

**Cedar Run, HOA Quarterly Meeting  
October 29, 2018  
Minutes of the Public Session**

**Board Members in attendance**

Ricky Taylor (President)  
James Stallworth (Vice President)  
Nelson Morgan (Director)  
Tiffany Burton (Treasurer)

**Community Group was represented by:**

Ms. Denez Stabler

President Taylor called the meeting to order at 7:00 pm

Rules were suspended to hear from the homeowners at 7:15 pm.

Approval of August 20<sup>th</sup> quarterly minutes - V. President Stallworth moved to approve the August 20<sup>th</sup> minutes as written, seconded by President Taylor, the motion carried.

President Taylor announced the presences of Ms. Denez Stabler from Community Group, she has been invited to address any questions/concerns you may have regarding our budget or other management issues. Ms. Stabler has replaced Ms. LaKeitha Phillips as Cedar Run's Community Manager, as of June this year.

President Taylor, invited Ms. Stabler to introduce her self and share her background with the Community Group. She stated she has been with the company for over thirteen years as a mentor and manager and stated "our board members are very professional and self-reliant Cedar Run is her favorite community and she looks forward to working with us.

President Taylor, informed the homeowners as part of the Board's streamlining efforts we will continue the practice of only requiring the community manager's attendance during our annual and budget meetings. Having management only twice a year instead of four will allow for the association to reduce expenses by alleviating the need of the Management Company to fulfill these obligations.

President Taylor, asked the Treasurer, Tiffany Burton to update us on the financial status of the community. Treasurer Burton reported on the following: 3rd quarter Balance Sheet and Income Statement as of September 30, 2018, year to date, HOA committee expense balances, and current Homeowner Delinquency Status report.

**BALANCE SHEET** - Our Association held \$39,795.33 in cash including reserves with assets totaling \$54,461.10 as of September 30th. Net Homeowner's Past Due/Prepaid Assessments were slightly less (\$14,665.77) than the prior quarter. Our reserves remain moderately stable with a balance of \$42,726.15, however it is to be noted that upcoming landscaping expenses totaling \$7,645.00 to remove the trees as a result of the line of sight violation noted by the County of Henrico will be allocated to the Contingency Reserve during the next quarter, thus reducing our reserves by approximately 9% by the end of the 2018 calendar year.

**INCOME STATEMENT** - At the end of June, the Association's year to date income amounted to \$35,655.00, which exceeds our budgeted projections by \$2,749.00 due to the collection of fees associated with assessment delinquencies and ARC compliance fines.

Total year to date expenses are \$24,489.18, which is 3% (\$823.82) under the budgeted amount set for the nine-month period of calendar year 2018. The variance is attributable to the significant decrease in administrative (\$799.76) and professional service (\$1,099.67) costs offset by unbudgeted insurance

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premium expenses (-\$1,283.00) scheduled for renewal in Q3. As always, the Association remains diligent in looking for favorable pricing, monitoring warranties, and keeping our vendors in check throughout the year.

**DELINQUENCIES / COLLECTIONS REPORT**

Currently there are 18 residents with past due accounts as of September 30, 2018. The detailed status of the delinquent accounts are as follows:

<b>Delinquency Summary Report</b>		
	Outstanding Amount	No. of Homes in Collection
Bankruptcy & Judgments	3,810.46	5
Payment Arrangements	1,360.21	3
Liens (Intent & Recorded)	858.35	3
Lawsuit / Litigation	12,963.75	7
Action Required by Board		
<b>Total Referred Balance</b>	18,992.77	18
<b>Total Collected by Equity Experts</b>	14,614.90	
<b>Total Collections Balance</b>	33,607.67	

The total balance to date that has been processed for collections is \$33,607.67. Of that \$14,614.90 (43.49%) has been successfully collected and will be deposited into the Association's operating account as it's received.

The \$18,992.77 (56.51%) of dues currently outstanding and uncollected is an initial increase from the prior quarter as the Board has approved a more aggressive process of assessing and collecting outstanding balances owed to the Association.

To date 14.4% of our 125 occupied homes are in collections. The historical delinquency percentage of 17.6% in the prior year demonstrates the Association's progress in reviewing current policy and implementing procedures regarding collections. The procedures include a more timely and decisive fine assessment method as well as escalation to legal liens and judgments as necessary.

The Association is expecting the delinquency rate to decline in the upcoming year as collections are finalized faster under the policy. Subsequently, it was reported at our last meeting that two delinquency accounts were paid in full and a total amount of \$445.51 was indeed deposited into the Association's operating account this quarter.

President Taylor, commented that the community cannot continue to meet our financial obligations with high delinquency rates and the price of services increases every year (landscaping, insurances, management, etc. and this year we are paying for reserve study.

