

# **Banbury Woods HOA Board Meeting Minutes**

## **Annual Meeting Minutes**

November 13, 2020 - via Zoom

### **I. Call to Order**

Meeting was called to order at 7:02 pm on November 13, 2020 via Zoom by Brandon Davis.

### **II. Attendance**

Officers in Attendance: Holly Hodges, Brandon Davis, Robert Klein, Ian Worthington, Erik Nogard, Kyle Smith, Matt Granahan, Kim Fryar, Darrell Ferguson.

Approximately 30 residents in attendance.

### **III. Welcome & Opening Comments**

- a) Brandon talked about the housekeeping guidelines as we have not had to do a Zoom annual meeting before.
- b) Brandon reminded the homeowners that the board is made up of 9 elected volunteers and our goal is to promote a welcoming neighborhood for all members. And talked about each position of the board. Brandon Davis – President, Kyle Smith – Vice President, Darrell Ferguson – Pool & Tennis Committee Chair, Kim Fryar – Transitioning Treasurer, Matt Granahan – Architectural Committee Chair, Brandon Davis – Social Chair, Rob Klein – Current Treasurer, Holly Hodges – Secretary, Erik Nogard – Landscaping Committee Chair, Ian Worthington – Communications Committee Chair.

### **IV. Approval of 2019 Annual Meeting minutes:**

Motion was made by Brandon Davis and seconded by Kyle Smith carried to approve the minutes from the last annual HOA meeting on December 4, 2019.

### **V. Committee Reports:**

- a) Finance – Rob Klein
  - i) Checking account balance: \$44,734.30 Reserve Account: \$97,911.85
  - ii) By the end of the year hope to transfer approximately \$20,000 to the reserve accounts because of some savings in landscaping and pool maintenance. With COVID this year we didn't have any major pool expenses, so we will fund the reserve with the savings.



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- iii) Next year the dues will be moved to \$546. Billing will go out next month. This is the first time that we will receive our dues by e-bills. There are 14 residences that do not have emails on file, so for the next 2-3 cycles to get everyone covered but hope to get everyone to e-bills. It is so easy for their system and easy to pay directly. ACH bank transfer will be allowed and checks still accepted to the P.O. Box.
- iv) Rob is transitioning out and Kim will be taking over for this next year.
  - (1) Questions from the floor:
    - (a) Credit cards will not be accepted right now as the fees are too high.
    - (b) Capital expenses – we want to make sure that there is funding for major pool repairs: (1) fence (2) 7-10 years big expense from the pool (3) tennis courts re-surfaces in the next several years.
    - (c) Accountant expense line item on the budget is for the QuickBooks system \$70 for on-line system. There was discussion about when the HOA started they used QuickBooks on a laptop and then moved to online.
    - (d) Are the increase in dues a board decision or up for a vote? Kyle explained there is a limit in the covenants. The board directors vote and pass an increase up to 5% annually. When looking at upcoming expenses we are predicting there are some large expenditures that we will need to put against the reserve, so we want to make sure there is funding, so we don't have to go to the community with a special assessment to cover a large expense.
- v) Brandon went over the pie chart on the powerpoint and talked about the budget for 2021.

### b) Swimming Pool Updates – Darrell Ferguson

- i) There have been a couple requests for diaper changing stations to be added, So, we will be adding those over the winter.
- ii) The door rattles we are taking on the fix for that.
- iii) We did a bathroom refresh a couple years ago, but we are looking into a cost-effective refresh to the bathrooms again



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- iv) Pool lock function is getting aged and they will be looking at this without trying to spend too much.
- v) COVID plans for 2021 will look the same as last year until we have more information. Trying to keep in compliance with the Governors' ruling. We hope that everything changes for the next swim season.

(1) Questions from the floor:

(a) When will the fence get repairs/replaced – We look at it year to year and decide what is the most effective to replace. We will replace those that are rotted and we are looking at taking it all down and replacing with synthetic boards over the next 5 years. If we replace it with synthetic it will last 20-25 years.

(b) Clarify the COVID problems with the guidelines for the pool and tennis courts. – Speaking specifically to the pool, we are required to follow state laws issued for public pools, so there are specific rulings to the pool. The Tennis courts are separate from the pool

c) Tennis Courts Update – Darrell Ferguson

- i) Year to year we evaluate the surface regularly and continue to look for replacements. If anyone uses it a lot and has suggestions, I am open. We are reviewing making it multi-surface so it is open to everyone. E-mail Darrell or the board with any suggestions.
- ii) The gate will be looked at over the winter as it is not super secure.

d) Landscaping Update – Erik Nogard

- i) We put a bid out last year regarding our landscaping company and we found a company that gave us \$6500/yr. we are hopeful the cost will stay the same for the next year
- ii) Tree removal around the pool because they are dropping needles in the pool and opening up the playground and more play area.

