

# **Banbury Woods HOA**

## **Annual Meeting Agenda**

Tuesday, November 12, 2024 @ 7pm Bayleaf Community Center

---

### 1). Call to order 7:06 pm

Board members present: Alison Hudson, Joanna Klein, Meghan Hayes, Blair Cuneo, Brook Buck, James Wells, Scott McGowan, Doug Behning, Linda Ewankowich

Homeowners present in person: 16

Homeowners present online: 19

### 2). Welcome & Opening Comments

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

### 3). Approve Meeting Minutes from 2023 Annual Meeting - see the minutes on our website:

<https://banburywoods.com/contact-the-board/annual-meetings/>

- a. Correction to minutes: in architectural section says political signs are not allowed - that is not accurate, and will be corrected
- b. Alison - approved by motion

### 4). Committee Reports:

#### **a. Finance Treasurer's Report (Joanna Klein)**

#### i. Balance of Accounts (as of 11 Nov 2024)

Current Total Balance - \$169,326.62

Checking/Operations: \$ 11,618.11

Savings/Reserves: \$157,708.51

Breakdown of expenses doesn't change much year to year, but there was reserve spending this year

Income: Dues - \$98k; Money market account - \$4786

Total Expenses: about \$63,700

Approx Transfer to Savings: \$31-34k

ii. Dues for 2025: \$639.00

Increase of 5%; Dues are billed semi-annually in January and June

iii. Late Fees

Dues payable on January 1st and July 1st or 30 day payment period. A grace period of an additional 30 days is provided and dues are considered current if paid by January 31 or July 31.

Late fees of 10% of the semi-annual dues is stated on the invoice and dues are considered late starting February 1 and August 1.

Commencing with the upcoming December invoice late fees will be charged on any outstanding invoice not paid by the end of the grace period. Late fees will accrue with each month until paid.

Please refer to the "Dues" section under Finance on the Banbury Woods website for collection procedures as outlined in the covenants.

There has been a (small) issue of neighbors not paying dues on time, a lot of work to follow up and chase down payments

iv. E-billing via QuickBooks

Invoices are emailed via Quickbooks, [quickbooks@notifications.intuit.com](mailto:quickbooks@notifications.intuit.com)

Send updated emails to [board@banburywoods.com](mailto:board@banburywoods.com)

QuickBooks sends reminders, late fees to commence on first day after 30 day grace period

Paper invoices only delivered upon special request

ACH Bank Transfers accepted (no fees paid by you), Personal checks and bank checks still accepted, Debit and Credit Cards NOT accepted (due to fees)

v. 2025 Budget Forecast: Total income \$98,406.00, total expenses \$113,550.00, transfer from reserves \$14,944.00

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

i. Established 4 Phase Plan with the Goal to bring pool area up to current expectations of residents and reflect growth in home prices (14 homes sold in BBW in the last 2 years)

ii. Phase 1 was the 2022 update - bathrooms, pool leak, new door, stabilized fencing, tried to fix furniture

iii. Phase 2 the 2024 updates - 2nd season with North State Pools; NEW pool furniture and umbrella, NEW exterior pool signage, Added "Shared Pool Toys" and new "Lost and Found" boxes, Upgraded Look, Added Security Cameras for perimeter and more "No Trespassing Signage" (in response to repeated

trespassers), Upgraded lighting fixtures; wired & solar, Cleaning service monthly(ish) during pool season (Estimated costs \$13,000)

iv. Phase 3 2025 (and 2024 offseason)

New Pool Contract Maintenance - Aquatic Management Group- Not totally satisfied with North State Pools

Stretch Earmarked Dollars for Fence Replacement (\$50,000)- Opportunity with Fence Replacement

Instead of Planned Trex, Replace Fence with Black Steel Fencing (preferred over Trex for cost, safety, and maintenance concerns)

Expand Pool Deck 12 Feet towards Pump House

Install New French Drains along back of Fencing

Estimated \$52,000

v. Phase IV - Next Offseason (2025)

