

BAY COVE HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING
September 13, 2021

- I Call to Order 6:00 p.m.
- II Declaration of Quorum
- III Approval of Minutes of June 14, 2021
- IV Committee Reports:
 - ❖ Treasurer-Maggie
 - ❖ Landscaping-Kellie
 - ❖ Exterior Review-Kellie
 - ❖ Wilde Lake-Jim
 - ❖ Communications-Elizabeth
 - ❖ Pool-Kellie
- IV Old & New Business:
 - ❖ Sidewalk Repairs
 - ❖ Rental Amendment
 - ❖ 2022 Proposed Projects
- V Open Forum/Member Voice
- VI Executive Session
- VII Adjournment
- VIII Next Meeting Date-TBD

Professionally managed by:

LANDMARK



PROPERTY SERVICES, INC.

*4901 Dickens Road, Suite 119
Richmond, VA 23230*

BAY COVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
June 14, 2021

The Bay Cove Board of Director's convened for a regular meeting on June 14, 2021 at the Colonies Clubhouse and virtual Zoom Meeting and called to order at 6:04 p.m.

Present: Jim Rogers, Beverly Bailey, Vickey Phillips, and Maggie Keenan.

Kellie Cox, Landmark Property Services.

Guests: 11 Members present in person and virtually.

Minutes

February 8, 2021 meeting minutes were reviewed and accepted as written. Motion, Jim Rogers. Second, Vickey Phillips. Approved.

Reports:

Financial

Maggie Keenan provided the Treasurer's Report through 5-31-21. Operating and reserve balances were reviewed. Maggie Keenan also provided an overview of the 5 year Master Plan for the capital maintenance projects throughout the community. She did suggest moving the paint cycle to every 6-7 years to help offset cost of other capital projects.

Member suggested a special assessment to help move forward with additional capital projects such as asphalt/parking lot repairs that are needed. Board will look further into this and compare with the master plan.

Landscaping

Integrity Landscaping Solutions started servicing the grounds weekly beginning in April. Service day is schedule for Wednesdays unless inclement weather is a factor. Integrity installed seasonal annuals at the entrances. The pruning is scheduled to start the end of June and take a few weeks.

Proposal for several landscaping updates throughout the community, however the Board did not vote and will review and decide what is priority on the proposal.

Exterior Review

2705 Main Sail Court-Replacement windows were approved.

2744 Spinnaker Court - Replacement windows were approved.

2726 Spinnaker Court - Replacement windows were approved.

2700 Spinnaker Court – Replacement sliding glass door was approved.

12337 Shore View Drive – install lilac tree was approved.

2707 Spinnaker Court – Install screen door was denied – style was not in compliance.

Communications

Elizabeth Enders provided Kellie Cox with the Communications update. The website is coming along nicely and would likely be up and running in August.

Membership would like to see the website operating before August as communication from the HOA and Board is top priority. Board would like a firm date in August on when the website will be up and running.

Board also looking into a Neighborhood Watch program for the community due to the recent car break-ins. Maggie has been working with the community officer to get further information.

Wilde Lake

The community would like an update from Wilde Lake on how often the lake is cleaned. Several areas near Spinnaker need to be cleaned as the water looks stagnant and lake is full of trash.

Action: Jim Rogers will follow-up with the Wilde Lake Board on how often the lake is cleaned and how we can better keep the areas along Bay Cove cleaned.

The purple martin houses along the lake within the Bay Cove community need to be lowed, cleaned, all mechanisms lubricated and returned to the nesting position.

Action: Kellie Cox will schedule this work to occur in February.

Pool

The pool season opened on Saturday, June 12th and set to close Sunday September 19th. Pool Crafters has suggested replacing the doors to the pump room to allow for proper ventilation. Metro Group will provide a quote to have the doors replaced.

Members suggested that additional furniture is needed on the pool deck. Men's bathroom light is out and needs to be replaced. In addition, another pool ladder needs to be installed.

