

**Board of Directors Meeting
Greenbrier Property Owners Association, Inc.
December 20, 2018**

OPEN FORUM

Called to Order: 7:00 pm. by Debi Jones, President. Board members present: Judy Shangraw, Sandy Daniels, Donnell Parham, Natalie Hale and Bill Lawton. Members absent: Melvin Parker. Office staff present: Lori Anthony. Guests present: Angela Novsel.

Open Forum adjourned at 7:01 pm.

DIRECTORS MEETING

Called to Order: 7:01 pm by Debi Jones, President. Board members present: Judy Shangraw, Sandy Daniels, Donnell Parham, Natalie Hale, and Bill Lawton. . Members absent: Melvin Parker. Office staff present: Lori Anthony.

November meeting minutes: No corrections. A motion to accept the minutes as presented was made by Donnell and seconded by Sandy. Motion passed.

Treasurers Report: Lori reviewed the November report and explained the expenses to date. A motion to accept the report was made by Judy and seconded by Donnell. Motion passed.

COMMITTEE REPORTS:

ARC: Debi- Participation by the ARC members in judging the decorating contest was disappointing. Debi explained all the steps of the decorating contest judging. Contest participants are decreasing. Debi posed the question of continuing with future contests. Discussion resulted in a recommendation to send out an explanation of the process to the community and encourage participation.

Playground Committee: No report.

Long Term Planning Committee: Bill- No report.

Employee Evaluation Committee: Debi- Will meet in an Executive Session at the end of this meeting.

Managers Report: Lori distributed the violation report. 124 properties are listed on the report. There are 38 new properties added to the report since the November meeting.

Unfinished Business:

- 1) **Erosion behind 1305-1315 Cypress Place-** Lori reported that Eric Bartlett has replied to our inquiry regarding the City's requirement for fencing (30 - 40 feet estimated of the 500 feet lake edge) along a portion of the lake where the land between the sidewalk and the lake is very narrow. The City will not waive this requirement. Eric advised that moving the sidewalk would be cost prohibitive and homeowners would likely object. Eric also responded that the City would not reconsider allowing the rip rap or a

bulkhead to be built out into the lake as it would reduce the volume of runoff the lake holds. Rip rap would not be advisable for this narrow area and a bulkhead with a fence is likely the only solution. A motion to request plans for bulk heading some of the area behind 1305 -1315 Cypress Place was made by Natalie, and seconded by Sandy. Motion passed.

- 2) **GPOA Office Policy and Procedures:** Lori will rewrite the Policy with the suggestions made by the Board for review at the next meeting.
- 3) **Credit/Debit Card Information:** Lori presented an updated spreadsheet comparing three companies: Towne Bank, Data Genesis and Dharma Merchant Services. A motion was made by Sandy to use Dharma Merchant Services, and seconded by Judy. The motion passed.
- 4) **Community Service Programs:** No report. To be continued to January 2019.

New Business:

- 1) **Annual Insurance Policy:** Lori presented the proposed policy from Nationwide Insurance for common ground and general liability coverage. She had sought competitive bids for insurance through an independent agency Parker Reigle Insurance Agency. There were no companies that would provide the same or better coverage for less than the rate Nationwide has proposed. Insurance costs have increased due to serious storms in Virginia and surrounding states. Donnell made a motion to accept the Nationwide proposal and it was seconded by Bill. The motion passed.
- 2) **Mill Quarter Drainage:** Property owner Ms. Angela Novosel of 1211 Mill Stream Way was present to provide photos of the standing water issue beside her building. Lori presented two proposals from Branche Industries Inc. for sidewalk modifications behind the property and one from Town Scapes for drainage installation, grading and seeding. A motion was made to accept the Town Scapes proposal by Bill and seconded by Sandy. The motion passed.
- 3) **Authorized Signers for Bank Accounts:** Debi Jones, President, Judy Shangraw, Vice President and Natalie Hale, Secretary, signed the paperwork for Towne Bank. (Melvin Parker, Treasurer, will sign the paper work when he returns from out of town) There may be similar documents to sign for Dollar Bank. Lori will notify the Board when the documents are received. Lori presented the annual bank resolutions. A motion to accept the resolutions was made by Donnell and seconded by Judy. The motion passed.
4. **Civic Conversations:** Lori reviewed the letter from the Commonwealth Attorney inviting GPOA to send two members to the "Civic Conversations" meeting to be held on January 30, 2019. Judy and Debi volunteered to attend. Donnell would also like to attend if a third participant is approved. Lori will contact their office and submit the registration form.
- 5) **Miscellaneous:** Natalie questioned the legality of unlicensed group homes in the association. Lori explained that city code allows two unrelated adults to reside in the same home and still maintain the single family definition.

Lori presented the year to date budget and recommended that an additional \$10,000 be transferred into the reserve account. The budget calls for \$37,961 to be placed in reserves. The additional amount is necessary for anticipated increasing costs for the bulk heading along Cypress Place. A motion to transfer \$47,961 into reserves was made by Bill, seconded by Donnell. The motion passed.

Debi made a motion to hold an executive session to discuss the employee evaluations. Motion seconded by Natalie. A motion to adjourn the Board of Directors meeting at 8:33 p.m. was made by Natalie and seconded by Sandy. The motion passed.

Executive Session: Called to order by Debi at 8:40 p.m. Employee evaluations were discussed. A motion to adjourn the Executive Session at 8:47pm was made by Donnell and seconded by Natalie. The motion passed.

Directors Meeting: Re-opened by Debi at 8:48 p.m. A motion to adjourn the Board of Directors meeting at 8:48 p.m. was made by Donnell and seconded by Sandy. The motion passed.

Natalie Hale, Secretary

Debi Jones, President