

Peacock Hill Community Association
Board of Directors Meeting
Wednesday, April 30, 2014
205 Peacock Dr. The Koenig Residence

Board Members Present: Tom Leonard, Jan Dutton, Greg Lohr, Laura Schundler, Jacqui Koenig, Maureen Minor, Charlie Molhoek

Board Members Absent: Susan Klug, Ryan MacDonald

Real Property Agent Present: Lacy Wilbur

Minutes

- 1) Call to Order & Introduction
 - a. The meeting was called to order at 7:05pm.
- 2) Declaration of Quorum
 - a. With seven (7) of nine (9) board members present, quorum to conduct business was met.
- 3) Approval of January 2014 Minutes – There were some changes to the minutes in regards to wording. Mr. Leonard made the motion to approve the minutes with the changes. Mrs. Koenig seconded the motion and with no further discussion, the motion passed by all those in attendance. The minutes for the March 2014 Board of Directors meeting were also reviewed. There were some changes in regards to wording. Mrs. Koenig will email the manager a corrected version. Mr. Dutton made the motion to approve the minutes with the changes. Mrs. Minor seconded the motion and with no further discussion the motion passed by all those in attendance.
- 4) Manager's Report
 - a. Grounds & Maintenance
 - i. Road Re-Pavement Project – 2015
 1. There were no updates in regards to the plans for the 2015 paving of Peacock Drive and Shady Lane except that the manager had only gotten one response from the special assessment and that was to inform the Board that full payment would be made at once when the total is due.
 2. The manager had not put together the RFP for the work that civil engineer Frank Pohl recommended for road and ditch repair. He has been waiting for Mr. Pohl's final assessment of Shady Lane. The manager reported a communication from Mr. Pohl. "Do you want me to analyze this ditch for the HOA? To repair this correctly I'd recommend I determine the drainage area using the County contour mapping and confirm/estimate volumes and velocities in the ditch. Otherwise, we would end up playing fix and see, meaning fix and wait and see if the fix works." The Board discussed this stance and agreed that since the cost of such study would be borne by the owners on Shady Lane based on the road category, this study would not be pursued. Any competent contractor could make the repairs without excessive expense.
 3. Quotes for the patch work were reviewed. Black Baer - \$5,100.00 and VAS - \$200/ton for asphalt, not to exceed \$3,000. There was no response from RidgeTop excavating.
 4. VAS agreed to improve the end of Gooseneck for free
 5. Mrs. Koenig made the motion to select VAS for the patch work. Mr. Molhoek seconded the motion, and with no further discussion, the motion was passed by all those present. The Board asked the manager to relay to VAS that fixing Gooseneck for free went a long way in showing good will and made the selection for the patch work even easier.
 - ii. Dam Certification & Maintenance Update
 1. The manager has received all paperwork for the grant reimbursement and it will be submitted this week.
 2. Remedial Dam work quote review – The manager reminded the Board that the alteration permit granted by DCR is good for two years, expiring in November 2015.
 - a. Daniel Lenherr – Met at dam - \$50,710 – This price includes everything on the plans as well as fixing the trail upon completion. \$8,500 additional to dredge the silt pond and this price is the same if they do it while on site, or at a separate

time. This price does NOT include the cost of the engineer to supervise and do a final inspection of the project.

