

**Board of Directors Meeting
Peacock Hill Community Association
DRAFT Meeting Minutes Wednesday October 17, 2018
V. L. Murray Elementary School Cafeteria 7:00PM**

PHCA Board Present:

Paul Dowell
Charles Molhoek
Suzanne Schaeffer
Tavis Coffin
Debra Ross
Greg Lohr
Trip Walker
Beth Hollen

Not Present:

Miles Davis

CBRE Staff:

Lacy Wilbur

Visitors

Mr. Ryan MacDonald
Mrs. Rose Dowell
Ms. Eleanor Cartwright
Mr. Dave Lockledge (PHSC)

The meeting was called to order by Board President Paul Dowell at 7:00 PM and having eight (8) of nine (9) Board members present, quorum to conduct business was established.

Also in attendance was Lacy Wilbur, Managing Agent with CBRE-Charlottesville; Dave Lockledge, President of the Peacock Hill Service Company Board; Mr. Ryan MacDonald, Mrs. Rose Dowell, and Ms. Eleanor Cartwright, all members of the Peacock Hill Community Association.

After introductions, Mr. Dowell gave brief opening comments about the format and timeline for the meeting.

The first order of business was the review and approval of the meeting minutes from September 20, 2018. After Mr. Dowell read the minutes aloud and amendments were made to wording, **Mrs. Schaeffer moved that the minutes be approved as presented. Mrs. Hollen seconded the motion and with no further discussion the minutes were approved unanimously.**

The Manager discussed the progress of the storm water management issues at 218 Turkey Ridge Road and 300 Heron Lane. He informed the Board the Mr. Lockledge, as the County's stormwater management person, was aware of and working on a plan to remedy the problem for 218 Turkey Ridge Road. He has been in contact with a contractor and will update me as he knows more. He reported that he has not updated the homeowner because there was nothing new to update.

Following the Manager, Ms. Cartwright addressed the Board. As the owner of 218 Turkey Ridge Road, she informed the Board of the issues with the stormwater flooding her home. She then informed the Board that her original complaint to the Manager was four and a half months ago and no action has been taken. Further, she reminded the Board and Manager that she wished to be kept in the loop with the plans and progress. Ms. Cartwright mentioned that she would be meeting with Mr. Lockledge the following day to discuss the issue with him as a County official. Finally, Ms. Cartwright expressed to the Board that the lack of a drainage ditch, as was planned when the Community was developed, is only part of the problem. She asked the Board to address the stormwater from the upper part of Turkey Ridge Road because not all of the stormwater makes it to the ditch; it runs down the asphalt road to her driveway.

After discussing next steps, which include better communication and contact with a civil engineer, Ms. Cartwright departed the meeting.

The business portion of the meeting began with the Manager delivering the Manager's report. The first item discussed was the financial status of the Community. The financials are available upon request from the Management Office.

The Manager then informed the Board that he has been in touch with F&R regarding the stand-pipe design project. F&R has started the project manual and permitting documents, but it will be a bit later before the drawings are completed. He expects that the drawings for permitting will be ready to send to the Department of Conservation and Recreation (DCR) shortly after the New Year.

The manager also reported that the engineer with F&R inquired about access from Heron Lane to get the grout to the standpipe. Mr. Coffin said, with further clarification of needs and expectations, the construction crew could likely access the lake through his yard. He was clear that the request needs to be fully vetted before he will officially agree to it.

Next, the Manager reminded the Board of the estimate from Rooterman of Virginia for the clearing of the culverts in the Community. The cost is \$2,000/per day plus dumping fees that average around \$250 per load.

Mr. MacDonald addressed the Board and shared concern that most of the culverts in the Community are very old and could be jeopardized by the high-pressure water and vacuum process and asked the Board to be selective as to which culverts would be cleared.

The Board directed the Manager to prioritize the culverts that need cleaning based on age and visible condition, develop a scope of work accordingly, and have Rooterman spend one full day at \$2,000 plus dumping fees to complete the work. Once the initial work is completed, the Manager will reassess the remaining culverts that need cleaning and will report back to the Board. The Board also directed the manager to inform any homeowners with culverts under driveways that will be cleaned of the work and that the Board will not be responsible for any culverts that fail as a result of the attempt to clean them out.