Pool Plaster (Tiles and Surface); In Plan for every 12 years afterward; Quotes from Many Providers; Additionally Recommendation To replace coping (done 2016) - pool tiles are popping off and coping is cracking due to the lack of an expansion joint

Combined Estimated Cost \$68,500

providers have said they will not resurface if we do not also fix the coping

Aquatic Management will also include inlays

vi. Playground - added 15 yards of mulch and solar lights

vii. Tennis courts - Increased usage via TennisBloc Partnership; Sharing in Revenue (we get 10% back, 2023 - \$270, 2024 - \$423); Power Washed Street side of courts; From Survey - continued interest in creating multi surface when time for resurfacing arrives (planned 2027); Cracks present but in comparison to other courts wearing well

viii. Storage Building Addition: there was difficulty keeping things organized, can now take better care and prolong life of BBW Items; Stop Renting Storage; thank you to neighbors who helped!

ix. Question from audience if any trees will need to be removed for pool expansion: Only small trees would need to be taken down for pool deck expansion

x. Comment from audience re permitting: We are grandfathered in from previous permitting, we have sufficient room for impervious

xi. Question from audience re new style of fence - previous board had looked into that - if neighbors near the pool were consulted : we did talk to 2 direct neighbors of pool, did not receive pushback

xii. Aquatic management will do expansion as well to get discounts

### **c. Landscaping**

- i. A thank you to neighbors who have helped with the landscaping and the history of folks helping
- ii. Seeding and Aeration for FALL/2024 started at a lower bid than last year with 100 lbs of quality fescue seed; Repaired and repainted neighborhood wood signs; Remove residual Juniper plantings at entryways (big thank you to Mindy McGinnis!); Pool Planters purchased for 2024 swim season; Since 2020, the landscape company Dreamscapes has been reliable and timely with basic mowing and blowing in the community (always responsive to issues/concerns).
- iii. Irrigation system has been fixed
- iv. Total Budget \$17,900; Actual Expenditures YTD \$11,879.67 (will probably end year around \$13-14k); the reason 2025 budget is \$19k is due to inflation and if Dreamscapes increases prices)
- v. Crepe Myrtle Bark Scale PSA: (*Acanthococcus lagerstroemiae*) is a recently introduced pest from Asia that initially infested crepe myrtles. Problem: This honeydew like by product attracts wasps and other insects. Several adults and children have reported stinging this summer. Solution: Removed the Crepe Myrtles at the pool entrance
- vi. This is Scott's last year on the Board, but he will still be happy to help with the landscaping (Thank you, Scott!)

#### **d. Architectural**

Brook Buck is Architectural Chair, Blair and Doug headed up the Covenants and Bylaw Committee to create a new ARC Policy

- i. Covenants and Bylaw Committee Review (Doug Behning and Blair Cuneo)

BBW Covenants and Bylaws Committee formed as a result of 2022 survey, neighbors wanted more enforcement and consistency in application

Neighbors were invited to participate in Covenants and Bylaws review and discussion

Our covenants are broad, and the by laws establish an architectural committee

Committee met with a group including other HOA Board members

Vetted and engaged Atty David Omer to review Declaration, Covenants, Bylaws, Book of Resolutions

Atty recommended comprehensive Architectural Review Guidelines

Looked at Architectural Review Guidelines from other HOAs, and also looked into our neighborhood's top 10 architectural complaints

Process took 18 months, after 8 draft reviews and revisions by the neighborhood committee and the Board, official ARC approved 9/2024 - Board "owns" the document, it is a living document

ARC Policy available on BBW website

Neighborhood ARC meeting - we are utilizing feedback to improve document - changing the original guidance around wood piles and beehives

ii. Architectural Committee Update (Brook Buck)

A volunteer committee - looking for volunteers

We have engaged a new inspection company (Piazza Home Inspections) - \$2700/year, allows for impartiality and consistency

If you get a letter from the Committee, email [architecture@banburywoods.com](mailto:architecture@banburywoods.com) to discuss the situation

We all share a common goal to keep our neighborhood beautiful, please reach out with any concerns

