

The Grove Homeowners Association  
Board of Directors Regular Meeting Minutes  
January 10, 2019

A regular meeting of the Board of Directors of The Grove Homeowners Association was held on January 10, 2019. The meeting was held at The Grove Clubhouse, Midlothian, VA.

A. Welcome and Call to Order.

Gerry Mancuso called the meeting to order at 1837hrs.

B. Roll Call and Quorum Status.

The following board members were in attendance: Gerry Mancuso, John Romano, Earl Nunnally, Matt Chafin, and Joshua Farmer. Jo Mendoza was in attendance as a representative from Community Group. Two homeowners were also present: Cory Whitlow and Jennifer Whitlow.

C. Member Voice.

Homeowner Comments: Additional efforts should be made to reduce the goose population prior to Spring. Homeowner suggested that a barrier around the pond could prevent the geese from leaving the water and encourage them to seek a more appealing area. Possible costs and materials were discussed. Board members unanimously agreed to check local hardware stores for pricing of plastic, mesh fencing materials and to test a small portion of said materials for feasibility and aesthetics prior to investing in a larger amount.

D. Set Adjournment Time.

Gerry Mancuso set the adjournment time for 2100hrs.

E. Approval of Agenda.

Gerry Mancuso made a motion to approve the Agenda for January 10, 2019. Matt Chafin 2nd. Motion passed by unanimous vote.

F. Disposition of Minutes.

Gerry Mancuso made a motion to approve the minutes from September 13, 2018 and November 1, 2018. John Romano 2nd. Motion passed by unanimous vote.

G. Reports.

Managing Agent:

i. Actions Taken Without a Meeting

- (a) October 6, 2018: Decision made to approve *Power Wash This* to clean and seal 16 foot bridges, the pier, and the gazebo.

Cost: \$6,750

(b) November 2, 2018: Decision made to approve *We Hang Christmas Lights* to install and remove holiday lights.

Cost: \$3,300

(c) November 26, 2018: Decision made to approve *Nathan's Roofing* to repair two pipe collars on the roof of the clubhouse.

Cost: \$495

- ii. Acoustic Ceiling Tile. Board members discussed the stained acoustic tile on the clubhouse ceiling. All members agreed that the stain needs to be addressed. Options considered included (1) replacing the tile, (2) painting the tile, or (3) removing the tile without replacing it. Members unanimously agreed to try paint before deciding if it would be necessary to pay the replacement cost.
- iii. Trash Can. Board members discussed the need for an additional outdoor trash can near the pond. Members unanimously agreed to seek additional bids to determine whether the current proposal is reasonable.
- iv. Clubhouse Sign. Gerry Mancuso made a motion to accept the bid from *Carousel Signs & Designs*, and to approve the funding required for a new clubhouse sign. The sign is to be offset from the ground by 18 inches. Matt Chafin 2nd. Motion passed by unanimous vote.
- v. Repairs to Clubhouse Ceiling. Gerry Mancuso made a motion to approve funding for clubhouse repairs. Matt Chafin 2nd. Motion passed by unanimous vote.
- vi. Fencing Repairs. Gerry Mancuso made a motion to approve funding for repairs to the fence along Coalfield Road, but not to provide funding to stain the fence posts at this time. Earl Nunnally 2nd. Motion passed by unanimous vote.
- vii. Clubhouse Parking Lot Sealing & Striping. Gerry Mancuso made a motion to accept the bid from *Finley Asphalt & Sealing*, and to approve the funding required to patch, seal, and stripe the parking lot. John Romano 2nd. Motion passed by unanimous vote.
- viii. Annual Plan. Jo Mendoza intends to make revisions.
- ix. Updated ARC Guidelines. Board members reviewed the updated guidelines.
- x. Non-Compliance Review. Board members reviewed a non-compliance issue in Krim Point. Members unanimously agreed that no action will be taken on the issue at this time.
- xi. Financials for 2018. Board members reviewed financial statements from 2018 that were prepared by the firm of *Adams, Jenkins, &*

*Cheatham*. Matt Chafin suggested it would be appropriate to request a full audit if one has not been conducted recently. Board members directed Jo Mendoza to inquire with the firm about an audit and to request preparation of a Profits and Losses Statement.

- xii. Payment Plan Request. Board members reviewed a homeowner's request for a payment plan to discharge certain debts associated with the owner's HOA dues. Members discussed the need to emphasize the HOA's pre-payment option so that more homeowners are aware of it. Members unanimously approved the homeowner's request.

H. Unfinished Business.

None.

I. New Business.

- i. ARC Filing Fees. Board members tabled an issue related to the filing fee for ARC project requests.
- ii. Lattice Requirement for Wood Porches. Gerry Mancuso made a motion to require lattice installation under any front porch that would otherwise have an open bottom. Matt Chafin 2nd. Motion passed by unanimous vote.
- iii. "Open House" Signs. Board members discussed a complaint about "Open House" signs remaining posted long after the event has been completed. Members discussed a requirement to have signs removed within a reasonable time period. Joshua Farmer indicated that the term "reasonable time" is too ambiguous, and suggested that the board specify the time limit. Gerry Mancuso made a motion to require Open House signs be removed within three hours of the Open House concluding. Matt Chafin 2nd. Motion passed.

J. Executive Session.

None.

K. Omitted From Agenda.

L. Date & Time of Next Board Meeting.

The next meeting of the Board will be held on February 7, 2019 at 1830hrs.

M. Adjournment Time.

This meeting adjourned at 2055hrs