

**VEPOA Annual Meeting**  
**July 11, 2020**

1. The annual meeting for 2020 was called to order by President Leonard at 11:00am on July 11, 2020. Teller Committee Chair Bob Richards confirmed there was a quorum of members present.
2. President Leonard requested that a motion be made to dispense with the reading of the minutes from last year's meeting. A motion was made by Geoff Orth that they stand as approved and entered into the official files. The motion was seconded by Valerie Leonard and passed unanimously.
3. A welcome was extended to our many new neighbors. Phone interviews were conducted with:  
Ken and Amanda Step  
Trish and Mark Brown  
Kristen and Phil Jarabeck  
Steve and Lauren Young  
Dave and Lorie Gillespie (present at the meeting)

Additional new residents that were unavailable for a phone interview included:

Becky Young  
Jerry and Carla Hawk

4. Special thanks were given to:
  - Valerie Leonard, Jennifer Thompson and the Social Committee for organizing last year's Christmas party. Their efforts paid off, resulting in a fun beginning to the holiday season. Karen Jeffrey has volunteered to join the social committee going forward.
  - Bob and Mona Richards and their Teller Committee for meeting preparations.
  - Jennifer and Mark Thompson for welcoming new neighbors who have joined our community.
5. President Leonard gave a State of the Association address as follows:  
I would like to express my appreciation and the appreciation of all residents for everything this Board and all their volunteers have done. The time and effort they have given Village East (VE) residents shows in every place we go in this community. Thank you.  
The VEPOA Board has always been tasked with the health of our community. Due to COVID-19 we are now tasked with the health of our residents. I understand the disappointment everyone has had to endure due to the many restrictions.  
The pool committee has worked hard to make a safe, enjoyable and normal operation this summer. This was accomplished with the help of resident volunteers. The pool will remain open only if we can meet Virginia State guidelines. The Communication Chair has been a big help coordinating the time slots and volunteers.  
The positive changes in VE are obvious everywhere including the activity courts, pool, grounds, roads and our communication network and newsletter. Most important, the health of our treasury, which affords us the ability to maintain VE for the benefit of all.  
I invite our Committee Chairs to address their past accomplishments and their vision going forward.

**COMMITTEE REPORTS**

6. Don Wilt, Treasurer presented the annual status of the Association funds and Expenditures. Don has a background in finance and brings many years of experience to his position. The

residents were thanked for paying their annual fees on time, especially with the disruption of Covid-19. Dues collected from VE members are used for the betterment of the community. The 2019 Operating and Maintenance (O&M) Budget finished on budget. The 2020 budget will continue to be approached conservatively. \$40,000 was transferred to the Reserve Account for capital improvements. This was substantially higher than expected, in part due to collection of \$11,000 in past dues. We have had several unexpected costs so far this year. The pool pump needed to be replaced and we had unexpected septic issues with the clubhouse that needed fixed. Funds to cover these costs were drawn from the unbudgeted/contingency funds. Capital improvements to the clubhouse and pool were 10% over budget due to additional electrical work, need for a new bid on the gutters and french drains added on the pool fence line to drain water. The Reserve Account remains healthy and is actually greater than it was at the end of last year, despite the Capital Improvements made this year due to the previously mentioned increase in funds transferred from the O&M account. \$20,000.00 is planned to be moved each year from the O&M budget to the Reserve Account with \$10,000 earmarked to care for the private roads within VE that we maintain. So far 11 homes/lots have sold in 2020. New buyers related the excellent community amenities and availability of high speed internet were factors in choosing to buy in VE. All accounts are healthy and we remain in a strong financial position. Cost savings are realized through active community involvement. (Enclosure 1)

7. Compliance Committee Chair Geoff Orth was pleased to announce no complaints have been received concerning rental properties this year. He works with the rental agencies to ensure the properties comply with regulated capacity.  
No dog bites have been noted this year. Residents were reminded all dogs must remain on a leash and owners are required to pick up after their dogs.  
To keep the pool open we must comply with the mandated state rules. Volunteers are keeping the pool open and ensuring the rules are followed. Contact Erica Martin, Communications Chair, if willing to monitor for a 1 – 2 hour block.  
The pool and activity courts are both newly surfaced. An additional sign is needed to indicate no skateboards or bikes are allowed on the activity courts.
8. Pool Committee Chair, Al Higgins thanked Bob and Mona Richards for the pool maintenance and for overseeing the pool improvements, Erica Martin for managing the volunteers, Don Wilt for collecting and paying invoices, Paul Martin for the new pool decking, Marcia St. John for coordinating the pool planters, Joseph Arthur for creating the layout for the drainage tiles and Mark Thompson for the clubhouse renovations.  
In addition to the new decking at the pool, Paul Martin also was instrumental in overseeing work on the septic lines. The flower boxes were removed and replaced with planters. French tile and larger stones were placed outside the pool fencing to drain water away from the new decking.  
A storage shed to store the pool cover and another storage area to store the chlorine are future projects to complete the pool renovations.
9. Grounds Committee Chair Mark Thompson oversees not only the grounds, but also trees along the roads, fencing, the boat ramp, boat storage areas and all signage. Additionally, the clubhouse was renovated and the project is almost complete. The ceiling in the outside area was replaced, new fans were installed and the chimney was removed. The roof and gutters will also be replaced this year. A crew of residents trimmed overgrown shrubs recently. Renovation costs were kept low with the help of many volunteers.