**New Business**

2019 New Meeting Dates:      Feb 11<sup>th</sup>              April 22<sup>nd</sup>              Aug 12<sup>TH</sup>              Oct 28<sup>th</sup>

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Reserve Study: The board met with BFC and Management to implement a reserve study mandated by Virginia State Law this study must be done every five years. President, Taylor stated "Simply put, Reserve Study is long term financial planning for replacement or repairs to the amenities in Cedar Run. Having a reserve study will be a cost to the community, but we have no option we must be in compliance with the State. The money will be taken from our Reserve Fund account.

New Landscaping Contract: Starts January 1, 2019, as previously mentioned the new contract is more extensive and defined. Some of the common areas were not well maintained under the old contract. As a result, the board as implemented a review (oversight) process. 1. The Grounds Committee will have oversight over this contract and they will monitor the work performed is in compliance with the contract agreement. 2. The Contract was written as a performance-based contract, meaning if they are not performing as agreed we will terminate the contract. The contract also has increased timelines and reoccurrences associated with performance; which will cost an additional three thousand dollars (\$3K); this company was the less expensive of the three qualifying bids submitted for review. We should see noticeable improvements in the common areas as a result of the new process and the terms in the new contract.

**Committee Reports**

*Grounds Committee, V. President Stallworth, Liaison  
Jerry Tatum, Chair*

Removal of trees in front of common area fencing on Cedar Fork, these trees must come down for a number of reasons; pushing against the fence which is cause it to shift, trees are too tall and are too close to the power lines which could cause a spike or fire. The remaining tree stumps will be treated with tar to kill the stump/roots on November 3<sup>rd</sup>. Finally, as funds permit, we will have to shore up the entire fence line, the builder did not put any structural beams in the post, so the fence is weak and is shifting.

Homeowner asked if we can put flowers at the entrance ways? President, Taylor stated none of the entrance ways have sprinklers we are limited to what type of flowers we can plant in these areas, they would have to be drought tolerant.

A couple of homeowners' that live near the pond on Cedar Commons Road mentioned they have an issue with foul odors coming into their home. They are not sure if the smell is coming from the pond, but suspect that could be the issue since the water is not draining properly. They would like the county to test the water in the pond to make sure it's not causing health issues for them. Also, Tiffany Burton, who also lives on Cedar Commons Road stated "she has a big sink hole in the far back side of her yard and would like the county to fill it in. Several other homeowners stated that the land for this community is high swamp and the drainage is not running to the pond correctly and some of the manholes are sitting higher than the surface of the road.

President Taylor, stated the best way to resolve these issues is for him to contact the county, and work with management and the board. He will request that a representative from the county physically come to the property and test the water and recommend how to improve drainage. He will update everyone at the next meeting with the results. Finally, President Taylor said he will contact the county next week to have the roads and engineering guys buildup the areas around the manholes that have sank lower than the surface of our roadways.

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*ARC Committee, V. President Stallworth, Liaison  
Beth Morgan, Chair*

The ARC Chair, Beth Morgan and Liaison, James Stallworth met on Oct 12<sup>th</sup> 2018 and decided to recommend to the board to not send out second violation letters to homeowners' due numerous delays in processing the violations. Also, Ms. Morgan stated No modification applications were received during this quarter and she advised homeowners' that they must abide by our Bylaws and ARC Guidelines.

Ms. Morgan stated the ARC is aware that the builder gave some homeowners the option of choosing the colors for their doors and shutters, some choose two different colors. Since they were given this option from the builder, the ARC will not be sighting them for non-matching doors and shutters. Additionally, please remember that you must submit a modification application for any changes on the exterior of your home.

Ms. Morgan shared that not getting approval for these modifications will cause a delay in the sale of your home and the county can charge additional taxes. Also, any homeowner can download the modification application and review the ARC Standard and Guidelines by going to our community website CedarRunHoa.org

V. President Stallworth explained why the violation notices were delayed. He stated that they did the Spring inspections late May early June of this year, shortly after the inspection was completed Ms. Phillips was transferred to New Port News. Between the transition of her leaving and Ms. Stabler coming on board the ball was dropped and the first violation notice was sent out late. The ball got dropped again, now the second notice would have gone out around Oct/Nov. Since the delays were no fault of the homeowners' it was unfair for us to ask homeowners to make corrections to their homes during the upcoming holidays Thanksgiving and Christmas.

V. President, Stallworth suggested to the board that we waive these deficiencies this year and start new in the Spring of 2019. He also, informed all present that his committee will be very aggressive (guns blazing) and everyone should get the exterior of their homes ready by power washing siding, fences, lawn maintenance (grass, hedges, shrubs), painting mailbox/post, doors and shutters. The community manager, Ms. stated she will be ready and will work closely with Mr. Stallworth on this effort.

Mr. Stallworth finally, suggested that every homeowner use the website to report violations, you have the option to put your name or report anonymously. This effort should be done 365 days a year if you see a violation, please report it this will help keep our community beautiful and keep our property value high.