- b. Montebello Contract Services – Met at dam – Not bidding at this time. The scope of the work, mainly fixing the trail, “scares” him. Also, he thinks if the engineer would allow the use of “easy flow” around the toe drains rather than gravel/sand mix, it would save money. I have reached out to the engineer to see if that would be acceptable. He said that he would need to see a proposed change, but it is not likely as the mix is specific to the material. The contract thinks that \$20K would be too conservative and that \$40-\$50K is more appropriate as the plans are now. He recommended seeing if a lot owner would grant a temporary easement, possibly paid for by the HOA, with the yard restored to grant access to the dam. This could be more economical, however, there would likely need to be significant tree removal to make this happen.
 - c. RidgeTop Excavating – Met at dam – so far, no response
 - d. Earthworks – Met at dam – so far, no response
 - e. Jason Harvey – no response
3. The Board asked the manager to reach out to DCR and request an extension on the alteration permit so we allow enough to for budgeting and funding.
 4. We have about \$14K budgeted for this work, and another \$8,500 due back from the reimbursement. The rest would need to be funded by special assessment or by taking a loan from the line of credit. (Currently \$50,000)
 5. In regards to the standpipe –The estimated cost for repair, when it is needed, is around \$100,000. There are 177 lots in PHCA. The cost for repair per lot is \$564.97 total. \$112.99 per year (based on 5 years) and \$28.24 per quarter.
 6. The inspection report from BanderSmith does not give a timeline for repair, just that we need to start budgeting for it now, and they recommend bi-annual inspections of the spillway, at least. It may be a good idea to have it done annually to stay on top of it.
 7. If stretched to 8 years, \$70.62 per year and \$17.65 per quarter.
 8. When we start working on the budget for 2015, we will do what we can to factor in these amounts without changing dues too much. The savings on landscaping with our new contractor will be a big help towards that.
- iii. Lake Management Report
1. Clarke had planned to visit at the end of May, about 3 months from their last visit, but the manager had them come earlier as there was some algae blooming. He visited on 4/23 and said it was a good thing that we called when we did as the algae bloom was “significant.”
 2. Water quality results have been sent to Mr. Jeff Mangum to be posted on the website.
 3. It may be worth having Matt (the landscaper) cut back the brush in the silt pond and wait on the dredging. The manager informed the Board that consideration may need to be given to stockpiling or spreading the dredged silt somewhere on common property, as removing it could be more costly due to EPA regulations.
- iv. Landscaping Contract – Matt’s Lawn Care
1. Matt has been doing a great job, it seems. There have been a few things that the manager has needed to point out to him, but he has been very responsive and very attentive.
 2. The manager has instructed Matt to clean up the flower beds at the intersection of Shady Lane and Turkey Ridge Road. Since then, however, 2 community members have volunteered their time and flowers from their gardens as well as mulch to be beautify them. The manager’s plan, if the Board agrees, is to have Matt clean up all of the dead stuff in the beds and have the volunteers make it nice again.
 3. There was a brief discussion, and the Board agreed to allot the volunteers \$100 (paid by reimbursement) for mulch and any other materials needed.
- v. Trash and Dumpster area

