Village Park Development Homeowners Association, Inc.
2020 Annual Meeting
5:30pm, Tuesday, December 1, 2020
Virtual Meeting via Zoom

1. Welcome and introductions

Frank welcomed the HOA members to the 2020 annual meeting and introduced the new members of community.

The residents who moved to Village Park in 2020 are:
Brenda Brown
Lisa and Mark Gibson
Nancy and Jack Hoopes
Donna and Ernie Larrabee
JoAnn Ormand
Chris and Jack Sale
Mark and Mary Wilkins

The next order of business was to ascertain whether we had a quorum of representatives for at least 31 properties including proxy votes.

There were 28 properties represented by the Zoom attendees. In addition, we received 8 proxies from
Rebecca and Ralph Buntyn
Jennifer and Michael Heustis
Jerry Hobbs
Angie and Jerry Jackson
Fred Peteet
Del Pulido
Karen Szczecko
Lawrence Tremblay

The total of 36 was sufficient to achieve a quorum.

2. Vote to approve minutes from our 2019 Annual HOA Meeting

Frank asked whether anyone from the HOA had any questions, changes or corrections to the 2019 Annual Meeting minutes. As there were none, he called for a vote on the minutes. The 2019 Annual Meeting minutes were approved by the HOA.

3. HOA president’s report

Frank presented a few of the work items accomplished by the board and currently in progress.

Developed & implemented the Yard Décor Policy
The Yard Décor Policy provides guidelines for homeowners as to when they must get approval from the Architectural Review Committee before making visible modifications to their property.

Developed maintenance guidelines for single-family homes
The VP Declaration states that single-family homeowners are responsible for maintaining the appearance of their home and other externally visible property. The guidelines are intended to help owners understand what maintenance is expected of them, and how it is decided that a property is in need of maintenance. These guidelines will be distributed next year.

Approved a Gate Camera System and Kiosk to house the electronics
At the Board's request, Charles Abbitt conducted extensive research into gate camera systems and submitted his recommendation to the board. Greg Blanc investigated various kiosk designs to house the equipment. The board approved both designs and the funding, which will come from existing operating reserves. This system should enhance the security of our neighborhood

Supported reorganization of the Meadows Landscape Committee and development of the Meadows Landscaping Guidelines
The Board worked with the Meadows Landscape Committee to develop two documents. The first redistributes the Meadows Landscape Committee's responsibilities among its members. The second document provides a breakdown of resident responsibilities and landscape committee responsibilities making it easier for Meadows residents to understand the process for landscape decisions.

Gathered estimates and worked with insurance company for reimbursement of property damage at the VP entrance
The HOA was fully reimbursed for damage to the entrance area that occurred in a horrific accident injuring Kathryn Mann.

There are several other areas that the board is currently pursuing.

Continuing work with the Reserve at Gashes Creek developer
The remaining topics under discussion are:
- Reviewing the type and timing of buffer landscaping that was agreed to with the county
- Discussing the need for and identifying the type of fence that would be desirable to separate the project from its boundary with Village Park.

If some cost-sharing of the fence installation between the apartment complex and Village Park was eventually arrived at, the board will present that to Village Park owners for their consideration.

Developing the Village Park website
Sam Volupas generously volunteered to develop a website for our community. The board's focus is to identify the organization and content of the site.

Transitioning from developer control of VP to HOA control
In the future, our developer, Raymond McClinton, will relinquish control rights for Village Park to the HOA. The board is working on a process to make this as smooth as possible. If any HOA members are interested in helping to establish this transition process, then please contact a board member.

4. Committee reports: Landscape, Gate and Meadows Sub-Committee
Landscape Committee
Jane Blanc presented the Landscape Committee report which is included below.

2020 LANDSCAPE COMMITTEE ANNUAL REPORT

The Landscape Committee was very active in 2020. Many thanks to all the committee members and volunteers who generously gave their time and talent to help us accomplish several large projects, and those who stepped in and mowed while TPS was prohibited from working for 2 weeks at the beginning of the Corona Virus outbreak.

FRONT ENTRANCE

✓Removed one large dead rhododendron at the entrance on the right side when entering.

✓Trimmed the stand of 20 Leylands inside the front gate to eliminate the canopy and create a more aesthetically pleasing shape.

✓Donna Abbitt led an effort to remove all shrubs, perennials, and ground covers from the first entrance island and re-plant new ones. Five volunteers removed the plant material, and seven volunteers planted the new shrubs, perennials, and annuals.

✓Restored the entrance area damaged by the accident earlier this year: Donna and Charles Abbitt did the initial cleanup of debris and removal of destroyed flowers the day of the accident. In Demand Landscaping removed a tree and shrub that were destroyed. TPS provided an estimate and did the work to install new plants in order to make us whole again.

THE MEADOWS

✓Removed 4 Leylands between units 42 & 44 that were unhealthy and dropping needles.

✓Removed 1 Leyland between Pulidos and Peteets to complete the removals in the area that started last year.