(1) Questions from the floor:



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- (a) Cost of taking down the trees? - \$5200. This is for 15-20 trees. The intent is to preserve the areas of our pool and areas that were once open and are now overgrown.
- (b) Over the last several years there have been a lot of trees taken down and would like to propose planting 10-15 trees to help with soil erosion. – just a reminder that this is a re-claiming type of operation not a removing operation. We will talk to the board at the next meeting regarding planting trees to replace some. Really trying to maintain balance.
- (c) Want to suggest we get a land engineer expert to look at the long-term impact to these decisions. Could have a large impact that could be costly at some point if it gets too swampy. We have an engineer in our neighborhood, so we have consulted him and does not see there is a significant impact with the runoff. We will share the engineer report with the community when we get it.

### e) Architectural Update – Matt Granahan

- i) We are a volunteer committee to help assist our neighbors to stay in line with the covenants.
- ii) We do have a third-party reviewer that really looks for substantial violations and then those are reviewed by the board. Bring to the board's attention things like fencing, boats, campers and property upkeep.
- iii) There is a home improvement form to submit for the committee's approval, try to review as timely as possible, it may take a month if it is complex. Can send the form to [architecture@banburywoods.com](mailto:architecture@banburywoods.com)
- iv) Examples of items that do not need approvals: painting the same color, screenings, storage, landscaping (only if major would need a form)
- v) Brush piles need to not be visible from the street, contractor signs not visible. Parking can be on the street if temporary – if it will be for an extended period of time, send the committee a note, so you don't get a letter for a violation.

- (1) Questions from the floor:





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- (a) Overgrown trees on the street – know there are some blocking and overgrown and creating line of sight issues and we will approach the owners as needed.
- (b) There was a question in the chat about taking down own trees in the front yard and it was replied to by a board member in the chat that you can email the architectural committee directly.
- (c) What about dead trees & removal? – Dead trees are a violation, and they will need to come down. If they are dead and already down, then residents need to plan to remove them.

Final point that was made was talking about growth of the trees and the importance of maintenance and we know that has to happen just to keep up.

### f) Communications Update – Ian Worthington

- i) Neighborhood website has moved to a new site and we are in the process of updating the community page.
- ii) Working on implementing a residential area of the site that is secure for documents like the budget, the directory and other electronic documents.
- iii) Paving update for the roads – we were on schedule for the end of 2021. Talked to NC DOT and they had just finished a budget re-assessment and now our project was pushed to start in Spring of 2022. Full re-surfacing so there will be some disturbances (i.e. new pipe at the bottom of Acres Way). Hopefully they will stay on track for that target date.
- iv) Playground update – We have been running with high maintenance for a while, so we have decided to go ahead and replace. Found a vendor that has done fund matching that we have applied for. Hopefully we will get that, but if not will continue forward to replace it with funding from our budget.
- v) Communications with the board can always be through email [board@banburywoods.com](mailto:board@banburywoods.com).
- vi) We have been using NextDoor to communicate to the overall neighborhood. We only have 4 houses that are not connected yet to NextDoor, but this will be our primary communication from the HOA board.

### g) Social Update – Brandon Davis



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- i) Due to COVID, we did not have our traditional events of Pig Pickin' and Chili Cook off.
- ii) We are thinking of still doing the luminaries if we can do them safely and Dec. 19<sup>th</sup> will most likely be the date.

### **VI. New Business**

- a) Election of new board members. We have 3 open positions to fill and 3 nominations received. Ballots were reviewed prior to the meeting, there were no additional write ins and no additional nominations from the floor, so motion was carried and we welcomed all new board members: Brandon Davis, Alison Hudson and Keith Dolby.
- b) HOA Board for 2021 –

President	Brandon Davis
Vice President	Kyle Smith
Treasurer	Kim Fryar
Secretary	To be filled at first meeting
Swim & Tennis Chair	Darrell Ferguson
Architecture Chair	Matt Granahan
Landscaping Chair	Erik Nogard
Communications Chair	Ian Worthington
At large	Keith Dolby
At large	Alison Hudson

Brandon thanked Rob Klein and Holly Hodges as they transition off the board.



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### **VII. Open Forum**

- a) Trees reaching out in the road need to be maintained by homeowners. A resident reminded everyone to look for Pine Borer Beetles so they can be caught early before they spread, and this will help keep our trees healthy.
- b) We will be looking at updating the covenants, by-laws and book of resolutions for the annual meeting in 2021. The review has not yet started and we will have full transparency to the community as we go through this process. A resident said that in 2011 there were some changes that may still be in the records as our attorney finalized.

### **VIII. Adjourned**

Meeting adjourned at 8:23 pm by Brandon Davis, Kyle Smith seconded, all in favor.

Minutes Submitted by: Holly Hodges, Secretary

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### **CONTACT THE BOARD**

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