

# ***Banbury Woods HOA***

## ***Annual Meeting Agenda***

Tuesday, November 14, 2023 @ 7pm Bayleaf Community Center

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### 1). Call to order: 7:04 pm.

Board members present: Alison Hudson, Joanna Klein, Kim Fryar, Blair Cuneo, Brook Buck, James Wells, Scott McGowan, Doug Behning, Keith Dolby

Homeowners present in person: 19

Homeowners present online: 5

### 2). Welcome & Opening Comments

- a. Alison welcomes all in attendance and welcomes new neighbors. Reviews meeting etiquette. Introduces each member of the Board.

### 3). Approve Meeting Minutes from 2022 Annual Meeting - see the minutes on our website:

[http://banburywoods.com/wp-content/uploads/2023/01/BanburyWoodsHOAAnnualMeeting-11\\_15\\_22.pdf](http://banburywoods.com/wp-content/uploads/2023/01/BanburyWoodsHOAAnnualMeeting-11_15_22.pdf)

- a. Alison - approved by motion

### 4). Committee Reports:

#### a. Finance Treasurer's Report (Kim Fryar)

##### 1. Balance of Accounts (as of 5Nov2023)

- **Current Total Balance - \$141,943.39**

- Checking/Operations: \$ 24,805.68
  - Savings/Reserves: \$117,137.71
  - Total income from dues and interest: \$89,845.37
  - Total expenses: \$78,623.37
  - ~\$15,000 will be transferred to reserves for net operating income of \$0
2. Annual Dues will increase by 5% for 2024 to \$609.00 annually. Next invoice to be sent ~Dec1.
  3. E-billing via Quickbooks. Paper billing only available by request.
  4. 2024 Budget Forecast: Total income ~\$97K, total expenses ~\$69K, transfer to reserves

~\$28K

## b. Pool, Tennis & Playground (James Wells)

1. 2023 updates: bathroom refresh, changed contract to North State. We have a 2 year contract with them and are locked in at 2% increase for services in 2024.
2. Question: how is North State? "Growing pains", only blowing deck once a day, not maintaining bathrooms enough.
3. pool front gate replaced, lighter, more transparent
4. fence spot repaired/painted. planned replacement in 2025
5. mulch and gravel refreshed in playground
6. 2024 potential projects: during off season install new water fountain, possible water bottle fill feature; add bathroom service in addition to north state services during pool season
7. pool furniture: despite attempt at vinyl restrapping, pool chair straps are still breaking. all furniture will be replaced in 2024 with cross weave chairs and loungers. 30 chairs/20 loungers. Linda Ewankowich/Patio Options contract. Locked in at 2023 price (~\$9800) and will be delivered March 2024.
8. after 2024 pool season, replastering of pool tile and surfaces needed.
9. playground: playground mats in high use areas have helped prevent degradation of mulch under swings/at end of slides.
10. tennis courts: increased usage of courts with TennisBloc, good first season with them, will likely continue as long as interest remains. Plan to spot powerwash areas of court. Will install switch to replace breaker system. Neighborhood survey showed interest for creating multiuse courts once time for court resurfacing.

## c. Landscaping (Scott McGowan)

1. lower bid for Fall 2023 aeration/seeding, Spring 2023 pool perimeter clean up performed, 2022 landscaping installations (native plantings) decimated by heat and deer. 2023 replacements are deer resistant. irrigations systems at entrances repaired/working. continued successful relationship with Dreamscape.
2. 2023 budget ~\$20K, YTD spent ~11K.
3. seasonal plantings at entrances
4. crepe myrtles at pool entrance need to be removed due to infestation
5. upcoming improvements: pool cul de sac circle: planting hardy evergreen for foundation; maintain cleaner perimeter around pool and tennis courts, explore more cost effective aerating/seeding option, add mulch/pine straw to entrances and pool circle
6. Volunteers appreciated, email [landscaping@banburywoods.com](mailto:landscaping@banburywoods.com)

#### d. Architectural (Brook Buck)

1. 3rd party contract to report covenant violations in neighborhood has been terminated due to poor performance. Goal to self-manage reporting. Currently, 3 Board members survey neighborhood and report findings. This is all in response to overwhelming neighborhood survey comments discussing inconsistencies in upholding covenants/architectural violations. Volunteers for arch committee needed.
2. Steps of covenant violations reviewed, including notices and timelines.
3. steps for submitting architectural review forms reviewed, including what information is needed by the Architectural Review committee.
4. projects needing Board approval and frequent covenant violations reviewed. political signs are not allowed.
5. steps for reporting violation: check the covenants to ensure there is violation, if comfortable speak with the neighbor, otherwise email [architecture@banburywoods.com](mailto:architecture@banburywoods.com)

#### e. Communications (Keith Dolby)

1. HOA conducted 2023 survey with 99 respondents - thank you! all comments and suggestions were reviewed.
2. neighborhood newsletter will continue to be sent electronically, semi-annually, be sure the Board has your preferred primary email address
3. neighborhood website - please relay any comments/concerns
4. covenants/bylaws committee formed, chaired by Blair Cuneo and Doug Behning
5. Pool internet and phone: AT&T Fiber replaced Spectrum for internet and phone
6. Electronic communication from Board is also through NextDoor and FaceBook
7. Mailing list is based on addresses used for HOA dues in QuickBooks

#### f. Social (Alison Hudson)

1. Successful events including recent BBW Chili cookoff. Luminaries will be 12/2/23 at 9am with 12/9/23 rain date.
2. Brunch with Santa - if there is not a volunteer to chair the event by 11/20, it is not going forward
3. pictures shared from Easter Egg hunt and pig pickin'

4. Annual Survey results discussed showing End of Year Pool event and Breakfast with Santa event with lowest preferred rankings amongst events, high interest in multi use courts

## **g. Reserve Study Overview (James Wells)**

1. Existing reserve study updated using business software
2. Assumptions within study: 3% inflation, 2.9% return on cash. includes base spending (mandatory), replacement/larger expenses (discretionary) and plans for large unplanned event as precautionary
3. large expenses reflected: pool furniture Spring 2024 - replace every 10 years. bathrooms refurbished every 15 years, fence replacement planning
4. several neighborhood updates will lower reserves in the next few years
5. quotes will need to be updated
6. Questions from the floor: is the Board looking into computer software programs similar to the one James Wells is using for the Reserve Study? Not at this time, but needed.

## **5). New Business**

### **a. Election of Board Members :**

1. Barbara Bays tallied 46 proxy votes and presented to Presiding officer Joanna Klein. No nominations from the floor, in person or virtual.

Abby Charland, Meghan Hayes and Alison Hudson voted in with the majority of proxy votes.

### **b. Topics from Residents**

1. Thank you to the Board for their work this year.
2. Betty Lou Ward memorial services 12/6/23 at Edenton St United Methodist Church

## **6). Adjournment: 8:10pm**