reached out to Signature and the reports are run by the 15th of every month which means our reports won’t be available prior to our monthly meetings.

Blary’s –

* 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.

**New Business**

ARB –

* Homeowner requested

Front Entrance –

* Tree was lost during storm. The Board has asked Signature to gather quotes for tree removal on the side trees on either side of the entrance and for replacement options for all 8 trees.

Dues Statements/Homeowner Portal –

* Signature’s Homeowner Portal software sent out 2 emails stating that our assessments were due in January. However, our assessments are due in February annually. Homeowners have been upset regarding the communication error and the multiple emails from Signature. Signature has confirmed the dues statements will be mailed and emailed to the homeowners.
* The Board has voted to move our due date for our annual assessments to February 28, 2023.

The next Board meeting is scheduled for Tuesday, February 14, 2023 @ OCCC at 7pm and the Board has voted to not have a meeting in February. The next Board meeting is scheduled for Tuesday, March 14, 2023 @ OCCC at 7pm.

8:10pm

Jim motioned to adjourn.

Tanya seconded. All aye. Adjourned