

**Board of Directors Meeting
Greenbrier Property Owners Association, Inc.
January 17, 2019**

Open Forum

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

Owners present: Deana Mondy, Alan St Cyr, Bubba Pugh. Ms. Mondy addressed the Board about a confidential matter. Mr. St Cyr and Mr. Pugh attended to observe the meeting and comment on the newsletter.

Directors Meeting

Called to order at 7:10pm by Debi Jones, President. Board members present: Judy Shangraw, Sandy Daniels, Donnell Parham, and Bill Lawton. Members absent: Melvin Parker and Natalie Hale. Office staff present: Lori Anthony

The December Board meeting minutes were approved as submitted with the motion made to accept the minutes by Bill and seconded by Donnell. Motion passed.

The December Treasurer's report was reviewed by Lori. A motion to accept the report was made by Donnell and seconded by Judy. Motion passed.

The Board meeting was temporarily paused at 7:20pm upon the arrival of Chesapeake Police Officer Lawrence. He gave an update on crime in the Greenbrier area including a recent incident.

The regular Board meeting continued at 7:35pm. Resident Stacey Russell addressed the Board regarding a confidential matter. The Board agreed to install a trashcan in the River Birch Court area.

Committee Reports

ARC – Debi commented on application volume being down due to the winter season.

Playground Committee - No report.

Long Term Planning Committee – Will discuss when Board reviews Reserve Analysis.

Manager's Report – The Violations report was distributed separately. 55 new violation letters were generated since the December meeting. A total of 152 properties are on the report.

Unfinished Business

1. Erosion behind 1305-1315 Cypress Place: No update.
2. GPOA Policy and Procedures: The Job Evaluation and Benefits/Raises /Bonuses policies were rewritten and combined into one policy. The Board reviewed the policy and

made one change to replace the word “will” with “may” under item 2. Bonuses . A motion to approve the policy with the change was made by Bill and seconded by Donnell.

3. Credit/Debit Card Information: The office staff will be working on setting this up after all of the information is received from Dharma.

4. Community Services Programs: No update.

New Business

1. Updated Reserve Report: The Board reviewed the report. A motion to accept the report was made by Donnell and seconded by Sandy. Motion passed.

2. Homeowner Newsletter Suggestion: An email from a homeowner regarding the newsletter was reviewed. He suggested that emails from owners be gathered so that community updates could be relayed and quarterly newsletters distributed via email. No action.

3. Mill Quarter Certificate of Deposit: The Mill Quarter CD expires on 1/18/19. The Board reviewed CD rates from various banks. A motion to close the CD and transfer the money to the regular Mill Quarter Reserve account was made by Sandy and seconded by Donnell. Motion passed.

4. Sidewalk Repairs: Sidewalk sections throughout the common grounds are in need of repair. Precision Safe Sidewalks is reviewing the sidewalks and will present an alternative to excavating and repouring some of the sections.

5. Miscellaneous: Lori distributed the proposal from E. Clifton Ingram, Jr., CPA for the financial statement preparation, audit and tax preparation for 2018 at a cost of \$2600. A motion to accept the proposal was made by Judy and seconded by Donnell. Motion passed.

Lori asked if the Board would consider payment extensions for homeowners impacted by the Federal Government shutdown. This will be reviewed on a case by case basis.

A motion to adjourn the Board meeting was made at 8:17pm by Bill and seconded by Donnell. Meeting adjourned.

Executive Session was called to order by Debi at 8:18pm. Two owner accounts were discussed. A motion to adjourn the Executive Session was made by Bill at 8:49pm and seconded by Donnell. Meeting adjourned.

The Board Meeting was called back to order at 8:49pm by Debi who notated that two homeowner accounts were discussed in the Executive Session.

A motion to adjourn the Board meeting was made at 8:50pm by Donnell and seconded by Sandy. Meeting adjourned.

Debi Jones, President

Natalie Hale, scribed by Lori Anthony