

**May 12, 2021 Meeting
Of The Board Of Directors
Newberry Station Homeowners Association, Inc.**

I. CALL TO ORDER 7:08 PM

Board Attendees: Susy M. Mikhail
Steven Dorrity
Michael Miller
Brandon Farlander

Management: Fred Bell

II. MINUTES

Ms. Mikhail moved to accept the minutes of the April 7, 2021 and April 28, Board meetings. Mr. Dorrity seconded the motion. Passed unanimously.

III. RESOLUTIONS

Mr. Miller presented a Resolution: "Rules Of Order For Meetings of the Board of Directors". Ms. Mikhail moved to adopt the Resolution. Mr. Dorrity seconded the motion. Passed unanimously.

Mr. Miller presented a Resolution: "Code of Conduct For Members of the Board of Directors". Ms. Mikhail moved to adopt the Resolution. Mr. Dorrity seconded the motion. Passed unanimously.

IV. REPORT OF POOL/CLUBHOUSE COMMITTEE

Mr. Carey reported that the electrical work is done. The toilet has not yet been replaced. At the April 7 meeting, the Board had authorized a contract not to exceed \$500 for All Plumbing to do the replacement.

Mr. Carey reported that the Clubhouse needs a new landline phone (the existing phone no longer functions); lifeguards will need instruction on 911 calls. Mr. Carey is working on signs and a binder for the lifeguards; the Board tasks Sentry to install the signs.

As requested by Mr. Carey, Ms. Mikhail moved to authorize expenditures not to exceed \$500 for buoys, hooks, and other pool equipment. Mr. Miller seconded; passed unanimously.

The Board tasked the Pool/Clubhouse Committee to study and report on needed repairs to the entrance building on Hamilton Court.

V. REPORT OF THE LANDSCAPING COMMITTEE

Mr. Miller reported that the next walkthrough with Professional Grounds is scheduled for Friday, May 14. The Board tasked Sentry to solicit an offer from an arborist to re-examine trees on Association Property and also to examine trees on lots for potential violations of AER rules on trees.

VI. OLD BUSINESS

A. Pool Contract & Pool Opening

Mr. Bell had solicited bids from three companies: Sunset Pool Management, Inc.; American Pools; and Paradise Pools. American Pools had declined to submit an offer due to a shortage of life guards. Sunset Pool had submitted a bid of \$48,494; Paradise Pools \$46,850. Given that Paradise Pools had the contract for pool management in 2019 and had performed well; the Board decided to award to Paradise Pools but only after further consideration of the specifications for the work and further negotiations with Paradise Pools.

At this meeting of the Board, Ms. Mikhail presented various options for the pool management contract, regarding the numbers of lifeguards; desk persons; and hours of operation. The Board decided to contract for two lifeguards plus a sign-in gate attendant for the months of May, June and July; with hours set at 11:00 AM to 8:00 PM. The gate attendant is an add-on to the original specifications.

Mr. Miller moved to authorize the President to award a contract to Paradise Pools with these specifications for an amount not to exceed \$55,000 and also to award a COVID Package offered by Paradise Pools for hand sanitizer stations. Mr. Dorrity seconded the motion. Passed unanimously. [On May 13, Ms. Mikhail negotiated a final contract award price of \$41,110 plus \$2,835.00 for the Gate Attendant and \$987 for the COVID Package.]

The Board further tasked Sentry to solicit an offer from K.R. Jenkins to power wash the pool deck and do signage on the concrete.

B. Pool Opening

The Board tasked Sentry to order additional signs, supplies, and equipment; and also to print and deliver pool passes to the Clubhouse by May 26. The Board plans to have a special meeting on May 26 to resolve all remaining expenses associated with pool opening.

The Board tasked the Pool/Clubhouse Committee to finalize the pool rules, sign-in sheets, an sign-in waivers and other documents.

C. Curbs & Striping

Mr. Bell reported that Sentry plans to solicit a proposal from a third offeror and updates to the proposals in hand from two offerors.

D. Draft Reserve Study

Mr. Bell reported that he has provided Mr. Miller with a balance sheet that incorporates the transfer of funds from operating accounts to the Reserve Account approved in the February 2, 2021, Board meeting. Mr. Miller had volunteered to reset the year-by-year forecast of expected reserve expenses when Sentry had updated its balance sheet; and Mr. Miller will proceed accordingly.

E. Annual Inspections.

Mr. Bell reported that the annual inspections had been completed by May 11, 2021; and that violation notices will be mailed by May 14, 2021.

F. Drainage Study/Asphalt Trail and Sidewalk Repairs.

Mr. Miller recommended that Sentry task Mr. Budnik to survey Association property both for drainage issues and at the same time identifying needed repairs to the asphalt trails and sidewalks.

F. Benches

The Board tasked Sentry management to obtain offers for eight benches to replace the decrepit wooden benches throughout the community.

VII. NEW BUSINESS

A. Plans For The June 12, 2021 Annual Meeting

Mr. Miller will assist Sentry in preparing the notice of the annual meeting and associated documents and reserve the School Bus Garage Training Room for the meeting.

B. Proposed Changes To The By-Laws

Mr. Miller presented changes to the By-Laws (a) necessary to bring the By-Laws into compliance with the "*Property Owners' Association Act of the Commonwealth of Virginia*", (b) incorporate other changes that had been recommended by the Association's Attorney, and (c) incorporate a code of conduct for members of the Board of Directors. Mr. Miller moved to have the Board propose these changes to the members of the Association at the June 12, 2021 annual meeting. Ms. Mikhail seconded the motion. Passed unanimously.

VIII. CLOSE

Mr. Miller moved to close the meeting; Ms. Mikhail seconded. Passed unanimously.