

SACHEM'S HEAD HOA BOARD MEETING MINUTES MARCH 2023

MEETING DETAILS

Date: March 21, 2023
Time: 11 a.m. - 12:00 p.m.
Location: Chesterfield Public Library
Street Address: 325 Courthouse Road
City: N. Chesterfield
State: VA Zip: 23832

ATTENDEES

Board members: Julia Stanton, Linda Marano, Luann Linnebur
Homeowners: Jerry Linnebur, Linda Ludin

CALL TO ORDER – 11:01 am

AGENDA

1. Contract for new groundskeeping service
 - a. Multiple service providers were interviewed, three quotes were received, one was selected based both on services offered and cost of services.
 - i. Initial catchup and cleanup will occur, along with regular services
 - ii. Several special projects are planned to remove dead trees, branches, and debris. These will be undertaken as budget permits.
2. Dog Station maintenance, removal of public trash bins
 - a. The 4 dog stations are stocked with bags and the trash bins beneath are being emptied regularly. It is essential residents pick up after their dogs.
 - b. The three large public trash bins have been removed since residents have been dropping their personal trash bags in them, and the dog stations have trash receptacles for used doggie bags. The large trash cans can be used for community-wide events.
3. Planting of additional Luck's Lane trees and inspection of recent plantings
 - a. 7 new trees are being delivered and installed in the spaces identified last fall (32 dead trees were removed, 20 new ones planted, and 7 more are being added to fill identified gaps. We want to avoid overcrowding of trees as they grow but also want to assure no large gaps remain for the residents along Luck's Lane).
 - i. The 20 trees planted last fall are under a 1-year warranty and will be checked for health during the installation of the 7 new trees, and as needed during the warranty periods.
4. New common ground plantings

- a. In coordination with the new groundskeeping service it will be determined what to use to cover the bare curbs and grounds areas. We will then proceed to price and install what can be done within the budget.
 - b. We are grateful for all the homeowners do to help maintain our beautiful little community. We do ask that any homeowner's ground coverings and plantings that might encroach upon common grounds be approved by the board.
5. Ongoing small water flow onto Water Willow Dr. – VDOT has been notified
 - a. The water leaking onto the street close to the entrance is under review by VDOT as to its source and remedy.
6. Verizon and XFINITY equipment/cable cleanup
 - a. Both Verizon and XFINITY have walked the community to review and fix problem cables and equipment and to remove extraneous wiring. There appear to be three old boxes that predate the current vendors. We're finding out how to have them removed.
7. County projects
 - a. New grading, leveling, and topsoil addition has just been completed to improve drainage in the gazebo area. Additional seeding will be done.
 - b. Water filtration – monitoring is underway as construction continues beyond the high-power lines. There is currently a Turbidity screen across part of the lake. The country will continue to monitor and protect the lake.
8. Lake Maintenance funds – new bank account
 - a. We have opened a bank account for the lake maintenance funds we received. This allows us to track and pay lake related expenses.
9. HOA assessment payment status
 - a. Greater than 90 days - \$2,530.42
 - b. 60-90 days past due - \$1,472.00
 - i. Letters were sent to 14 homeowners at end of Q4 2022, and additional ones will be sent at end of March for Q1 for those still in the categories above. We are seeing payment progress.
10. Residential Reminders
 - a. The website is where meeting notices, minutes, announcements, and SACHEM's Head documents and forms are to be found.
 - b. No dumping of leaves and clippings in common areas. Homeowners must assure their mowing/landscaping service providers follow this rule as well. There will be consequences if this rule is not followed. (Our new service provider will only vacuum up the leaves he blows into piles).
 - c. All loose gravel from driveways must be kept out of gutters and streets.
 - d. Trash cans must be screened, and clutter on porches, driveways, and yards (like tools and non-decorative items) need to be stored out of sight.
 - e. A Private Property/No Trespassing sign is being added by Luck's Lane. The path is for homeowners, residents, and their guests (who should be accompanied).
 - f. Remember to fill out an ARC form if you are painting, roofing, fencing, deckbuilding, or planning exterior home alterations. The ARC will review the forms and pass them on to the Board for final sign-off (as shown on the form).

COMMENTS - Homeowners may address the board on agenda items during this time.
Additional comments/suggestions may be submitted via email to the BoD.

Questions/comments from a homeowner:

- Meeting Time – mid-day vs evening. The last meeting was evening, this one was mid-day – to accommodate as many work schedules as possible. The next is p.m.
- Concern over leaves and debris in common spaces and who will remove/maintain those areas, along with the bare ground areas and especially the entrance to the path at the end of Water Willow. We hope we answered to the homeowner's satisfaction during the Comment period and have fully captured that info in Point 1, 10b and elsewhere in these meeting minutes.
- The date of expiration of the 1-year warranty on the trees along Luck's Lane was requested. That date is: October 11. The homeowner wants to track it.
- The homeowner wants to be sure the board is following all the rules for HOAs. We believe we are making every effort to fulfil all our responsibilities. She says there are volunteers who expressed an interest in helping who haven't been contacted. We asked for names so we can follow-up and hope to receive those names. She took some of the homeowner info forms we created last year that help us track interest and contact info.
- The homeowner wanted to know if late fees are being imposed. They are.
- There was a request for notices and information to be delivered in alternate ways than via the website. We have hand delivered 3 newsletters, but that is costly, and may not get to all who need the information. We have her written request for info to be emailed to her.

NEXT MEETING - Annual meeting, to be held by the lake (weather permitting),
June 27, 2023 at 6:30 p.m.

ADJOURNMENT – 11:46 a.m.