Board of Directors Meeting

November 8, 2022 & November 15, 2022 Minutes

Location: OCCC

Board Members Present: Jim Gallo, Tim Davenport

Board Members Not Present: Katelyn Wright, Jeff Slaughter

Signature Properties Not Present: Tricia Childress

Homeowners Present: 0

7:15pm

**Call to order by Jim Gallo**

**Old Business**

Minutes –

February, June, July and September 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.

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.

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.
* 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.

C&F Bank-

* Money placed into CD 11 months ago is up for renewal. Board member present voted to extend the CD to 24 months. All aye. Jim will work with bank to extend. UPDATE: Jim extended to 23 months. This is closed.

**New Business**

ARB –

* Homeowner requested play area in back yard with a jungle gym. The Board visited Homeowner to see plans in person and approved on site.

Annual Meeting –

* Signature sent out nominating committee letter and Annual Meeting notice to all homeowners.
* Annual meeting on November 15, 2022 at OCCC.
* Annual budget prepared and distributed to the board by email on 11/14/2022. Board to review at special session on 11/15/2022. UPDATE: at special session Jim motioned and Jeff seconded to approve the revised 2023 budget, Board all aye.

Domain Renewal –

* Tanya renewed our website domain for 2 years on 10/06/2022 for $64.32.

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.
* 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.

The next Board meeting is scheduled for Tuesday, December 13, 2022 @ OCCC at 7pm.

7:45pm

Jim motioned to adjourn.

Tanya seconded. All aye. Adjourned