

Alyson Pond HOA
Board of Directors Meeting Minutes
January 18, 2017
7:00pm at the Alyson Pond Clubhouse

Present: Adam Gartenberg (President), Jenipher Riddle-Wilson (Vice President), Erica Penny (Secretary/Facilities), Nathan Scarlett (Secretary/Facilities), Rory McDermott (At-Large), Matoka Snuggs (Charleston Management)

Not Present: Celeste Reinholtz (Social),

Homeowners: Two additional homeowners present

- I. The meeting was called to order at 7:05pm by Adam Gartenberg and a quorum was designated by the Board.
- II. The minutes of the September 21 2016 Board Meeting were approved.
- III. Homeowner Forum
 - No concerns were raised by the additional homeowners in attendance. Concerns raised on Alyson Pond Facebook group prior to the meeting have been added to the meeting agenda as new business (see below).
- IV. Committee Reports
 - Architectural
 - i. One fence request is still under review. Adam will follow up as soon as possible.
 - Facilities
 - i. Fresh mulch has been spread around the common areas.
 - ii. Erica will follow up with Beth (landscaper) about pulling the dead bushes and seeding when appropriate.
 - iii. Some Nandinas that had been planted along the common area on the Wheeling Drive extension are now either dead or missing. The board agreed we will ask Beth to replace these, one time.
 - Social
 - i. To ensure having clubhouse availability for community holiday social events, we discussed the idea of scheduling regular social events like the Christmas party a full year in advance through the Charleston Management clubhouse calendar.
 - ii. We discussed the need to recruit more volunteers to help organize social events as this role has always been more than a one-person job. Ideas suggested included finding a separate volunteer for each social event to spread out the workload.
 - iii. We discussed that it would be helpful to have an updated neighborhood directory with everyone's name, number, and email.
- V. Unfinished Business
 - Tennis Courts
 - i. We reviewed a letter written by Adam, proposed to be sent to each homeowner along with the upcoming special assessment meeting invitation. After taking into account money available from HOA reserves and carefully selecting a vendor after considering multiple bids, a special assessment dues will be needed in the amount of \$350 per household.
 - ii. Proposed dates:
 1. Feb 15 at 7pm → informational meeting to answer questions from the neighborhood
 2. March 1 at 7pm → special assessment community meeting to vote on the special assessment
 3. April 30 → special assessment payment would be due if approved
 - iii. We agreed it would be good to send the voting proxy card as a self-addressed postage-paid postcard to encourage a high response rate.

- iv. The board approved moving forward with bringing the special assessment vote to the neighborhood with the dates proposed above.
- Tree Trimming
 - i. The planned tree trimming around the tennis courts can be scheduled to occur while the fence is down during the tennis court reconstruction next year. Based on two bids received to date the cost of this will be around \$1000.

VI. New Business

- A concern was received prior to the meeting regarding the lack of Christmas decorations at the main neighborhood entrance. Rory McDermott volunteered to take care of coordinating decorating the entrance for the 2017 holiday season.
- It was reported that the lights on one side of the entrance are not coming on at night. Matoka will follow-up with repair via our lighting contract.
- A suggestion was received prior to the meeting that the clubhouse should be available for community use for open social gatherings, even ad hoc for example during winter storms. After discussion, the board agreed this would be fine with the following conditions:
 - i. The organizer of the event must take responsibility for getting the key from Charleston Management or a board member, for cleaning the counters and floors, and for locking up and returning the key.
 - ii. The event must be open and announced if possible to the whole Alyson Pond neighborhood.
 - iii. For such events there would be no rental fee required.
- Adam has created a replacement website for alysonpond.com on WordPress. Switching our website hosting from Smallbizwebs to WordPress will save over \$250 per year and allow more convenient access to update the website for social news and meeting minutes. Adam is working with Matoka to coordinate the transfer of the alysonpond.com domain name to the new WordPress service.
- Adam raised a concern about the aesthetics of the current downspout extension at the entrance to the clubhouse. We also discussed the need to change the landscaping around the trashcans to make it easier to bring the trash cans from the clubhouse to the road each week.

VII. Financial Report

Finances are in order.

- Checking Dec \$26,031
- Reserve Dec \$45,921
- A/R Dec \$2,753

VIII. Adjourn

The meeting was adjourned at 8:00pm.