

SOUTHWIND SHORES II H.O.A MEETING

July 27, 2018

PRESENT: John Fortuna (President)
Laura Hoene (Vice President)
Sharon Boivin (Treasurer)
George Tsoukleris (Environmental Chair)
Diane Kelly (Secretary)

1. Call to Order

- a. John Fortuna called the meeting was called to order at 5:59 p.m.

2. Approval of Minutes from May 11, 2018

- a. Minutes were approved. Motion made by Diane for approval, seconded by George and passed unanimously by the Board.

3. Officer or Committee Reports

- a. Sharon Boivin, Treasurer, wished to note five items:
 - i. The monthly financials began on June 1st and therefore the information would not be very valuable so she did not bring the financial reports today. However, she will do two months' worth when the next statement comes out and e-mail the reports to everyone.
 - ii. She will spend some time next week getting the files in order and then contact the individuals who volunteered to do the audit so this can be accomplished.
 - iii. Sharon noted that there are only two check signers on record at Sun Trust. Since one is now off the Board, she and John will go to the bank next week and change the current signers from Al Ptasznik and Sharon Boivin to John Fortuna and Sharon Boivin.
 - iv. She received a notice from Zurich Insurance Company that they will no longer be issuing insurance in Virginia. Our insurance agent, Bessie Weaver, sent a quote for a new insurance policy. After several questions Sharon and John submitted, she will send a revised proposal with an updated premium. With Zurich the premium was \$865 and the present quote was \$985. However, the new quote might be more as Bessie is making a couple of adjustments. The expected premium will probably be \$1,000 or a little more. The new policy will take effect August 10, 2018 when our old policy expires. The new policy will include Directors' and Officers' Insurance to keep Board members from being personally sued. There will be reasonable amounts of liability for a total of \$2,000,000 coverage. Included as well will be a bond for \$25,000 for the individuals who are signers of checks.
 - v. Sharon also wanted the Board to know about a Go Fund Me account which had been set up years ago for one of our residents, Mark Fischer. It is called "Fists Up for Fischer". She noted that nothing had been contributed for several years. She asked the Board if they would like to make a donation to this worthy effort as the costs for his treatment(s) are high. It is especially difficult as Mark has had to retire. The Board unanimously voted to contribute \$750 on behalf of the entire SWS2 community. In addition, Sharon volunteered to send out an e-mail to everyone (minus the Fischer's) to alert people to the Board's decision and let them know they can contribute additional funds if they so desire.

4. Open Forum

- a. No one from the community attended.

5. Old Business and New Business

- a. Action List Update
 - i. Sharon will take care of the audit.
 - ii. Sun Trust will be added to the Action Item list.

- b. John has been calling Comcast once a week in regard to Comcast cutting the line for the lights at our entrance. The man he was dealing with was replaced by a new fellow. After the new fellow was unresponsive, John talked to one of the representatives who was going from house-to-house soliciting business for their service. After hearing what John had to say, that gentleman came back to John telling him that he had pursued the issue, and that John should go above the man's head who had been unresponsive. John is doing that and will continue to "climb the ladder". If he gets up to the top and Comcast is still not resolving the problem, then John (as President of the Board) will take it to small claims court.
- c. In the Common Area where nothing but weeds will grow, driveway rocks have been put down after a cleanup. It will need to be sprayed for weeds, but it is an excellent solution to a problem area.
- d. George mentioned that the tree by the bulkhead needs to come out. He is afraid as it grows, it will push the bulkhead out. John and George will go together to see if they feel it needs to be removed.
- e. John would like to do something about the front entrance. George said he went to the Louisa Extension Service. Their first advice was not to remove the plants at this time. They suggested he get some soil test kits, take samples and sent them to Virginia Tech for analysis. He will get a couple of samples from each side; and in a few weeks, Virginia Tech will send an e-mail enumerating what type of soil we have and what can be done so the plants will thrive. The Board decided to go ahead with purchasing the soil sample kits and submit said tests to VT. In this way we will know what we are dealing with and what can be added to the soil so existing (and any new plantings) will not only live, but thrive.

6. Executive Session

- a. The Community Event went extremely well and the food was great. We will ask Carl Graves if he will do the food again for next year. It was noted that the Annual Meeting also went well. John thanked the Board for their hard work, and the Board thanked John for his leadership.
- b. John had talked about expanding the role of the Vice President. This includes:
 - i. Greeting new people,
 - ii. Community Event,
 - iii. Renters, and
 - iv. POA contact list.

He noted that the Vice President had no role other than to fill in if the President was not available.

- c. John then introduced the idea of a Procedure Book to which each officer would write a section detailing what their office was responsible for and any timelines noted. Creating such a book would assure proper and accurate continuity when a new officer is elected to a position. It is hoped such a book will be completed by the next Annual Meeting.
- d. John brought up the idea of staggered elections of officials so there will be continuity and knowledge available at all times. He proposed that at the next election in 2019 when five people are elected to the Board, two of the individuals say they will serve for only one year. That would mean that in 2020, we would need to elect two people. They can be the same individuals as were elected to the Board if they are willing to serve for two more years. In this way there will be an election every year but not a possible change over of the complete Board. The breakdown would be: 2019 five people elected, 2020 two people elected, 2021 three people elected, 2022 two people elected, 2023 three people elected, and so on. John pointed out that using this schedule, two people would be elected every even year and three people would be elected every odd year. As every year the Board is supposed to re-vote among itself who will fill what office, changing Board members each year will not be a problem. Doing this will ensure institutional knowledge is always present. This change can be initiated by a Board Resolution according to HOA laws. It has been decided to introduce this at the next Annual Meeting.

7. Next Meeting

- a. The next Board meeting will be October 5, 2018 at 6 p.m.

8. Adjourn

- a. John Fortuna made a motion to dismiss, Laura Hoene seconded and the Board unanimously voted to adjourn the meeting at 6:43 p.m.

Respectfully submitted,
Diane Kelly, Secretary