Action: Kellie Cox will have all pool items addressed and look into additional pool furniture for this season.

Old & New Business:

Sidewalk Repairs: Landmark to provide a 2nd proposal to several sidewalk repairs by the next Board Meeting.

Reserve Study: Elizabeth Enders sent a Motion prior to the meeting, requesting that the Board move forward with an update Reserve Study in 2021 to help better understand the critical issues and projects for 2022 instead of waiting and budgeting in 2023. The 5 year Reserve Study is set to be completed in 2022. All 4 Board members present denied the Motion and will order the Reserve Study to be completed in early 2022.

Board suggested drafting a Rental Amendment to put a cap/restriction in place on rentals.

Action: Landmark to reach out to Cassie Craze and have the documents reviewed and start the process.

Gutter Cleaning: Board suggested completed twice a year in 2022. Landmark to review which units are scheduled to be cleaned quarterly.

Member Voice:

Traffic and speeding are very heavy throughout the community and member suggested the Board look into temporary speed bumps.

Member requested a bike rack on Spinnaker Court. Board will look into adding one by the lake near kayak racks.

Member suggested addition additional lights in the common areas and/or switching to LED.

MOTION: To move to executive session – 7:45 pm.

MOTION: To return to regular session – 8:50 pm.

Board decided to extend the paint cycle to 7 years and will update Master Plan.

Board reviewed the idea of a Rental Amendment and would like to cap the % around 20-25%.

Board to have additional furniture ordered/delivered.

On a motion by Jim Rogers, Second, Beverly Bailey, the meeting adjourned at 8:51 p.m.

Kellie Cox
Managing Agent

Bay Cove Homeowners Association, Inc.
Budget Comparison Report
8/1/2021 - 8/31/2021