✓Removed 3 Leylands and 1 Arborvitae between units 30 & 32 that had grown too large, eliminating access to the backyard and growing into the units/windows.

✓Pruned 6 maple trees at Manns that were growing over the road and interfering with trucks traveling through the neighborhood.

✓Removed approximately 66 overgrown and/or suckering shrubs in the park and side of unit 54 using Meadows volunteers. Next year we will be adding 9 more appropriately sized and strategically positioned shrubs back in to create an overall design plan. This will result in a cost savings on our 2021 maintenance contract with TPS.

✓Removed one dead shrub at Armstrongs (unit 44) and one at Ducketts (unit 34).

✓Removed a large white pine at Hofmann's that was growing over their roof.

✓Processed 14 homeowner requests of which 13 were approved.

Thanks to the many volunteers who helped with these projects.

Gate Committee
Charles Abbitt presented the report.

The gate operated very reliably this year thanks to the repairs, improvements and upgrades made in prior years. The HOA may want consider technological upgrades in the future such as more advanced capabilities for the entry keypad.

A small team of HOA members is working with Charles on possible changes to how gate codes are managed. The goals are to reduce risk to the community from unauthorized distribution and use of gate codes, and to simplify management of gate codes.

Meadows Sub-Committee
Bob presented the report from the MSC which is included below.

MSC Annual Meeting Report

(v 12.1.20)

Summary

The MSC, (Lynn Caputo, Jane Blanc, Greg Blanc, Bob LeBoeuf) had another active and productive year. I will mention a few strategic highlights. A detailed report will be included in the meeting minutes.

- *MSC Members Changes*
  - Marty Mann stepped off the MSC in July and replaced by Lynn Caputo, who is doing a great job!
  - Jane and Greg Blanc will step off the MSC December 31 and we welcome Jack Sale who will be joining Jan. 1. Greg will retain responsibility for some of his current responsibilities (e.g. irrigation, hardscape and electrical maintenance items). Thanks to Jane and Greg for their many contributions!

- Maintenance Highlights
  - The MSC continues to develop a 'stable' of excellent and high value contractors covering our various maintenance needs.
  - A key focus of our efforts this year was preventative maintenance in addition to taking care of necessary repairs.
  - Volunteer work delivered quality results and helped save significant maintenance expenses on a number of projects again this year.

Detailed Maintenance Summary

- Two townhomes (#32/#34) were painted (we now have a 3-year hiatus until the next townhome paintings will occur)
- Decks at 7 townhomes (#2, #9,#11,#28,#34, #36, #54) were re-stained according to our schedule. Where needed, rotted deck boards and railings were replaced
- The lower edge of the dormer siding was sealed on all townhomes (except new homes) to prevent moisture 'wicking' and siding damage. Siding that had lifted near the bottom edge was repaired as needed on a several townhomes (#2,#4, #44, #46, #52,#54)
- Step and deck railings were repaired and/or preventively caulked and painted on several townhomes (#1, #2, #4, #28,#34,#44,#54). Several post caps were also replaced
- Cracks in front walkway were repaired on #46 and #48.
- Screened-in porch screens were repaired on #3 and #36
- A River rock bed drainage bed was installed between units #50 and #52 to assist water drainage coming from a spring between the townhomes
- Several park lights and mailbox lighting systems (#6, #8, #11, #12, #52, #54) were repaired/replaced. Park lighting fixtures were also repainted
- Mailboxes were repainted on several townhomes (at owners' request)
- Pergola structural members were repaired; wooden swings were refinished and ropes replaced with stainless steel chains
- Irrigation Hydrants were properly maintained by K2; hydrant connections on #8, #12 were also repaired
- Gutters are to be cleaned (Dec. 15); Pine needles were cleared from #38 in the spring and a short section of gutter cover installed to prevent re-occurrence of pine needle blockage. Downspout drain pipe was cleared on #36
- Terminix inspections are to be completed by year end, report to follow.

5. Review HOA 2020 Financial Statements (YTD) and proposed 2021 Budgets
Bob explained how expenses year to date compare to the budgeted amounts, and how the proposed budgets for 2021 were determined. The budget information is shown below.

