

**Waterford Board of Directors Meeting  
Video Conference VIA Zoom  
Wednesday, April 6, 2022, 6:00 p.m.**

**Minutes**

**Attendees:** Allen Broach, Jacob Hahn, Brian Meixner, Bob Pecor

**The meeting came to order at 6:02 p.m. A quorum was established**

**Minutes from 2-8-22 board meeting were approved.**

**Signage:** Ray Mungo now has the letters from the old sign. He is working with his company to create the new sign for the Skeet Club entrance. Bob is working on getting clearance for the sign. Allen has the original approval from the city and will get that to Bob.

Bob is also going to get a price that the city/state will sell the small lot on the right of Braddock as you go to Skeet Club.

Ray Mungo has the letters for the sign and will create the new sign for Skeet Club entrance.

We will produce and install 3 additional signs. 1 on Timberwolf and 1 on Single leaf and one on Sparrowhawk to let people know exactly what our neighborhood is. Some of the houses further down Timberwolf are not in great shape and do not comply with our Policies and Procedures.

**Architectural approvals:** The house at 3323 Timberwolf did not follow their approved Architectural plan. They were sent a letter on March 9 to remove the chain link fence. To date it still has not been removed. I think it would be better to follow up with a phone call rather than send another letter which is planned to be sent April 9. Allen will call the owners to find out their intentions.

A letter was sent to 3404 Timberwolf for having a tattered US flag. It still has not been replaced.

Andrew and I had the tires removed from the front yard of 3318 Timberwolf.

**Retention Pond:** I have spoken with the city about the pond and received their last inspection report. There were three items to be addressed in the future. Two of the inflow drains may need to be repaired and the here is erosion of the dam that will need to be addressed in the future. I met with Kit Barker who owns a Retention Pond management business in Jamestown. He said that the pond is in good shape over all and that the 2 drains are not bad and will probably not need attention for quite some time.

The dam is eroding and will have to be repaired in a few years. This would entail dropping the water level 3 feet then putting down a mesh and covering it with riprap for 350 feet. The cost today would be \$17,500.

Allen Will meet with another pond maintenance company for advice. Bob said that it might be better to address this sooner than later. I will discuss that with the two pond maintenance companies.

**Grounds Maintenance:** I met with Charles McMillian who currently handles the grounds maintenance. \$700 per month which is \$8,400 per year was budgeted for his services. When I reviewed his contract, it indicates the cost to be \$850 per month which is \$10,200 per year. I also noted that there are several items listed on his contract that are not being done. Pruning shrubbery, Bed maintenance and periodically raking and maintaining the pine needles. There is an additional budget item for \$435 for spreading pine needles once per year.

I volunteered to pick up the pine needles with my truck and spreading them. Brian said that he would help. The cost for the three areas will be around \$50.00. I also recommend just letting the leaves be the mulch for the small stand of trees on Carroll Ridge Ct.

To save money we could also think about holding off on some of the turf improvement for a year.

I also have met with John Knight with Knight Landscaping. He is going to provide me with his thoughts prior to our board meeting and I will present it then if not before.

Lots of discussion on this topic. I will meet with other grounds maintenance companies. We will look seriously into holding off on the turf improvements.

Allen will meet with McMillian on this.

**Financials:** When I reviewed the Budget that was handed out at the annual meeting, I found several problems. It based the budget on 136 homes paying \$20.00 per month. The annual income was projected to be \$32,640. There are actually 135 homes paying \$16.00 per month with the annual income projected to be \$25,920.

Grounds maintenance was budgeted to be \$8,400 and it is actually going to be \$10,200.

That means that the net income for 2022 (which they listed as the net income for 2021) will be \$1,526 rather than \$9,681 which was presented.

The budget was also not in the same sequence or format as the current monthly Income/Expense Statement so I revised it so it would comply.

We currently have \$16,311 cash on hand.

**Hospitality Committee:** Beth Mungo, Audrey Meixner, Jordan Johnston and I are working together on the May 15 neighborhood get together. We have distributed the "Save the Date" cards with the help of some of the board members. Terri also sent it to the neighbors whose email addresses we have. We will hand deliver the actual invitation around May 1 and also send it VIA email.

Audrey has secured a food truck. The drinks are \$1.00. I recommend that the association pay for them. I have spoken with the Police and Fire Departments about having a patrol car and a fire engine there. They both plan to attend. We are thinking about securing some "outdoor prizes." I have secured one corn hole game and Bob will get his to Brian.

Bob will be out of town for the event.

We will have a table for people to sign in for their ticket for the drink and to give us their names and address and their phone number and email addresses. I would like for the board members to take turns at the table to get to know the neighbors.

Beth and I are creating a welcome package for new resident. It will contain the Policies and Procedures, A map of the community, an Information sheet about the neighborhood including how to find our website, a list of residents names and addresses but no contact information and a small gift.

**Policies and Procedures:** This has been updated and is on the website

**Website:** This has been updated to include a map of the community, the Policies and Procedures, minutes from the annual meeting and the minutes from the last board meeting. The board minutes will be updated with each meeting.

**Rentals:** I am working on a plan to have owners who live next to or close to rental property keep us updated on turnover. I want them to also let us know if they are not in compliance with our Policies & Procedures. I am working to create a set of Policies & Procedures for renters.

3303 Sparrowhawk is on the market. Let's hope it will be owner occupied.

At last count, there are approximately 11 rentals owned by individuals and 9 owned by corporations.

**Old Business:**

Bob is looking into a collaborative internet for the members.

**New Business:**