

Hampshire Greens Homeowners Association

Board of Directors Meeting Minutes

Tuesday, March 21, 2023, 7:00 P.M.

The meeting was held via Zoom

DRAFT

Directors Present: Wayne Swann, President; Linda Moore, Vice President; Greg Hymel, Director; Jasbir “Rani” Chowdhary, Secretary; Donna Georgallas, Director; Ed Schaffer, Director; Melissa Therrien, Treasurer

Property Management: Shireen Ambush, Abaris Realty; Kaitlyn Ambush, Abaris Realty; Henry Leung, Abaris Realty

Homeowners Present: David Seiler; Richard Myung; John Towriss; George Alexander; Courtney Wright; David Higginbotham; Juanakee Calhoun; Deb Gosh; Betty Warsheka; Stephen Szot; George Caltourn; Sheryl Hardy-Austin; Joanie Henderson

Call to Order

The meeting was called to order by Dr. Linda Moore at 7:13 P.M. with a quorum of six Board Members.

Dr. Linda Moore introduced Shireen Ambush and the Abaris Realty Team as the new Property Management Company for the Hampshire Greens HOA. Shireen Ambush provided a summary of Abaris Realty’s business meeting protocols.

Greg Hymel echoed Shireen’s comments and explained the virtual meeting protocols to the group, which included several homeowners.

President’s Report

The President’s report was tabled as Wayne Swann was experiencing technical difficulties and was not present at the meeting during this time.

Committee Reports

- Finance – Dr. Linda Moore, Chair, reported that on February 27, 2023, the Committee discussed the January 2023 Financials and recommended the Board accept the January 2023 Financials. Dr. Linda Moore noted that the committee is working on proposals for the pathway re-pavement. Shireen Ambush recommended the Board bid out this project and seek proposals for engineering oversight. The Finance Committee recommended the Board and Abaris to review the current collections report and that the Committee, Board,

and Abaris to meet and discuss the reserve funding. The Committee also recommended the Board extend the website accessibility. Dr. Linda Moore commented that the February 2023 Financials have not yet been received from IKO. As a reminder, the committee meets on the fourth Monday of every month.

- Social – Rani Chowdhary reported the committee will meet next week, with the hopes to begin planning social events for 2023. The link for the meeting is available on the HOA website.
- Landscape – Greg Hymel, Chair, reported that the Committee met last week (week of 3/13/23), and discussed the 43 recently planted street trees by the County, at no cost. Greg commented that 4 more trees are expected to be planted, at a total of 47 trees. The HOA is responsible for watering the trees, for which the Landscape Committee has engaged Greenskeeper to install gator bags for one year. Greg noted that the Committee is looking to have the County come back in June to determine any other trees in the community that are eligible for removal and replacement. Greenskeeper has recently removed debris throughout the community and the swales, and the Committee is also working with the golf course to clear out the swales on their property. Greg noted that the Committee is working on the plan for the flower bed entrances for the Board’s review, the memorial for Ron Nesbit, installing additional pet waste stations, as well as improving the drainage and excessive water on the pathways.
- Architectural Control – None.
- Schools – None.
- Security – Dr. Linda Moore commented that she was present at the last Committee Meeting, at which time the President from an HOA in Virginia gave a presentation and recommendation for a new security camera company.
- Website – Stephen Szot, Chair, reported that the Committee recently met on February 21, 2023, and are looking for new Committee Volunteers. Stephen noted that the minutes from the last Committee Meeting will be posted on the HOA website. Stephen also noted that the current ACC application on the website has the contact information for the prior management company, and needs to be updated with Abaris Realty’s contact information. The next Committee Meeting will be in July, and the meeting information will be posted on the HOA website.
- Storm Water Management – Dr. Linda Moore noted that the work on the wet pond at the end of Firestone Road has begun.

Open Forum

Betty Washecka asked the following questions: which trees are being replaced by the county; were the trees replaced by the landscaper; what is the timeframe for the work at the tennis court?

Reba thanked Abaris and the Board for the Zoom etiquette, as the meeting was run very well. Reba inquired about the process for bulk trash and how frequent bulk trash collection services were offered within the current contract, as well as the additional cost per bulk trash collection.