	8/1/2021 - 8/31/2021			1/1/2021 - 8/31/2021			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Income							
<u>Association Income</u>							
4006 - Association Fees	\$37,730.00	\$37,730.00	\$0.00	\$301,840.00	\$301,840.00	\$0.00	\$452,760.00
<u>Total Association Income</u>	\$37,730.00	\$37,730.00	\$0.00	\$301,840.00	\$301,840.00	\$0.00	\$452,760.00
<u>Other Income</u>							
4020 - Late Charge Income	\$200.00	\$250.00	(\$50.00)	\$375.00	\$2,000.00	(\$1,625.00)	\$3,000.00
4060 - Attorney fees due from Homeowners	\$11.07	\$0.00	\$11.07	\$2,685.68	\$0.00	\$2,685.68	\$0.00
4320 - Interest Income	\$2.12	\$0.00	\$2.12	\$20.58	\$0.00	\$20.58	\$0.00
<u>Total Other Income</u>	\$213.19	\$250.00	(\$36.81)	\$3,081.26	\$2,000.00	\$1,081.26	\$3,000.00
Total Income	\$37,943.19	\$37,980.00	(\$36.81)	\$304,921.26	\$303,840.00	\$1,081.26	\$455,760.00
Expense							
<u>Administrative</u>							
5006 - Auditing/Acctg	\$0.00	\$375.00	\$375.00	\$0.00	\$3,000.00	\$3,000.00	\$4,500.00
5020 - Management Fees	\$4,098.58	\$4,098.58	\$0.00	\$32,788.64	\$32,788.64	\$0.00	\$49,183.00
5025 - Legal Fees	\$778.00	\$416.67	(\$361.33)	\$3,526.45	\$3,333.36	(\$193.09)	\$5,000.00
5040 - Postage	\$117.45	\$125.00	\$7.55	\$878.68	\$1,000.00	\$121.32	\$1,500.00
5050 - Misc. Administrative	\$147.35	\$125.00	(\$22.35)	\$1,588.20	\$1,000.00	(\$588.20)	\$1,500.00
5098 - Bad Debt	\$0.00	\$0.00	\$0.00	\$13,765.28	\$0.00	(\$13,765.28)	\$0.00
<u>Total Administrative</u>	\$5,141.38	\$5,140.25	(\$1.13)	\$52,547.25	\$41,122.00	(\$11,425.25)	\$61,683.00
<u>Maintenance</u>							
5405 - Trash Removal	\$2,204.80	\$2,316.58	\$111.78	\$17,638.40	\$18,532.64	\$894.24	\$27,799.00
5420 - Snow and Ice Removal	\$0.00	\$416.67	\$416.67	\$5,315.00	\$3,333.36	(\$1,981.64)	\$5,000.00
5425 - Grounds Maintenance	\$5,103.75	\$6,199.58	\$1,095.83	\$53,980.00	\$49,596.64	(\$4,383.36)	\$74,395.00
5426 - Seasonal Flowers	\$0.00	\$166.67	\$166.67	\$0.00	\$1,333.36	\$1,333.36	\$2,000.00
5427 - Misc. Landscaping	\$0.00	\$1,000.00	\$1,000.00	\$13,939.72	\$8,000.00	(\$5,939.72)	\$12,000.00
5445 - Tree Maintenance/Rem	\$0.00	\$833.33	\$833.33	\$3,775.00	\$6,666.64	\$2,891.64	\$10,000.00
5516 - Ext Lighting Repairs	\$0.00	\$1,666.67	\$1,666.67	\$1,897.37	\$13,333.36	\$11,435.99	\$20,000.00
5524 - Pool Maintenance	\$887.35	\$625.00	(\$262.35)	\$5,273.94	\$5,000.00	(\$273.94)	\$7,500.00
5527 - Pool Contract	\$1,402.50	\$690.25	(\$712.25)	\$4,207.50	\$5,522.00	\$1,314.50	\$8,283.00
5528 - Ext. Bldg R & M	\$2,079.45	\$2,916.67	\$837.22	\$24,996.14	\$23,333.36	(\$1,662.78)	\$35,000.00
5540 - Plumbing/Sewer	\$0.00	\$291.67	\$291.67	\$4,090.00	\$2,333.36	(\$1,756.64)	\$3,500.00
5545 - Parking Lot	\$0.00	\$166.67	\$166.67	\$0.00	\$1,333.36	\$1,333.36	\$2,000.00
5570 - Electrical Repairs	\$0.00	\$125.00	\$125.00	\$893.64	\$1,000.00	\$106.36	\$1,500.00
5620 - Roof/Gutter Labor	\$828.65	\$2,083.33	\$1,254.68	\$24,956.76	\$16,666.64	(\$8,290.12)	\$25,000.00
<u>Total Maintenance</u>	\$12,506.50	\$19,498.09	\$6,991.59	\$160,963.47	\$155,984.72	(\$4,978.75)	\$233,977.00
<u>Other</u>							
5700 - Insurance Expense	\$368.33	\$312.50	(\$55.83)	\$1,795.00	\$2,500.00	\$705.00	\$3,750.00
5800 - Reserve and Replace	\$12,612.50	\$12,612.50	\$0.00	\$100,900.00	\$100,900.00	\$0.00	\$151,350.00
<u>Total Other</u>	\$12,980.83	\$12,925.00	(\$55.83)	\$102,695.00	\$103,400.00	\$705.00	\$155,100.00
<u>Utilities</u>							
5200 - Water	\$83.20	\$62.50	(\$20.70)	\$179.57	\$500.00	\$320.43	\$750.00
5205 - Sewer	\$103.79	\$83.33	(\$20.46)	\$241.42	\$666.64	\$425.22	\$1,000.00
5210 - Electricity	\$337.57	\$270.83	(\$66.74)	\$950.32	\$2,166.64	\$1,216.32	\$3,250.00

Bay Cove Homeowners Association, Inc.
Budget Comparison Report
8/1/2021 - 8/31/2021