Volunteers were solicited to help clean and paint the clubhouse and to maintain the plantings at the corners of each road. Volunteers are often called on to help to save costs. Please contact Mark if you are interested in helping.

VE members requested to have overgrown trees on Indian Ridge trimmed and to put a light on the dock. Several bids have been submitted for a light at the dock but all were quite prohibitive. A new bid will be considered.

10. Roads Committee Chair Bron Duncan reported a saving in cost for this year as there was no need for snow removal.  
After evaluating the newly repaired drainage areas along Indian Ridge, it was determined that one area would work better if smaller rocks were used. Joseph Arthur has drawn up a plan and Creative Curbs was contacted to submit a bid.
11. Architecture Committee Chair Joseph Arthur and his committee have fielded numerous requests for tree removal. No requests for building a new home have been submitted this year. Capital improvements to study include the drainage easements, improvements to the culverts and drainage to the pool. If the pool parking lot is paved it will need to slope to the back to drain away from the pool.
12. Communications Chair Erica Martin has sent out numerous notices, announcements and reminders through the secure online service, Mailchimp. Please let her know if you would like to be added to the list <vepoacommunications@gmail.com> If a member has concerns the best person to contact is the President <vepoapresident@gmail.com>  
Erica also manages the content of the VEPOA website (Villageeast.org) The website gives contact information for all the board members along with updated information.  
Kathy Orth continues to publish the newsletters. She has submitted quarterly newsletters instead of bi-annually and prefers to accentuate upbeat stories. Association members were encouraged to submit photos.  
Jennifer Thompson conducts phone interviews with new residents. She gathers contact information to share with the Communications Chair.  
Liz Burt updated the VEPOA directory, a major project. The directory will no longer be printed to save on costs. The directory was sent to all members via a pdf document. For privacy reasons, the directory will not be posted to the VE website. Members were encouraged to either print or download the document. The directory will be updated and resent as needed.

## Election of Board Members

Issue 1. President Leonard presented the ballot for the election of three (3) members to the Board: Joseph Arthur, Mark Thompson and Gavin Hager for three year terms. All appointees were elected with a combination of members present and proxy votes as follows: 29 yea, 1 nay.

Issue 2. President Leonard presented the ballot for the election of Eric Camplin for a 3 year term to the Architectural Committee. Eric was elected with a combination of members present and proxy votes as follows: 29 yea, 1 nay.

President Leonard thanked Geoff Orth for his many years of service on the Village East Board. Geoff served for three years as the Grounds Committee Chair before his selection to the Vice Presidency. Geoff helped the Treasurer to file liens, work with lawyers and to file with small claims court.