Still under the Manager's report, he reported that the owner that received the certified letter regarding the Bamboo from private property spreading to the common property contacted him and requested all correspondence between the Board/Management and Virginia Forestry and Wildlife. The manager sent the owner every email and letter and has heard nothing back.

The last item discussed under the Manager's Report was the proposed 2019 budget. After a brief discussion regarding why the Board chose to not raise dues and specific line item adjustments required, **Mr. Molhoek moved that the 2019 budget be approved as presented by the Manager reflecting no increase in dues. Mrs. Schaeffer seconded the motion, and with no further discussion, the motion carried unanimously.** The approved budget will be mailed to all owners with the annual meeting notice.

Next, Mr. Lockledge of the Peacock Hill Service Company (PHSC) reported that the Board of Directors for the PHSC is considering a rate increase which will be announced at the Annual Meeting of the Membership. The PHSC Board believes the increase could be up to 20%; this is due to the reserves being down because of various needed improvements and repairs that have been made over the last several years. Mr. Lockledge will discuss the process for the rate increase at the Annual Meeting as it all has to be approved by the State Corporation Commission (SCC). Because of the improvements that have been made, the system is overall in good shape.

PEACOCK HILL COMMUNITY ASSOCIATION, INC.

Next, Mr. Molhoek, chairperson for the Environmental Preservation Board (EPB) reported that they have received a few requests for deck repairs, shutters and one new home located on Gilliams Mountain Road.

Under Old Business, Mr. Coffin discussed the playground repairs that are needed. After much discussion about how much money would be needed. Mr. Coffin offered that he would do more research and email the Board his findings. Further discussion was tabled for a vote at a later time once details are finalized.

Still under Old Business, Mr. Dowell reminded everyone of the Annual Meeting that will be held on the 14th of November at VL Murray Elementary School. Further discussion was tabled in the interest of time.

Also under Old Business, Mr. Dowell reminded those present that the annual Halloween party/parade will be held on the 31st of October starting at 5PM at the playground. He also informed those present that a food truck will be present and has been privately underwritten. He encouraged everyone to order from the vendor stated that there is no cost to the Community to have the food truck there.

In the interest of time, the Board agreed to table the discussion about the Community Clean-up day at the Lake scheduled for December 1st.

Under New Business, Mr. Dowell presented the Board with a list of priorities for 2019. In the interest of time, Mr. Dowell asked that the Board table further discussion and offered to email the list to the Board for prioritization and discussion at the next duly called Board meeting.

The next item discussed under New Business was the complaint of a large pot hole on Gilliams Mountain road. The manager informed those present that he will have Virginia Asphalt repair the pothole and install a berm at 300 Heron Lane for stormwater management as soon as possible. The repair of the pot hole will be funded from the road reserves (50% by the contiguous owners of Gilliams Mountain Road, and 50% by the Association per the road category of II)

During the Discussion Time, Mr. Coffin requested that meeting minutes and agendas be placed behind a secured section of the website. Mr. Dowell will speak with Ms. White, the webmaster, to have this accomplished.

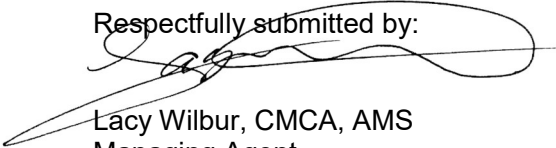
Also during discussion time, the Manager informed the Board of a recent inquiry into the placement of signage, specifically political signs on private property. The Manager reported that the Governing Documents only speak to signage as an EPB responsibility. The Board unanimously agreed that any signage placed on common property will be removed, but no action will be taken for signs placed on private property.

At 8:40 PM, Ms. Schaeffer moved that the Board adjourn to Executive Session to discuss potential litigation. Mr. Walker seconded the motion which was passed unanimously with no discussion. Mrs. Dowell, Mr. Lockledge and Mr. MacDonald departed the meeting.

At 8:50 PM the Board adjourned the Executive Session and announced that, after discussion, there is no action for the Board to take at this time.

Having nothing further to discuss, **Mr. Molhoek moved that the meeting be adjourned. Mr. Lohr seconded the motion and the meeting was adjourned at 8:53 PM.**
e grassy area above the playground.

Respectfully submitted by:



Lacy Wilbur, CMCA, AMS
Managing Agent
CBRE|Charlottesville