	8/1/2021 - 8/31/2021			1/1/2021 - 8/31/2021			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<u>Total Utilities</u>	\$524.56	\$416.66	(\$107.90)	\$1,371.31	\$3,333.28	\$1,961.97	\$5,000.00
Total Expense	\$31,153.27	\$37,980.00	\$6,826.73	\$317,577.03	\$303,840.00	(\$13,737.03)	\$455,760.00
Operating Net Income	\$6,789.92	\$0.00	\$6,789.92	(\$12,655.77)	\$0.00	(\$12,655.77)	\$0.00
Reserve Income							
<u>Reserve Income</u>							
4321 - Int - Escrow Accts	\$24.93	\$0.00	\$24.93	\$172.97	\$0.00	\$172.97	\$0.00
7010 - Investment of Op Fun	\$12,612.50	\$0.00	\$12,612.50	\$100,900.00	\$0.00	\$100,900.00	\$0.00
<u>Total Reserve Income</u>	\$12,637.43	\$0.00	\$12,637.43	\$101,072.97	\$0.00	\$101,072.97	\$0.00
Total Reserve Income	\$12,637.43	\$0.00	\$12,637.43	\$101,072.97	\$0.00	\$101,072.97	\$0.00
Reserve Expense							
<u>Reserve Other</u>							
6125 - Roof/Gutter	\$0.00	\$0.00	\$0.00	\$52,050.00	\$0.00	(\$52,050.00)	\$0.00
6150 - Ext Bldg Repairs	\$0.00	\$0.00	\$0.00	\$1,610.00	\$0.00	(\$1,610.00)	\$0.00
<u>Total Reserve Other</u>	\$0.00	\$0.00	\$0.00	\$53,660.00	\$0.00	(\$53,660.00)	\$0.00
Total Reserve Expense	\$0.00	\$0.00	\$0.00	\$53,660.00	\$0.00	(\$53,660.00)	\$0.00
Reserve Net Income	\$12,637.43	\$0.00	\$12,637.43	\$47,412.97	\$0.00	\$47,412.97	\$0.00
Net Income	\$19,427.35	\$0.00	\$19,427.35	\$34,757.20	\$0.00	\$34,757.20	\$0.00

Bay Cove Homeowners Association, Inc.
Balance Sheet Comparison Report
As Of 8/31/2021

	<u>Balance</u> <u>8/31/2021</u>	<u>Balance</u> <u>12/31/2020</u>	<u>Change</u>
Assets			
<u>Cash - Operating</u>			
1010 - Cash	\$110,458.42	\$103,323.73	\$7,134.69
<u>Cash - Operating Total</u>	\$110,458.42	\$103,323.73	\$7,134.69
<u>Accounts Receivable</u>			
1015 - Tenant A/R	\$18,130.39	\$32,538.14	(\$14,407.75)
<u>Accounts Receivable Total</u>	\$18,130.39	\$32,538.14	(\$14,407.75)
<u>Cash - Reserve</u>			
1114 - Reserve Cash	\$203,329.59	\$155,916.62	\$47,412.97
<u>Cash - Reserve Total</u>	\$203,329.59	\$155,916.62	\$47,412.97
<u>Other Current Asset</u>			
1210 - Prepaid Expenses	\$0.00	\$0.00	\$0.00
<u>Other Current Asset Total</u>	\$0.00	\$0.00	\$0.00
 <i>Assets Total</i>	 \$331,918.40	 \$291,778.49	 \$40,139.91
Liabilities and Equity			
<u>Other Current Liability</u>			
2005 - Tenant Prepaid	\$22,137.16	\$16,754.45	\$5,382.71
2130 - Accrued Expenses	\$0.00	\$0.00	\$0.00
<u>Other Current Liability Total</u>	\$22,137.16	\$16,754.45	\$5,382.71
<u>Operating Retained Earnings</u>	\$119,107.42	\$106,764.69	\$12,342.73
<u>Reserve Retained Earnings</u>	\$155,916.62	\$94,711.81	\$61,204.81
<u>Operating Net Income</u>	(\$12,655.77)	\$12,342.73	(\$24,998.50)
<u>Reserve Net Income</u>	\$47,412.97	\$61,204.81	(\$13,791.84)
 <i>Liabilities & Equity Total</i>	 \$331,918.40	 \$291,778.49	 \$40,139.91