Please submit forms for exterior changes in a timely manner (prior to work) - form has been updated and is available on the website

**e. Communications (Blair Cuneo)**

i. preferred communication method with Board is email, Board will share information via neighborhood facebook page but does not engage on that platform otherwise (it is not run, moderated, or owned by the Board)

ii. We also use mailchimp to get information to neighbors via email and post announcements on neighborhood facebook page; newsletters; thank you to our webmaster Pam Messimer! who posts information on our website

iii. email is preferred as it is most economical, inclusive, and secure - we use emails linked to the Quickbooks account

iv. We are learning there are gaps in what mailchimp has been doing for us and information we have on record - so please let us know preferred email

there has been an effort to gather preferred contact information and update mailchimp records - however, there were inadequacies and glitches in the mailchimp platform - we are addressing those

iv. New Directory - opt-in preferred for privacy concerns

some folks did not know they had to opt-in and were not included; the silver lining is this highlighted the gaps in our communication methods and we are looking to address issues

we do have the option to update the online directory

recommendation: communications committee to evaluate communications procedures and platforms

v. pool internet - we reduce the speed of the internet at the pool in the off season to save money

Comment from audience - we pull from Quickbooks into mailchimp, so if quickbooks isn't updated and pulled from again, we lose the updates

Comment from audience re online directory privacy concerns - previously the link was to a page on our server, not available online otherwise; or could the website be password protected and have the directory online (costs associated with that)

Question from audience: Can a single page printed directory update be done & delivered? - we are missing 30 homes, perhaps in new year; but will probably just create a 2025 directory

**f. Social (Alison Hudson)**

- i. Chili cookoff in October, Easter Egg hunt, Pig Pickin were all a success
- ii. Luminaries will be 12/7, come help at 9 am (2500 bags) - Diana Wells and Kristie Kennedy are heading up the event - we will light 12/7 and 12/8 (rain date 12/14)
- iii. Cookies with Santa 3-5 pm at Bayleaf Rec Center - Jess Galloway heading it up, signup genius
- iv. Social Committee raises money - collected donations for Western NC at Chili cook off
- v. Food Truck update: 1-2 trucks per month, if you know a truck that would like to sign up please forward the information to the Board

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

- i. Reserve Study handouts
- ii. Existing reserve study updated using business software

Assumptions within study: 3% inflation. includes base spending (mandatory), replacement/larger expenses (discretionary) and plans for large unplanned event as precautionary

Lots of Flexibility; May move expense timelines; Depending on Future Boards Prerogatives

Goal is to have Recurring and ongoing upgrades before they are needed

Create Comfort/Room for any additions or upgrades

Several Necessary Expenses in next few years WILL REDUCE reserve quite a bit, then things should level off considerably (Some Expense Should NOT occur, just added as precautionary ie have built in unknown emergency & septic that should/may not occur)

Would expect future Boards to maintain or even cut dues once expected projects are complete

We shouldn't have to have special assessments while still maintaining neighborhood; also because we have volunteers doing this and not a management company

Question from audience: Is there a life expectancy of the pool? Answer: not that we know of, but we have to maintain it, even if there is a leak industrial staples could fix it, it would not have to be a whole new pool. The bigger issue is if we wait too long to replaster and it creates pockets and it all has to be chipped out.

Question from the audience: has the board discussed if the pool will be replaced - as ours now looks like a 40 year old pool and new ones are nicer. Answer: we have not considered that, it would probably require a special assessment.

Comment from audience: let's try to raise funds and replace pool in 2030

Comment from audience: Not so much a question, as my input: I fully support expanding the pool deck. Although I no longer have kids in the swim team it was always overly crowded on the far side for home team supporters. The planned expansion looks good to me.

## 5). New Business

### a. Election of Board Members

1. Election by Acclamation of Ryan Galloway, Bruce Hill, and Andrew Horrigan

### b. Topics from Residents

1. Email topics to address re ARC Guidelines to the Board

## 6). Adjournment 8:54 pm