Director, Morgan asked two ARC questions:

1. If homeowners blowing cut grass in the street is a violation. The ARC Chairman, Ms. Beth Morgan stated that she called the county and spoke with Mr. Kenneth Martin, he informed her that the county is responsible for the roads in the community and they would come out and spray weed killer to kill the grass in the street.

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2. Can we notify homeowners in advance when the street sweeper will be in the community? Ms. Taylor, mention she had a conversation with the street sweeper. He informed her that you must call to schedule this service for your community. Ms. Taylor volunteered to call quarterly, once the date is confirmed every homeowner will be notified two weeks in advance via flyers on their mailbox with the date so they can move their cars. This process will go into effect in the Spring of 2019.

*Neighborhood Watch Director Morgan, Liaison  
Aubrey Jones, Chair*

Mr. Morgan informed all present that the Neighborhood Watch has two new members: Mr. Anthony Gross and Dorothy Tatum. Also, the committee has implemented radio testing of their system and homeowners should get to know who your block captain is. He advised the neighbor watch is everyone's responsibility and if you see something say something. The neighborhood watch committee had planned to bliss the neighborhood to introduce themselves, but due to the weather this campaign will have to be scheduled.

One of the newest members, Ms. Tatum suggested the captains should get the cell numbers from the homeowners so they can alert with a text message if something happens.

Mr. Morgan thanked all homeowners' for putting their address on both sides of their mail post. He stated this is a safety measure and will help emergency services find you if they are called to your home. Mr. Morgan stated they plan to team up with the Welcome Committee to include the numbers in the "welcome basket" this will help the new people moving into the community. As a side note he mentioned the block captains will be getting shirts to help you identify them while out walking the neighborhood.

*Welcome Committee Director Morgan, Liaison  
Wanda Jones, Chair*

We welcome two new neighbors, Mr. Booker – Cedar Commons, Homeowners on Cedar Park

Our new neighbor Mr. Booker has a Xfinity truck in his driveway, which is against the county and community guidelines. No commercial vehicle can be parked in residential area. Ms. Alma Jackson also, mentioned she had a difficult time getting out her driveway when he was parking the Xfinity truck on the street since it is close to her driveway. Ms. Jackson accompanied Ms. Jones to asked Mr. Booker to move his car from the street to his driveway, so she won't back her car into his truck while pulling out of her driveway. He complied with her request and now parks the truck in his driveway, which is still a violation of our community and the county.

V. President Stallworth advised that the management company will contact the new homeowner to make him aware of this violation.

Ms. Jones asked everyone to call the board members if you see a for sale sign, so they can alert the welcome committee.

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***Events/Social Committee, V. President Stallworth***

***Valerie Taylor, Chair***

Yard of the Month

This year the yard of the month contest ended early due to the relentless persistent rain. The yards in the community were nice but the flowers were not blooming because of the unusual rainy season. However, we were able to select two homeowners: July - Mr. & Mrs. Aubrey Jones and in August - Mr. Frank Chlorie - 5301 Cedar Haven - Congratulations and thank you for all the beauty you bring to the community.

Community Yard Sales

The community was full of bargain hunters and generous supporters for our 1st Annual Community Yard Sale. This year, our Community Yard Sale took place on October 13th from 7AM to 1PM. Also, we received rave reviews from shoppers who found great bargains. Several people mentioned that the yard sale was well organized and had quality items.

A very special thanks to V. President, Stallworth for donating and making the three stands for our community signs. We would like to say a big THANK YOU to:

- Generous homeowners who helped us offset our costs and meet our fundraising goals
- Hardworking and cheerful volunteers who made our event run with the ease of a well-oiled machine and
- Lastly, our 2018 Yard Sale Committee who volunteered their time and expertise to coordinate the event and a special thanks to Ms. Wanda Jones who was up with the birds putting balloons on our neighbor's mail-post. Indeed, the Yard Sale will become a mainstay fall event in our community.

Movies under the Stars – Saturday, October 27th – Cancelled Due to Rain

Movies under the Stars is our newest FREE family entertainment. More information about this event will be coming in the Spring of 2019

Christmas Party Planning Meeting

If interest in participating or you have questions, please join us on Saturday, November 10th at 10:00am 4956 Cedar Summit Road for our planning meeting.

Christmas Party – Dec 7<sup>th</sup> decorating at 2pm

Date: Friday, December 7th

Time: 4pm-8pm

Location: East Henrico Rec./Strawberry Hill Ballroom

Decorate your Igloos – 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> place winners.

Get ready to dress your Igloos, it time to win some cold hard cash just in time for Christmas. The contest rules and guidelines are on the community website. The winners will be selected the Saturday Dec. 22<sup>nd</sup>

Motion to adjourn the public session was made by President Taylor, second by V. President Stallworth and the motion carried at 8:15pm

Executive Session began at 8:30pm - Board of Directors Only