Counselors Close Community Company
Regular Board of Directors Meeting
June 21st 2021 via Zoom

Minutes

1. Call to Order
President Carolyn Murphy called the Counselors Close Community Company (CCCC) Board of Directors (Board) meeting to order at 5:30 pm via a Zoom web conferencing video call.

Directors present: Carolyn Murphy, Catherine Allen, Bruce Hubbard, Betsy Jo Spence and David Hesk.
Property Managers: Diane, Clarq, Kimberly Mills
Others present: Tom Wood (636), Leslie Newton (682), Cindy Du Puy (670), Cleta Puckett (684)

2. Homeowners Forum
No items were brought to the Board’s attention.

3. Approval of Minutes
A motion to approve the minutes of the April 17th 2021 meeting without change was approved unanimously.

4. Treasurers Report
Betsy Jo reported the finances through April 30th and May 31st. As of May 31st, there is a total of $30,577.88 in the Union Bank Operating Account, $17,127.17 in the Contingency Operating Reserves, $85,505.45 in the Capital Replacement Reserves and $25,071.03 in the Garage Reserves, with $25 in the Atlantic Union Operating Account as a placeholder for moving the Garage Reserve Account. Betsy Jo also reported income for the year through April 30th of $44,457.23 against expenses of $44,466.96, resulting in a net deficit of $9.73. Through May 31st, income had increased to $55,581.26 against expenses of $61,139.97 resulting in a net deficit of $5,558.71 for the year. Much of this deficit can be accounted for payment of the mulch which was installed in April and May and caused a variance in the Landscape line item. This variance will even out as the year progresses. A motion to approve the Treasurers report as submitted was approved unanimously.
5. **Architectural Review Committee**
   There were no applications received since the last Board meeting.

6. **Landscape Review Committee**
   Tom Wood reported one new application has been received since the last Board meeting.

   - **670 (Du Puy)**: The project would plant Lenten roses around the base of a Japanese dogwood at the southeast corner of the house. Four would be planted immediately upon Board approval with an additional eight to be planted in the summer or spring of 2022 pending availability. Responses of support were received from the neighboring homeowners. Following an onsite meeting with the LRC, the LRC unanimously voted to recommend the application for approval by the Board. The Board approved the LRC application as submitted.

   Tom also reported that the previously approved request for unit 684 has been completed.

   There are also two active landscape requests:

   - **682 (Newton)**: The project has been delayed until September/October 2021 and if any changes need to be made to the original approved plan, a revised application will be submitted.

   - **634 (Wooley)**: The project which was approved by the Board at the March 15th meeting, was started on June 7th and recently completed.

7. **Association Managers Report**
   - **Kimberly Mills**: Diane introduced Kimberly Mills as the new Property manager who will be taking on Diane responsibilities over the coming months. Diane plans to help Kimberly transition into the Property manager role over the next 6 months to a year.

   - **Bauder drain cleaning and Fence repair/repainting**: The project is complete with the exception of a few touch-up areas when Bauder returns to the property for the 638 project.

   - **642 Counselors Way**: Mr. Wykle has begun is deck/home repair project. The landscape request will be submitted to the LRC when this work is completed.
• **Bartlett Tree:** Bartlett Tree will inspect the stump left at 615 Counselors way and advise with a recommendation.

• **682/684 Counselors Way erosion:** This has been added to the infrastructure list

In response to a question from Betsy Jo about the expired SCC Annual Report as of 2/28/21, Diane stated that the renewal has been filed and that she is waiting for the certificate to be received.

Diane also noted that for future large maintenance contracts, after agreeing on a reasonable completion schedule with the contractor, it is planned to add a financial penalty clause to the contract, should the work not be completed by the agreed schedule.

**Unfinished Business**

• **Infrastructure task list review:** The Board reviewed the list of items that are still outstanding.

• **Drainage proposals 612 & 620 Counselors Way; 670 Counselors Way:** The Board reviewed proposals from D. Bauder to address drainage and erosion issues between 612/620. The proposal would combine two existing partial drainage systems by widening and deepening the existing channels. These channels would be lined with a semi-permeable membrane and small to medium brown river rock will be installed. The water flow would be directed through a notch cut in the wall into an exposed aggregate drainage culvert. The total cost for this project is $1,395. The Board unanimously approved this proposal as presented.

Drainage proposal 670 Counselors Way: For the 670 drainage project, two proposals were received from D. Bauder. The first would install an erosion channel that directs water to the exposed aggregate culvert drain. Total cost for this proposal was $1,485. It was noted that the existing DI box, which uses 4” diameter piping, may not be large enough and could lead to clogging of the piping.

To address this concern, an alternative proposal was presented which would install a larger 2’ x 2’ DI box and use 6” diameter piping which would reduce the risk of clogging. Piping would then be installed in the newly dug drainage trench down to the lower storm drain collection box. The total cost for this
project was $2,480. After discussion by the Board, the second proposal costing $2,480 was unanimously approved by the Board.

- **Light pole number 8 foundation proposal:** The Board also reviewed a proposal from D. Bauder to repair the foundation for light pole #8, which is eroding and causing the light pole to lean. The light pole is located in front of 666 Counselors Way. The proposal would involve jacking up the existing cement foundation and pouring a new cement foundation. A semi-permeable membrane with river rock would then be installed on the slope behind the light pole as an erosion control measure. The total cost for this project was $3,475. The alternative option to replace the light pole, install new electrical service and address the erosion, would likely cost in the region of $12,000.

While several members of the Board expressed concerns regarding the uncertainty on how long this proposed repair will last, the Board unanimously agreed to approve the proposal for $3,475 as submitted.

8. **New Business**

- **Board meetings:** Diane reported that Berkeley Realty office has reopened and would have the capability to hold Board meetings with a maximum capacity of 10 in the conference room. The State regulations for Homeowners Associations have also changed to allow remote meetings in place of in person meetings in normal times. The possibility of holding hybrid in-person/Zoom meetings was discussed. It was decided to hold the July meeting as a Zoom only meeting to allow time for evaluation of hybrid meeting options at Berkeley.

- **2022 Budget:** Carolyn asked Board members to start thinking about items that should be included in next year’s budget. Bruce asked whether Betsy Jo could highlight the impact of the recently approved infrastructure items on the budget line item in her budget update at the July Board meeting. Carolyn also suggested that Berkeley email notices to homeowners who are part of Phase 2 of fence painting to assess whether any homeowner wishes to opt out of fence painting.
9. **Adjournment**
   A motion to adjourn at 6:30 pm was approved unanimously.

Minutes respectfully submitted by

Secretary 6/24/21