

VWPOA Regular Board Meeting Minutes  
March 19, 2024, 7:30 p.m.  
200 Appalachian Way

The meeting was called to order at 7:47pm.

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

Regular board meeting minutes for February 2024 were approved as written.

**Treasurer's report:**

Balance for operating funds as of 2/29/24: \$36,049.39

Balance of reserve funds as of 2/29/24: \$38,375.09

**Unexpected expenses/income:**

Paid second half of wrought iron fencing: \$6,332.50

Received \$1000 deductible reimbursement from insurance on wall accident on Lake Forest.

Board insurance for the year is paid in full.

74% of dues are paid in full. 20 homeowners haven't paid anything, 6 are on payment plans, 4 paid last year's dues so are \$50 short, and 1 has overpaid by \$25.

Per Michelle, the "oops" letter usually goes out March 1st but hasn't gone out yet this year. These need to go out and late fees will begin on April 5<sup>th</sup> and be assigned monthly on the 15<sup>th</sup> beginning in May. The board unanimously voted to approve the sending of these letters with the late fee schedule above.

James shared that the QuickBooks program is about to expire. The board discussed the advantages of paying the cost for a new version. The board agreed that if we can continue to get a free version from the board's old treasurer, James will continue to use it. If the board is unable to get it for free, James will go back to the Excel method and can add additional features to make it easier to maintain the books.

Per James, Rick is doing the VWPOA's taxes for free. He filed for an extension for the April deadline but will do them prior to the October deadline.

**President's report:**

Approvals via text over the last month:

2/27/24: \$250 to JB Lawncare for valves at pool and to investigate leak on Lake Forest

3/5/24: \$150 for fertilizer

3/7/24: \$500 to JB Lawncare to fix the leak on Lake Forest

**Vice President's report:**

Sammi has been out of town and hasn't had the opportunity to send violation letters.

The board discussed the courtesy violation letter that Sammi drafted. After discussions of different letter options, Michelle asked that violations be sorted into sections titled: immediate, soon, long-range, and

other. Sammi agreed to make the changes and walk the neighborhood and she will get the letters out via email.

**Secretary's report:**

Board Secretary Sammi Hicks recommended that the board make use of the POA's attorney to create the required management certificate, as she does not have access to much of the information that is required. Board president Michelle suggested that Sammi contact the lawyer's office to inquire about using a paralegal to create the document in an effort to save costs on legal expenses.

Sammi reminded board members to file any documents they create on the google drive and to make use of the files for individual homes so there is a trail.

**Architecture Committee report:**

No committee report provided.

**Welcome Committee report:**

No baskets delivered and no homes sold in the past month.

**Landscape & Maintenance report:**

Crepe Myrtles have been trimmed along the perimeter of the neighborhood.

The board discussed whether to have the tree trimming company stop putting mulch at the park but decided to continue for a while longer so it will be packed and offset erosion that has occurred there. In the future there will be soil placed over the top.

**Pool Committee:**

The board is pleased with the wrought iron fencing at the gate. No other pool business to discuss.

**Social Committee:**

No committee report provided.

**Old Business:**

No old business to discuss.

**New Business:**

Sammi provided two quotes that she received for a shade structure at the pool. The board also considered using a Costco structure with a concrete pad. After reviewing the quotes, the board decided to go with Southernwind. The board would like the following items addressed prior to approval. 1) Board wants final approval on the colors of brick, stain, and shingles. 2) One bid for the concrete pad and a second for the structure itself in order to meet covenant requirements. 3) Verify the size of the concrete pad and ask what the cost would be for aggregate concrete. Michelle is concerned about the concrete being slippery. 4) Verify the size of the posts and whether there will be trim at the top of each post. There will be a small additional cost to move the sprinkler lines.

The meeting was adjourned at 9:28 p.m.