1. Since the last meeting, there has not been any bulk trash left around the dumpsters
 2. The pot hole was not factored into the patch work quote, but would be \$600 to have fixed. The Board agreed to not have the pothole fixed now, and reevaluate it in 2015.
- b. Resident Concerns –
- i. PHCA Newsletter – The manager updated RPI and disclosure statement information on it and sent it back to Mrs. Schundler. Mr. Leonard asked for an ‘apprentice’ to learn the newsletter and take it over once Mrs. Schundler’s term is complete.
 - ii. PHCA Website – The manger has spoken with Mr. Mangum and requested that the broken links are fixed. Also, he requested that the ‘Contact RPI’ links all connect to him.
 - iii. Resident Satisfaction Survey – There was no additional discussion on this topic, and the Board requested that it be taken off future agendas.
 - iv. 285 Turkey Ridge Road – A hearing date has been set for August 7, 2014 at 9:30AM. Mr. Buck, the association’s attorney forgot to put the first docket call on his calendar and missed it. The second docket call was in conflict with another court, but an associate from his firm was present. The owner of the lot asked the judge to recuse herself because of some prior connection. There is a substitute judge and scheduling had to be handled by email. The owner has contacted RPI on a few occasions and has asked to have all of his communications copied to the Board. Mr. Ben Wilson sent back to him relaying that all communications regarding this case need to be funneled through Mr. Buck. Mr. Buck agreed with this and confirmed that all communications relating to this case go through him first. The owner can communicate directly with RPI and the Board about anything that is not pertinent to the current case. The owner is also caught up on his assessments, and collection on legal fees cannot be pursued until the case is decided.
 - v. Lot 59 – There has not been any application for construction from the owner, nor have there been any payments made towards his past dues. The construction that was occurring on Grey Dove Lane was utility related for the home at the top (278). There was one complaint about foul, loud and obnoxious language and conversation. The manager called the company and spoke with the supervisor. The supervisor had it taken care of immediately. The work is now complete.
 - vi. Insurance Policy – An increase in coverage amounts is in progress.
 - vii. Heron Lane property with damaged front yard – The yard is still not fixed. The manager contacted the responsible contractor on 4/25 and has still not gotten a response. The management team will stay on top of him until it is fixed. The Board requested that the manager offer the contractor one last chance to fix it or PHCA will have it done and bill him. The board gave him a 2 week deadline.
 - viii. Common area/roadside cleanup – Within the next two weeks, we will begin to assess all of the roads and determine what is most pressing, what would be nice to have done, and what to have done if money in the budget remains. \$5,000 has been budgeted for this clean up. The manager discussed the different approaches to have this done, either our landscaper at his hourly rate until the budget is exhausted, or define a definite scope and bid it out, not to exceed the budgeted rate. The Board agreed to have the landscaper do what he can, focusing mainly on the lower work. When that is complete the manger will bid out the rest of what needs to be done with other contractors. The Board also asked the manager to speak with Mr. Buck in regards to the right of the association to cut back trees/shrubs/brush that come off of private property. The Board would like for the landscaper to being the work within the next two weeks, and asked that the manager relay that he would not be ‘in trouble’ if he could not handle this extra work.
 - ix. Recruitment of Board Members - Mr. Leonard announced the resignation of Mrs. Susan Klug. He thanked her for her time and service on the Board. There was a short discussion about possible community members to fill her spot for the remainder of her term. A list was gathered and the manager was asked to send Mr. Leonard the contact information for them to discussion the opportunity.
 - x. Mr. Leonard had received a complaint from an owner expressing their frustration over the disclosure packet process, the changes that have occurred and the misinformation in the

newsletter. The manager informed the Board of what is mandated by law and the change in the ordering process. Mr. Leonard will send a response, as promised, to the complainant.

- 5) Financial Report –
 - a. The manager discussed the financial statement for the community. The financials are posted to the website on a monthly basis.
- 6) Capital Assets
 - a. Tennis Court – Nothing new to report.
 - b. Playground – Mr. Molhoek has patched a few holes created by carpenter bees in the timbers around the play area. He also mentioned that it may need mulch, some drainage work, and new timbers within the next couple of years.
 - c. Dam – This was discussed earlier in the meeting
- 7) Environmental Preservation Board Report – there have only been two applications, one for a fence and one for a tree removal. Mr. Molhoek also discussed the fact that he is coming off the Board, but he would like to remain the chair for the EPB. The by-laws for the community state that the EPB chair is a member of the Board of Directors. He inquired as to whether or not that document can be changed. The manager explained the process of altering the governing documents, including needing a vote from the entire community and recording it with the County
- 8) PHSC Liaison Report – PHSC is currently working to redo the rules and regulations to make them up-to-date. They are also putting together a new, new resident packet. There are some long term upgrades in the works and they are currently working to locate all of the valves to shut off water in the case of an emergency. Many of the valves are hidden and their location is unknown.
- 9) Any other Business
- 10) Next Board Meeting: Thursday, June 19, 2014 – 7pm, Mrs. Minor graciously offered to host at 125 Apple Lane.
- 11) Adjournment
 - a. With no further items to be discussed the meeting was adjourned at 10:23PM

Respectfully submitted by Lacy Wilbur, Manager.