

Type of Meeting: Annual HOA Update

Meeting Facilitators: Martha Yeager, Rick Roland (developer project manager)

Opening Remarks

- Martha opened with a welcome, confirmed quorum, discussed that notice was adequately provided as stipulated in the bylaws. Copy of the 2017 minutes were provided and referenced.
- Martha stated that Kirsten Small, who has been assisting with RounTrey for some time will be taking over as our property manager @ ACS West.
- Michelle Calloway is resigning as our board representative effective as of the annual meeting. Jeremy McKenna is joining the board effective immediately following the annual meeting.

Developer Report

- Rick Roland provided the developer report as Danny was unable to attend the meeting. Rick serves as project manager for RounTrey and New Market. He essentially manages the actual development work - post planning.
- There are 3 sections currently under development. Section 7 in RounTrey with 126 lots has an anticipated completion time of February 2019. Section 4 of New Market has 31 lots and is also expected to have lots developed by Feb 19. Section 3 of New Market will have 94 lots and should be developed with lots opening in Spring 2019.
- The roads in RT section 6 and NM section 2 are going into the state/VDOT system. There is a 1-year maintenance period (similar to a home) where VDOT can come back with a "punch list" for the developer to fix issues.
- The New Market clubhouse construction is under way. Some delay due to unusual volume of rainfall but on target for completion in December 2018. The New Market pool is also underway (no estimated completion date given).
- Amenities – trails, a dog park, and a playground are expected behind the clubhouse in Graythorne. Should have county review complete in the next couple of days. Completion target is Spring 2019.
- The additional amenities originally slated for section 6 will be completed with section 7. This should include a pavilion, kayak/canoe racks and launch, etc. These items are also under county review, looking at 60-90 days for county response/approval.

Committee Reports *(see Addendum for further detail)*

- Modification Committee hit a brief slowdown towards the end of the summer/early fall as the system used to review applications was being updated multiple times, ultimately leading to

incompatibility with common web browsers. All applications, save for those requiring additional information, were still reviewed within the 30-day time frame allowed based on the by-laws. Committee continues to have a high volume of applications that do not include all of the needed information.

- **IMPORTANT:** When a resident submits request for a project, please review the RounTrey Design Guidelines section on the project type and provide all information requested. Most common omission is a plat (hand drawn sketch is fine in lieu) approximating the location of improvements in relation to the home and neighboring homes. When information needed is not included, it will delay the application approval.
- The Modification Committee is in need of volunteers (3+) as several long-standing members have expressed interest in rolling off. Ideally looking for representation from Graythorne, Barkham and New Market.
- Finance Committee also needs volunteers. **Dues will increase in January 2019 to \$900 for the year.** Dues increase is to accommodate additional common area and amenities coming online, as well as increase in trash & recycling expenses (company raising prices). The committee did investigate alternative waste management companies, but the existing provider was still the least expensive. The budget has been approved but waiting on confirmation of pool contract amount prior to finalizing and posting. (noted by pool committee that RFP is out for contract of pool management).
- Grounds Committee is in need of committee volunteers and a committee chair. Role of the committee is to assist property manager in communicating with grounds contractor and ensuring they are providing maintenance as contracted. Committee also works on coordinating minor improvement projects such as common area fence staining and placement of dog convenience stations.
- Social Committee is full based on charter definition (8 members), but one member is willing to roll off if someone wants to join. This committee needs New Market representation.
- Clubhouse Committee needs a lot of help/volunteers, as well as a new chairman. The cost for renting the clubhouse for events is increasing. An extensive amount of work is involved in managing reservation contracts, opening and closing for events so a part-time, paid position is being created and supported by the increase cost. Clubhouse rental fees will now be \$75/hr for non-resident events and \$25/hr for resident events; minimum rental time frames still remain; updated information is on the HOA website.
- Pool Committee also needs volunteers - prior chair resigned; new chair is Joe Hamilton (Barkham section); they have put the pool management contract out to bid and are reviewing responses.