## OLD BUSINESS – None

## NEW BUSINESS

### Village North – Associate Membership

- History: Village North (VN) has 42 properties, 20 of which have homes. Four (4) VN residents are already members. In 1993 the VE Board reset the clock and forgave everyone in VN for past unpaid dues between 1970-1993 to allow them to join.
- President Leonard addressed misunderstandings he has received via email regarding the Village East (VE) Board's decision to review the Protective Covenants in relation to VN. There is no mention of VN in our By-Laws, Articles of Incorporation, or the Architectural Guidelines. Our Protective Covenants take precedence. The Declaration of Protective Covenants are a part of your deed. Everyone had to agree to abide by all 14 covenants within this documents to purchase a home or lot in VE. Our Protective Covenants are the Board's guideline. VN has the right to VE amenities for a user fee. Most assumptions in the emails received are incorrect. The VE Board has consulted with the VE attorney, past Board members and officers and the VE insurance agent. After several months of research, it has been determined that VN is charged a yearly user fee at the resident's option. Therefore, a resident of VN can pay a user fee for that year and discontinue the next year. VE and its members incur no obligation to the maintenance of VN roads or facilities, and VN associate members will not have the right to vote in VE. The VE Board, through the same discussions with the attorney, past Board members and officers and the VE insurance agent have proposed to the Board that VN residents who request the option of using our facilities may do so under the following guidelines:
  - A VN Associate Member can use the following VEPOA amenities: pool; tennis, basketball and pickleball courts; and the boat ramp.
  - The membership is tied to the individuals owning property in Village North, not the property. As such, if/when a VN Associate Member sells their property, the VN Associate Membership does not transfer to the new owner.
  - The VN property must be improved with a house located on the property.
  - There is a non-refundable \$1,500.00 initiation fee, payable in full, which is required to become a VN Associate Member.
  - The VEPOA Board will set the annual fee each year, starting in 2021 at \$400.00 per year.
  - The VEPOA Board may limit the number of VN Associate Memberships at any time if they deem VEPOA amenities are becoming overly crowded. Existing VN Associate Members in good standing will not be affected.
- Several VE members felt the VN associate members should pay the same annual fee as a homeowner of VE (currently \$550.00)
- The President reiterated the By Laws don't take precedence but the Covenants do. It is a lengthy and expensive process to make a change to the Covenants. The Board felt it was a good opportunity to review the VN membership and change the language to have them join as Associate Members with no voting rights.
- Paul Martin asked that we record why the Board wanted to make the changes. He also asked if Village East was charged a special assessment, if VN Associate Members would be exempt, especially if the special assessment was for the amenities they are allowed to use. President Leonard stated we can't charge a special assessment, but we could raise their user fees.
- When several VE members asked to take a vote they were reminded the decision on assessments is the responsibility of the Board, not the right of VE members to vote upon.
- Mark Barillaro agreed with the \$1500.00 initiation fee and the other rules in the contract, but reiterated he felt VN Associate Members should pay the same amount as a VE homeowner.

- In other New Business, President Leonard stated that unfortunately we had to cancel the pot luck dinners this summer.
- We will keep everyone informed through our VE email regarding the status of the annual holiday party.

#### ADJOURNMENT

A motion was made by Geoff Orth with a second by Marsha St. John to adjourn the meeting. The motion was unanimous. The meeting was adjourned at 12:44pm.

Respectfully submitted,

Bobbye Carroll  
Secretary

July 11, 2020  
Annual Member Meeting

## VEPOA Financial Summary

### 2019 Year in Review

- \$59,150 Operating and Maintenance Budget – Finished on budget
- \$40,000 Funds transferred to Reserve Account (38% Increase)
- \$21,404 Capital Improvements – Tennis/ Pickleball/ Basketball Courts

### 2020 Financials

- \$59,850 Operating and Maintenance Budget (see Pie Chart other side)
- \$20,000 Budgeted for Reserve Account for Capital Improvements
- \$ 9,150 Unbudgeted/ Contingency Funds
  - Unexpected Pool/ Clubhouse Maintenance and Repairs
    - Pool Pump, Septic
- \$36,970 Capital Improvements
  - Clubhouse renovation/ roofing/ gutters/ pool decking
  - 10% above original budget

- Account Balances

	<u>End of 2019</u>	<u>Current (7/10/2020)</u>
Checking	\$ 21,031	\$ 36,224
Reserve	\$ 97,430	\$102,451
Savings	\$ 33,141	\$ 33,146
Debit Card	\$ <u>500</u>	\$ <u>500</u>
Totals:	\$152,102	\$172,321

### Observations

- Strong Financial Position – conservative approach to financial management
  - Maintain 10% within annual operating budget for unanticipated expenses/ income shortfall
  - Budget \$20,000 each year to Reserve Account for capital improvements
  - Remaining end-of-year O&M funds swept to Reserve Account
  - \$10,000/ year escrowed for road maintenance within Reserve Account
- Cost savings continues to be realized through active community involvement

# 2020 VEPOA Operating & Maintenance Budget

	2020 Budget
Budget Income	\$ 89,000
Budget Expenses	
Admin	\$ 11,250
Club House	\$ 1,600
Pool	\$ 17,100
Grounds	\$ 23,200
Roads	\$ 6,700
Total Expenses	\$ 59,850
Budget Income	\$ 89,000
Budget Expenses	\$ 59,850
Net Income	\$ 29,150
Sweep to Reserve Account	\$ 20,000
Unbudgeted/ Contingency Funds	\$ 9,150

**2020 VEPOA BUDGET**  
**\$89,000**