Integrity
Landscaping
Solutions

Sales Representative: Kyle Seekford

This bid is valid for 30 calendar days unless otherwise approved by Integrity Landscaping Solutions



BID REQUEST

August 23, 2021

Please submit a bid on this form to KCox@landmark-property.com and gggwaltney@aol.com.

Contractor: Schaad Asphalt Enterprises LLC
10200 Reedy Branch Road
Chesterfield, VA 23838
Attn: Frank Schaad

Client: Kellie Cox
Landmark Property Services, Inc.
4901 Dickens Road, Suite 119
Richmond, VA 23230

Location: Bay Cove
Shore View Dr., Port View Ct.
Henrico, VA

Concrete Repairs (~346 SF)

Note: The concrete sidewalks at Bay Cove appear to be some combination of exposed and broom finish concrete. This bid request is requesting pricing both ways to provide the option to the client.

1. Sawcut and remove the following concrete sidewalk areas to the depth of 4":
 - a. 12005 Shore View: 5' X 4'
 - b. 12007 Shore View: 5' X 4'
 - c. 12009 Shore View: 6' X 4'
 - d. 12017 Shore View: Two 8' X 4' sections
 - e. 12019 Shore View: Two 6' X 4' sections
 - f. 12021 Shore View: Two 6' X 4' sections
 - g. 12315 Shore View: 15' X 3'
 - h. 12317 Shore View: 11' X 3'
 - i. 2916 Port View: 11' X 4'
2. Dispose of spoil offsite

3. Compact base

Option 1:

4. Form up and pour new sidewalks, 4" deep, using 3,500 psi air-entrained concrete

5. Broom finish

6. Seed and straw disturbed areas

-OR-

Option 2:

4. Form up and pour new sidewalks, 4" deep, using 3,500 psi air-entrained concrete with aggregate

5. Power wash to expose aggregate

6. Apply sealer

7. Seed and straw disturbed areas

Total Option 1 Broom Finish.....\$ 7336.00

Total Option 2 Exposed Aggregate.....\$ 8475.00

The scope of work contained in this bid is proprietary to Gwaltney LLC and may not be reproduced or distributed without consent.

Contractor will be responsible for calling Miss Utilities prior to any digging.

Bid excludes bonds, fees, permits, testing, undercut, stone, signage, and any other materials or services not expressly stated above.

Contractor is not responsible for damages caused to or by vehicles or people trespassing in designated construction areas.

Contractor does not guarantee 100% water run-off on slopes with a grade of less than 2%.

Payment terms: Net 30 days

Bidder's
Signature Frank Schaad

Client's
Signature _____

Date 2021-08-25

Date _____



BID REQUEST

August 23, 2021

Please submit a bid on this form to KCox@landmark-property.com and gggwaltney@aol.com.

Contractor: Inline Asphalt Solutions, LLC
P.O. Box 5436
Midlothian, VA 23112
Attn: Andres Rocha Marron

Client: Kellie Cox
Landmark Property Services, Inc.
4901 Dickens Road, Suite 119
Richmond, VA 23230

Location: Bay Cove
Shore View Dr., Port View Ct.
Henrico, VA

Concrete Repairs (~346 SF)

Note: The concrete sidewalks at Bay Cove appear to be some combination of exposed and broom finish concrete. This bid request is requesting pricing both ways to provide the option to the client.