- It was noted that the lifeguards did a better job overall this year vs. prior season.
- Cleanliness was an issue at the pool this past summer and something they will work with pool management to address this coming summer. Urge residents to rinse off toys, children, etc. prior to entering pool to maintain chemical levels and cleanliness.
- The 15-minute safety break is a common issue raised by residents. this is included in every contract offered by management companies. break is intended to require children to hydrate, allow for lifeguards to hydrate/rest and clean the restrooms.
- Swim team was successfully implemented; looking to raise funds for equipment, such as EOY dog splash. New Market pool, once complete, will enable swim team to practice at 'home' pool (RounTrey main pool).
- Looking forward to having the New Market pool up and running next summer. this will impact the contracted management cost and is part of the overall budget increase

Resident Q&A

1. Is tennis court only residents or could residents have a guest? Guests must be accompanied by a dues-paying resident.
2. Grounds committee responsibilities include temporary signs (e.g., political) on Woolridge? No, not HOA property.
3. Can reminders could go out when dues are due as it's easier to forget with only 2 payments per year? Martha will look into this. A physical mailing may be cost-prohibitive due to number of homes, but email may be an option. Can schedule auto payment when coupon book is received. Was clarified that dues increase is effective January 1, 2019 (\$450 due then and also June 1).
4. The amenity plans show a gated entry at the end of Endstone, question was how would the lock for this gate be managed? Rick offered to research and respond.
5. Location of planned water front amenities? Plans are still being approved by county; a neighbor mentioned that residents could obtain what is under review through the county planning site. Another resident mentioned it may require a call and request the plans be emailed.
6. Concern about size of trees planted in easement near water (Endstone); developer will investigate.
7. Question about locked gate to gravel road leading to water: who maintains lock? To be investigated.
8. Down time for the fountain at entrance to RounTrey? This was an issue with the prior maintenance company not being contracted to maintain the water in addition to the fountain pump. also, an electrical issue caused one extended period of down time. Fountain is being managed by a different company that also treats the water and will result in fewer pump failures.
9. Additional lighting is planned at Woolridge entrance off Old Hundred (in design phase).
10. 'For Sale' sign off Amethyst blocks sight lines; Rick to handle.

11. Residents mentioned that while the section 6 road had its final coat, it looked awful due to heavy erosion and mud and construction debris. Rick noted this was still in the 1-year maintenance period but also pledged to be better about holding builders accountable. Suggestion was made to run a street sweeper every Friday (this has been done in the past) and Rick will investigate.
12. Resident asked who to contact with issues/concerns - ACS West is the primary contact but there are also committee contacts if the issue directly involves one of the committees. Contacts can all be located at www.rountreyhoa.com. It was noted that the website (not Facebook) is the official HOA communication platform.
13. Gym codes changed effective November 1; emails were distributed with instructions on how to obtain. For safety concerns, DO NOT share gym codes.
14. Resident raised a concern that the new proposed location of canoe and kayak launch is at a shallower part of the lake which may cause access issues during drought. Rick will look into this concern.
15. Resident mentioned safety concerns for some of the contractors/sub contractors and urged residents that see unsafe work being done to contact someone. ACS West can notify Rick who can reach out to the builders. OSHA is another option.
16. Resident asked about a community "policing" page. Martha stated this is still an agenda item for the board to consider.
17. Concern about access to water and level/depth; no resolution (likely beyond control of developer).
18. How much longer until Powhite extension and commercial portion of the development? Rick expressed that neither are currently being discussed. Another resident noted that Powhite extension doesn't have all necessary funding and is likely not in the 6-year plan
19. Who to contact if builders aren't maintaining a lot? Contact ACS West and provide lot number and ideally a picture. She will contact Rick who can communicate with and hold builders accountable
20. Concern was raised over road sight lines when turning onto Old Hundred from Watermill. Rick and Chris Winslow both volunteered to look into this for options of improving. This intersection will eventually be the main entrance including a new feature (not a fountain).
21. Concern about Otterdale/Old Hundred intersection; a roundabout is planned; to start spring 2019.
22. Question raised if New Market will connect to Rountrey; answer was no—Powhite planned to cut right through.
23. Resident asked if the New Market pool was the only one planned for that section – yes.
24. Resident asked if the lease to Old Hundred Hunt Club would continue - Rick was not sure but believed so. Will confirm with Danny.
25. Resident suggested reconsidering not having a community basketball court as an amenity. Concerned about kids playing in the street and potential safety issues with resident hoops on streets.
26. Resident asked if modification applications are needed for interior modifications - answer is no.
27. Concern over lack of lighting at Woolridge/Watermill entrance. County supervisor Chris Winslow was in attendance and offered to look into this.

