

**Minutes of the
VAPM HOA Board Meeting
June 21, 2021**

Present: Kenzie Rakes, Walter Teague, Stephan Kiefer, Bill Lynch

Absent: Russ Swindell

Special Business

1. Property Management Company (PMC) services

The Board voted to develop a Request for Proposal (RFP) that could be sent out to several PMC's seeking bids to manage our HOA. Kiefer and Lynch will draft the proposal for Board review.

2. Encroachment issue

This new issue is the house at 1109 N. Blount Street (at the corner of N. Blount and Cedar). We are still waiting on the appropriate document from the lawyer.

The owners will NOT pay the lawyer's fee. The current fence and pavers can stay as is. The pergola (an issue being handled by the Architecture Committee) needs to be totally on the owner's property, and not on the encroached area.

3. Parking lot (between Haynes and Harp Streets)

We discussed the lawyer's opinion that the dividing line between Hedgehog Holdings parking lot and VAPM common properties cannot be settled without a survey. Lynch got an informal quote for a cost of \$7,000 to do a complete neighborhood survey. He will get estimates from additional surveyors for consideration at the July meeting.

The Board believes that there are too many issues involving border and survey violations, and that a comprehensive survey is needed. However, being mindful of the cost, we are obtaining more estimates.

4. We discussed the two houses in need of painting (1135 Harp and 1131 Harp Streets). The house at 1135 Harp has been painted. The owners of the house at 1131 Harp are looking for a lower estimate.

5. Neighborhood book box

There is a request to install a lending book/book box along the alley running from N. Blount and dead ending into Haynes Street houses. This idea was promoted last year but a complete proposal was never submitted. The Board will ask for details on who is putting it up, who is maintaining it, and who bears the cost. The Board will discuss at the meeting following submission.

Ongoing Business

6. Financial

Kohn-Ell sends out financial statements prior to each Board meeting. Kiefer reviewed these and noted several expenses: the cost of mulching (\$17,200) and tree replacement (\$14,075). The cost of the lawyer services surrounding the Little by Little matter was \$3,367.50

7. Architectural Committee

Lynch reported that this committee is continuing to edit the architectural guidelines. He will send them to the HOA Board for final consideration.

8. Social Committee

Teague reported that there is nothing new to report at this time.

9. Landscape Committee

Kiefer reported that he will get notice of Fetsko's offer to maintain an owner's courtyard to the ListServ and ask Kohn-Ell to send out the same notice. He noted that we need to ask Fetsko to begin caring for the common area located by Little by Little. There are landscaping issues that need to be addressed. The Landscape committee will do a walkabout soon.

There are two dead cherry trees that should be removed now.

Other items

10. Pilot Mill website and the Google Groups ListServ

- a. The website (Go Daddy) is currently maintained by Marty Aaron. She has the account with GoDaddy and is reimbursed by Kohn-Ell. Since she is moving, someone else needs to take over this responsibility.
- b. The Google Groups ListServ is used by many of the neighbors (169 members) as the unofficial communication vehicle. This service was started some years earlier by Richard Yewell. He is the current "Google group owner" but moved some years ago. No one has the password. It is recommended that a new Google groups be established and invite everyone to sign up for that list. At that point, we would delete the old list. Emails to the current list are moderated by several members. We need to decide whether such moderation is still needed and who would do that. Once Marty moves, only Kiefer is left as a moderator.

Walter Teague has volunteered to investigate both issues with Marty and report back to the Board.

There is an issue whether these two items are Board supported. Are they under the Board's purview and responsibility? The Social Communication committee receives funds from the HOA and uses both the email list and website. Most of the neighborhood uses the Google Group ListServ.

11. Reserve study. The question of whether VAPM needs to have a reserve study conducted was raised. The cost is estimated to be \$2-3,000. However, the cost of a surprise assessment because the Board had overlooked or underestimated the cost of an issue (paving alleys, for example) should not be discounted. Kiefer will complete a form that asks for a non-binding quote from Giles Flythe Engineers and present that to the Board.
12. Kiefer brought up the matter of new Board members. At the annual meeting, we will lose two of the current members. He will write a draft email, seek edits from the Board, and send out emails asking people to consider volunteering to serve.

Next meeting

- July 13 (the date was changed to this Tuesday)