Village Park 2021 Budget
v10.27.2020

	2020 Budget	2020 Actuals as of 9/30/20	2021 Budget
VILLAGE PARK EXPENSES			
Administrative Expenses			
Bank Fees	$0.00	$1.00	$0.00
Bookkeeping	$2,100.00	$1,575.00	$2,100.00
Insurance	$3,000.00	$2,441.01	$2,600.00
Legal Fees	$250.00	$0.00	$300.00
Miscellaneous	$81.00	$130.60	$197.14
Review/Audit/Tax	$350.00	$300.00	$350.00
Social Activities	$300.00	$0.00	$300.00
TotalAdministrative Expenses	**$6,081.00**	**$4,447.61**	**$5,847.14**
Gate Expenses			
Gate Contract	$1,200.00	$900.00	$1,200.00
Gate Maintenance & Repairs (including Gate Camera* & Maintenance)	$900.00	$499.00	$1,000.00
Total Gate Expenses	**$2,100.00**	**$1,399.00**	**$2,200.00**
LRF Reserve Village Park Assessment	**$8,000.00**	**$685.00**	**$8,000.00**
Village Park Landscaping Maintenance			
Electricity Duke Energy	$600.00	$422.08	$600.00
Exterior Lighting Repairs	$1,500.00	$1,070.63	$200.00
Irrigation Scheduled Maintenance	$325.00	$675.64	$700.00
Irrigation Repairs	$600.00	$1,351.95	$600.00
Irrigation Water	$750.00	$376.98	$750.00
Landscape Contract	$8,221.00	$6,165.45	$9,962.57
Landscape Other	$1,500.00	-$418.54	$550.00
Mulching	$3,977.00	$3,977.11	$4,244.29
Snow Removal	$1,500.00	$890.00	$1,500.00
Total Landscape Expenses	**$18,973.00**	**$14,511.30**	**$19,106.86**
	$35,154.00	**$21,042.91**	**$35,154.00**
*Camera and kiosk purchase and installation costs ($4204.00) to come from existing past VP Main Operating Reserve.			

THE MEADOWS EXPENSES			
Meadows Landscaping Expenses			
Meadows Insurance (Arbor-Sign-Irrigation)	$300.00	$300.00	$300.00
Meadows Landscape Contract	$27,187.38	$20,589.33	$28,941.96
Meadows Landscape Other	$2,100.00	$1,982.00	$4,067.98
Meadows Mulch	$5,418.78	$5,418.78	$6,434.96
Total Meadows Landscape Expenses	**$35,006.16**	**$28,290.11**	**$39,744.90**
Meadows Utility Expenses			
Scheduled Irrigation Maintenance	$658.00	$367.95	$400.00
Irrigation Repairs	$0.00	$0.00	$500.00
Electricity	$900.00	$616.43	$900.00
Water	$900.00	$692.51	$900.00
Total Meadows Utility Expenses	**$2,458.00**	**$1,676.89**	**$2,700.00**
The Meadows Building Maintenance			
Meadows Building Gutters	$1,100.00	$255.00	$1,300.00
Meadows General Maintenance	$6,200.00	$4,408.95	$7,700.00
Meadows Paint, Deck, Stain Reserves	$18,335.00	$12,989.84	$18,146.00
Meadows Termite Control & Inspection	$2,750.00	$2,471.00	$3,101.00
Total Building Maintenance Expenses	**$28,385.00**	**$20,124.79**	**$30,247.00**
TOTAL MEADOWS OPERATING EXPENSES	**$65,849.16**	**$50,091.79**	**$72,691.90**

6. Vote on Proposed 2021 Budgets for our Main Account and Meadows Account
Frank called for a vote on the 2021 budget proposal.
The budget proposed for 2021 was approved by the HOA.

7. Discuss recommendations from the board for 2021 Slate of Board Members
Frank presented the candidates and explained that board members serve a 3-year term. There is no limit on the number of times a board member may be re-elected by the HOA.

The proposed candidates for 2021 were:
Tom Duckett, Village Park resident (Meadows)
Bob LeBoeuf, Village Park resident (Meadows)
Arthur Harvey, Village Park resident
Frank DiPalma, Village Park resident
Raymond McClinton, Developer

Frank asked if there were any additional nominees from the floor, or any questions. There were no questions nor additional nominees.

If anyone is interested in serving on the board in the future, please contact any current board member.

8. Vote on Board Members for 2021 (Others may be nominated)
Frank called for a vote on the candidates proposed for the Village Park board of directors.
The HOA voted to approve the proposed candidates.

9. Developer's report
Raymond delivered the Developer's Report.
The last 3 townhomes in The Meadows have been completed and are already sold. There are only 3 single-family lots currently for sale. Two of these lots are owned by the developer. One lot that was previously sold but not built upon is back on the market as the owner decided not to build a home there.

The ARC approved 2 new proposed home designs. Construction has begun on one lot. The owners of the lot next to 39 Village Pointe Lane have not yet submitted an acceptable plan for a home.

Willy Morgan asked if the owners of adjacent lots can be informed when clearing and construction is to start. Raymond said this could be done.

Willy also asked if approved plans could be made available to residents. Raymond thought it would acceptable to release these to HOA members.

Willy further asked whether sale prices for homes recently sold could be made available. This information is publicly available, but could be distributed to the community if someone wants to be responsible for managing it.

Frank observed that all this information could potentially be on our community web site once it is completed. The board will investigate this.

Willy expressed potential interest in contributing to the work on transition of governance.

10. Other topics of interest to HOA members
Bob expressed our thanks to our accountant, Kim Reilly, for her help with preparing the budget proposals and with Village Park finances throughout the year.

On behalf of the board, Frank expressed appreciation to all the volunteers that help make Village Park such a desirable place to live.

11. Adjourn
As there were no additional questions or comments, the meeting was adjourned.