David Higginbotham requested additional information on the pending home inspection scheduled for April.

George Alexandar noted the swale trees on Harbour Town Drive by Mission Trail, have bark that is peeling off. George inquired if these trees will be included in the replacement program by the County if the trees are diseased.

George Caltoun inquired about the home inspection set for April and what the parameters would be. George also inquired what residents should do if vehicles are parked along the swale and damages in the grass.

John Towriss requested the Board or Abaris to contact the State Highway Administration to barricade the right turn lanes at the New Hampshire ave entrances of the community, since they are frequently being used as passing lanes.

Stephen Szot commented on the sidewalk replacement that began in the Fall and inquired if it will start up again in the Spring, as there are several areas in the community with uneven concrete. Stephen noted the School and Storm Water Management Committees need to update their information for the HOA website. Lastly, Stephen noted that the Phase 1 streets display cracks and bumps in the asphalt: what is the end of life or patch work timeline for these repairs?

Board/Management Response to Open Forum

Shireen Ambush responded that the tennis courts are under proposal evaluation for engineer oversight and to design a scope of work. Shireen estimated 60-90 days until a contract could be awarded and by early Fall we are hopeful to get on the contractor's schedule. Shireen confirmed that Abaris would clarify with RRR on the bulk trash schedule, and noted that the County also offers free bulk trash pick-ups by resident request. Shireen gave a brief overview of the Home Inspections process, in light of the pre-inspections meeting to be held with the ACC Committee and the Abaris Inspections Department to create a focus list for Inspections violations. The Home Inspection is only limited to the exterior home and lot maintenance/deficiency based on the ACC Guidelines for the Community and the Governing Documents. Shireen noted that any diseased swale trees can be identified and reported to the County. Any vehicle damage to the swale landscape is the owner's responsibility as the property lot extends to the street. Shireen confirmed that Abaris will submit a request to the State Highway Administration for the right turn lane barriers on New Hampshire Avenue and Ednor Lane.

Stephen Szot noted that the driveways must be fully used before using the street as parking, as it is unsafe.

Old Business

Approval of Minutes

Dr. Linda Moore noted that the January 2023 Draft Minutes have not yet been received from IKO. The approval of the January Minutes was tabled until they have been received from IKO and reviewed by the Board.

Approval of Financial Statements

Dr. Moore made a motion to approve the January 2023 Financial Statement. The motion was seconded by Greg Hymel and carried unanimously.

Dr. Moore noted that the February 2023 Financial Statement has not yet been received by IKO. The approval of the February 2023 Financial Statement was tabled until they have been received by IKO and reviewed by the Board.

Finance Report

None – previously provided under the Finance Committee Report.

New Business

FAQ Document Page for HOA Website

Dr. Moore made a motion to have the Board review the proposed document, provide edits, and vote to approve and post on the website at the next Board Meeting. The motion was seconded by Greg Hymel and carried unanimously.

ACC Review Process

The Board agreed to appoint an ad-Hoc Committee to provide recommendations/revisions to the current Architectural Guidelines for the Board's review, and vote to distribute to the community for review.

Collection's Policy Review

The Board agreed to discuss this in Executive Session.

Email Opt-In Policy

Dr. Moore made a motion to adopt the email opt-in policy. The motion was seconded by Greg Hymel and carried unanimously. The approved Email Opt-In policy will be posted on the HOA website.

Greenskeeper Proposal – Gator Bags

Greg Hymel provide the Board with the Landscape Committee's recommendation to approve the proposal presented by Greenskeeper to install 47 gator bags at \$37 per bag, and five (5) man-hours at \$55 per hour to refill each gator bag 1-2 times per week. Dr. Moore made a motion to approve the Landscape Committee's recommendation and the proposal presented by Greenskeeper. The motion was seconded Greg Hymel and carried unanimously.

Adjournment

As there was no further business, Mr. Swann motioned to adjourn the meeting at 8:30 P.M. Dr. Moore seconded the motion, which was carried unanimously.

Minutes respectfully submitted by Kaitlyn Ambush