

**Cedar Run Homeowners Association**  
**Board Meeting Minutes**  
**January 19, 2017**

**Board Members in attendance were**

1. James Stallworth- President
2. Beth Morgan- Vice President
3. John Dantzler- Treasurer
4. Valerie Taylor- Assistant Treasurer

**Community Group was represented by**

Brian Atkins, CMCA  
LaKeitha Phillips

The meeting called to order at 6:07 p.m. by President James Stallworth.

The officers introduced themselves and gave homeowners information about their position on the board.

The minutes read by VP Beth Morgan. It was moved by President Stallworth and seconded by Treasurer Dantzler that the minutes be accepted as read. Motion carried.

**Officers Reports**

- **President Report-** President Stallworth advised the homeowners that our next meeting will be April 20, 2017. We will host elections at the annual meeting where two board positions will be open. President Stallworth then turned the floor over to Brian Atkins who introduced our new Community Manager, LaKeitha Phillips.
- **Treasurer Report** – Treasurer Dantzler / Assistant Treasurer Taylor  
As of 12/31/2016, the balance in the operating funds is \$29,312.03. The Associations total asset amount is \$36,695.52 including reserves. Several issues were discussed: assessment income; expenses and net income surplus year to date is \$558.82.  
Assistant Treasurer Taylor informed the homeowners that there are 22 Homeowners with outstanding annual assessments. She then presented an overview of the association Collection Policy. The attorney may charge an additional 20 to 30% of the balanced owed, plus and additional collection and fees. President Stallworth requested that if homeowners need assistance with additional time to pay their assessments, that they contact Community Group or the Board prior to being sent to collections.

## Committee Reports

- **ARC:** Vice President Morgan gave a brief overview of the ARC process. There are two issues which have not been resolved : 4908 CPR submitted and application for a play set, however we have not received the requested additional information. As well as a letter was sent to 3609 CMR regarding the lack of an ARC application on file. The board advised Community Manager Phillips to send a second letter to the homeowner to get the applications submitted.
- **Compliance:** Two compliance inspections will be completed this year, in April and September. These inspections will be of all exterior items (home, exterior improvements, lawn, general upkeep).
- **Grounds:** Community Manager Phillips advised that we have a new grounds contractor- Outdoor Solutions. Ms. Phillips advised that the wooded lots were cleaned up today. Mrs. Campbell question was the pruning of the trees located on Cedar Fork Rd. Community Manager Phillips advised that a letter would be sent to the church to request the pruning be completed in spring.
- **Website/ Newsletter:** Assistant Treasurer Taylor provided homeowners with previous news letters for their review. She advised that she would like more input from the community to include. She also shared the web address for the association site: [www.cedarrunhoa.org](http://www.cedarrunhoa.org).

## Managing Agent's Report

- **Transition:** Community Manager Phillips advised us that as a part of the contract with Community Group, Cedar Run has an allotment of time per quarter. Currently, we have an allotment of 10.6 hours per quarter. To ease the transition from Mr. Atkins to Ms. Phillips, Community Group has given us ten additional hours for the first quarter of 2017. This would bring our allotment up to 20.6 hours. All items handled by Ms. Phillips outside of financial work counts against this allotment. We will be billed for time, calls, and all meetings. She will keep the board updated with the amount of time used and what is remaining each month.
- **Delinquencies:** The new collection company, Equity Experts has collection reports available to all board members. Once the board advises Ms. Phillips, Equity Experts will set up the indicated board members.

## Old Business

- **3<sup>rd</sup> Entry Monument-** President Stallworth discussed the bids which were obtained are now showing outdated pricing. Community Manager Phillips needed to get the board's decision if the entry monument would be completed or tabled. A motion was made by President Stallworth and seconded by Treasurer Dantzler to table this issue until July. Motion Carried.
- **Solar lights-** 22 were installed. The highest level of lumens were used, however the community has received complaints regarding the lights flashing. President Stallworth advised that there has not been sufficient solar power to fully charge the lights to remain on. This item will be tabled until our next meeting.
- **Entry Lighting-** There were no budgeted line items for 2017 to install lighting. It would have to be discussed and addressed, if the board desires, in 2018.
- **Post light at Cedar Manor Place Entrance-** President Stallworth commented that he did not feel it was fair to illuminate one entry and not all three in the community. Additionally there were no budgeted line items for 2017 to install lighting. It would have to be discussed and addressed, if the board desires, in 2018.
- **Traffic Control Signage-** Henrico County completed a control study for Cedar Fork Road approximately 3 years ago. However, the homeowners feel a need to have the speed limit lowered with the addition of the shopping areas on Nine Mile Road. Homeowners were advised to begin calling the County to change the speed limit on Cedar Fork.
- **Pond-** There is a broken valve on the pond, keeping it from being filled. The responsibility to repair the valve is the associations. Community Manager Phillips advised that unfortunately a transition study was not completed prior to the Developer leaving and now the association will have to use its money to make the repair. It was moved by President Stallworth and seconded by VP Morgan to table the discussion until July. Motion carried.

## New Business

- **Annual Plan-** Community Manager Phillips presented the annual plan for the community. She advised the board to review the document and present any changes to her as soon as possible.

- **Reserve Study-** Community Manager Phillips advised the board to complete a reserve study for the association. The study is completed in order to evaluate the common elements and accounts. This would provide the association with a clear financial map for the next 5 years. An outside contractor who specializes in reserve studies will perform the work. The studies are completed in approximately two months. It was moved by President Stallworth and seconded by Assistant Treasurer Taylor to permit Community Manager Phillips to obtain bids for the reserve study. Motion carried.
- **Money Market Account-** It was moved by President Stallworth and seconded by Assistant Treasurer Taylor to table this item until July to allow the new board time to evaluate the finances of the community. Motion Carried.
- **ARC/Rules and Regulations document-** Community Manager Phillips stated that the document needs to be edited for consistency in language and to clarify any issues. Additionally the proposed grandfather clause would need to be added. It was moved by VP Morgan and seconded by Assistant Treasurer Taylor that the grandfather clause be added. Motion Carried. Community Manager Phillips stated that this document review would occur in the first quarter to make the best use of association time.
- **Fence Power washing-** President Stallworth stated that the powerwashing needs to be completed in the Spring. The board empowered Community Manager Phillips to obtain bids to complete the work. Homeowner Mr. Aubrey Jones requested that the contractors be made available to the homeowners to complete any powerwashing on their homes. Community Manager Phillips advised that any contractors who submit a bid would be advised of this request. The homeowners who utilize their service would do so directly with the contractor and at their own expense.

No Executive Session was required.

It was moved by President Stallworth and seconded by Treasurer Dantzler that the meeting be adjourned at 8:39 p.m. Motion Carried. Meeting adjourned.

Next board meeting will be following the Annual Meeting, April 20, 2017.