1. Sawcut and remove the following concrete sidewalk areas to the depth of 4":
 - a. 12005 Shore View: 5' X 4'
 - b. 12007 Shore View: 5' X 4'
 - c. 12009 Shore View: 6' X 4'
 - d. 12017 Shore View: Two 8' X 4' sections
 - e. 12019 Shore View: Two 6' X 4' sections
 - f. 12021 Shore View: Two 6' X 4' sections
 - g. 12315 Shore View: 15' X 3'
 - h. 12317 Shore View: 11' X 3'
 - i. 2916 Port View: 11' X 4'
2. Dispose of spoil offsite

3. Compact base

Option 1:

- 4. Form up and pour new sidewalks, 4" deep, using 3,500 psi air-entrained concrete
- 5. Broom finish
- 6. Seed and straw disturbed areas

~~-OR-~~

Option 2:

- 4. Form up and pour new sidewalks, 4" deep, using 3,500 psi air-entrained concrete with aggregate
- 5. Power wash to expose aggregate
- 6. Apply sealer
- 7. Seed and straw disturbed areas

Total Option 1 Broom Finish.....\$ **6,228**

Total Option 2 Exposed Aggregate.....\$ **8,650**

The scope of work contained in this bid is proprietary to Gwaltney LLC and may not be reproduced or distributed without consent.

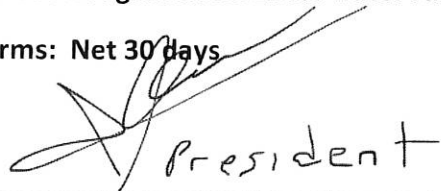
Contractor will be responsible for calling Miss Utilities prior to any digging.

Bid excludes bonds, fees, permits, testing, undercut, stone, signage, and any other materials or services not expressly stated above.

Contractor is not responsible for damages caused to or by vehicles or people trespassing in designated construction areas.

Contractor does not guarantee 100% water run-off on slopes with a grade of less than 2%.

Payment terms: Net 30 days

Bidder's
Signature  President

Client's
Signature _____

Date **8/23/21**

Date _____

360 Services Central Virginia

Proposal

Landmark Property Services, Inc.
P. O. Box 18033
Richmond, VA 23226
Attn: Kellie Cox

03/17/21

Phone: 804-774-8799 Email: KCox@landmark-property.com

Re: Concrete Sidewalk Replacement @ Bay Cove

Dear Kellie,

Thank you for the opportunity to provide you with an estimate of our services. We agree to furnish all labor, equipment, material and supervision to perform the following services, as detailed below.

Item I. Concrete Sidewalk Replacement

- Remove sections of damaged sidewalks
- Dispose of excavated concrete off site
- Form and pour new 4" thick concrete sidewalk
- Broom Finish
- Locations are as follows: 12005 Shore View-5 LF of sidewalk, 12007 Shore View-15 LF, 12009 Shore View-5 LF
- 12017 Shore View-10 LF, 12019 Shore View-10 LF, 12021 Shore View-5 LF, 12315 Shore View-12 LF
- 2016 Port View-5 LF

____ (Initial Here) Price: \$ 4380

Special Notice and Exclusions

- 1) All work is based on one mobilization
- 2) Customer is responsible for assuring that all vehicles will be vacated from the premises during scheduled work times
- 3) **Exclusions:** permits, fees, bonds, testing, engineering, undercut, relocation of utilities, any asphalt repairs, damage to structures, towing, stone, traffic control, removal of any unsuitable sub base, seeding/strawing, power washing, prime coat, storm water or sewer work, restoration of traffic loops, erosion control, etc.
- 4) This proposal must be included as an "exhibit" to any customers contracts
- 5) Payment terms are Net 30. Any invoices paid after 30 days will be subject to a late fee.

If you would like to proceed with this proposal, please sign, date, and **email the proposal to the attention of Garland Johnston at Garland360cva@gmail.com**

Thank you,

Garland Johnston / General Manager

Mobile: 804-938-3358

Acceptance of Proposal: The above or attached prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **Please sign each page of this proposal.**

Date of Acceptance _____ By _____

360 Services Central Virginia authorized signature: _____

5700 Greendale Road Richmond, VA 23228 Phone: (804)-938-3357