

VWPOA Regular Board Meeting Minutes  
February 13, 2024, 7:30 p.m.  
200 Appalachian Way

The meeting was called to order at 7:33pm.

In attendance: President Michelle McDaniel, Secretary Sammi Hicks, Treasurer James Trewin; Welcome Committee Chair Kari Gibbs.

Regular board meeting minutes for December 2023 and executive board meeting minutes for January 2024 were approved as written.

Treasurer's report:

The operating fund account balance as of 1/31/2024 was \$25,377.63. The reserve fund account balance as of 1/31/2024 was \$38,374.79.

There were no non-standard payments for January 2024.

Michelle paid one of the insurance policies via ACH draft and there is another policy that isn't billing from the same agency. There has been no mechanism to pay the second bill so Michelle emailed the insurance agent during the meeting and asked for the remaining balance to be billed to [treasurer@vwpoa.com](mailto:treasurer@vwpoa.com).

There will be an upcoming charge from Sammi and Michelle's meeting with the HOA lawyer which will be billed at an hourly rate. There will also be a bill for the second half of the pool fencing for \$6,332.50.

One homeowner still has a dues balance left from 2023 in the amount of \$275.00. James shared a draft letter to this homeowner regarding this year-old balance and the board approved of sending the letter.

For 2024 accounts receivable, 2 homeowners submitted the old dues amount so still owe another \$50 each. Twenty-five homes have paid in full. Several homeowners have asked for payment plans.

President's report:

Sammi and Michelle visited with the HOA lawyer and asked questions for further clarification in areas where the board had questions. The lawyers will be sending draft letters for Chapter 209 violations. Homeowners who are combative will be passed on the lawyer to deal with so that board members don't have to be subjected to that.

The lawyer stated that the board can pass bylaws enacting fines if they so desire. This would bypass the 2/3 rule required for covenants alterations. At this time, Michelle is not at all interested in doing so.

Another by-law that would be beneficial is an electronic participation by-law. If there is not something passed allowing electronic participation, it isn't allowed.

Vice President's report:

Sammi offered to help with violation letters, but asked if it was a good idea to send just before dues were owed. Michelle asked that a courtesy letter/mild violation letter be provided to every homeowner. Sammi will draft a message for distribution via email.

Secretary's report:

Sammi has figured out how to do a blast email without Jason's help and although she forgot to put the addresses in blind copy so the email addresses weren't viewable by others, she will do so going forward. She also has a draft newsletter completed and will email it to the executive board for approval before distributing.

Sammi has a draft management certificate that she will try to re-create in an official format, then send to the lawyer for review. She will plan to have the draft done prior to the next meeting on March 19<sup>th</sup>.

Sammi is still working on online document storage and has granted board members access to a "correspondence by property" and per James, it was accessible for him.

Architecture Committee report:

No committee report provided.

Landscape & Maintenance report:

No committee report provided.

Pool Committee:

Per Michelle, there will be an upcoming expense for a leaky backwash valve for the baby pool.

The pool fencing project will begin within the week.

Social Committee:

No committee report provided.

Old Business:

Sammi went to the city and there was no past permit or map on file for previous projects at the pool, including the pool house or the pool itself. She also went to Southernwind and they didn't have a map either. Michelle and Sammi suggested getting a survey of the property since the current plat map is blank.

Regarding the proposed shade structure at the pool, Sammi is still waiting on estimates for a structure as well as for a concrete pad that would be needed to erect a Costco-type structure that will be assembled by homeowners. Sammi asked for a dollar amount for the project. James shared that there is still \$19,000 in reserve for this project, including \$5500 for capital expenses in the budget for 2024. Sammi shared that this project has been discussed for years and has never happened and asked if the board might consider dipping into the remaining reserve funds (\$18,000) if needed to get the project completed. This was not preferred. Sammi will bring the quotes to the board once received and the board can revisit the plans.

The next board meeting will be March 19, 2024 at the Gibbs household.

The meeting was adjourned at 8:34 p.m.