28. Resident(s) desire more communication and allow involvement to developer/HOA plans.
29. Concern about concrete in Barkham playground; Martha will investigate.
30. 2019 budget will be distributed to homeowners (likely with new HOA payment book).
31. Speeding on Woolridge—police officer present suggested contacting county police department. A lot.
32. Question regarding if neighborhood/development plans were not being complete because of parking issues? Per developer, this is not true.
33. How will these questions be addressed? Documented and posted to HOA site. Residents expressed accountability for resolution to many questions that have continued to be outstanding.

ADDENDUM: COMMITTEE REPORTS

(these were submitted to the Board prior to the HOA meeting)

ARC

"We experienced some delay in application review in late summer 2018 due to multiple changes to our review system causing technical issues. Despite the issue, all applications were reviewed within the 30-day time frame allowed per the guidelines.

The top cause for delay in approving applications continues to be missing information in the original submission. Roughly 30% of all applications require more information than submitted originally. I would urge residents to review the RounTrey Design Guidelines in detail prior to submitting their application as the list of required information is provided there and may be more extensive, depending on the project, than what is listed on the application form.

Several committee members have expressed interest in rolling off of the committee. If anyone is interested in joining, please contact me at rountreymodifications@gmail.com and I can provide more detail. The committee would ideally like to add one resident from New Market so that all sections of RounTrey are represented. This is a "low visibility" committee with limited time commitment and infrequent in-person meetings."

Finance Committee

- Proposed budget has been prepared and submitted to Board for review.
- Budget is still contingent on Board approval but here are the highlights:
 - o Dues increase from \$850 to \$900 per year.
 - o Based on starting with 460 houses, growing to 500 at the 6-month mark
 - o Dues still paid semiannually
 - o In the process of negotiating our trash contract, but the current proposal is 19% increase from \$14.50 to \$17.25
 - o 2nd Pool opening in New Market, increase the pool contract about \$33K
 - o Additional maintenance, irrigation, electricity, etc. with new amenities coming: New Market pool & Clubhouse, walking trails, pavilion, dock, new entrance, etc.

Grounds Committee

- Churchill resigned
- No additional information received
- Board will need to reach out directly to committee members to determine ongoing membership and Chair options

Social Committee

- Social Committee is at capacity with members per the Charter. One member offered to step down if someone else expressed interest. She is our New Market representative so we would really need someone else from New Market if that were to happen. A request was sent to all committee members asking if they would be willing to volunteer for a different committee, but there were no takers. Here are the names of the proposed Social Committee members for 2019:

Chair: Charri Stewart

Vonny Talley

Brittany Meadows

April Morris

Jennifer Seiden

Kelly Wauls

Karen Loewen

Laurie Efremidis

(New Market) Brooke Mulford

Clubhouse Committee

- Ormary is rotating off the position of Chair but intends to remain on the Committee. The Committee Chair position is vacant. None of the existing committee members are willing to assume the Chair position.
- Here are the names of the proposed Clubhouse Committee members for 2019:

Chair (Vacant)

Members:

Ormary Aponte (past Chair)

Tricia Gustin - Digital Manager (Barkham)

Beth Valdrighi (Spaldwick/Wivenhall)

Heather Vaughan (Graythorne)

Jennifer Tuck Munson (Graythorne)

Lisa Larson (Graythorne) - Rental Manager

Joe Hamilton (Graythorne) - Rental Manager

Lauren Sorenson (Barkham) - Gym Manager

Andrew Yanovitch (Barkham) - Gym Manager

- The clubhouse committee is light on membership. No one will assume the role of handling rental agreements. Those who were previously handling these on a volunteer basis have resigned. As a result, the Clubhouse Committee is proposing to increase the rental fee of the clubhouse to \$300 per 4 hours on the weekends to pay for a Contract Manager position. Effectively, raising the hourly rental rate hours from \$50 to \$75. This will go to the Board for approval.
- Billy Sowers has not done the list of items that we gave him for the clubhouse. Board needs to follow-up with him.

Digital Administration

- Tricia has agreed to stay on and to continue to manage digital communications.
- Contingent on Board approval, this will be a paid position for 2019 and is listed as a line item on the proposed budget.

Pool

Dan has resigned and Joe Hamilton has volunteered to be chairman

- Overall successful 2nd year that built upon lessons learned from 1st year, but still room for improvement
- Feedback received that lifeguards were a step up from 1st year; and need to maintain consistency throughout the entire year and not have a 'drop off' of performance towards the end of season when lifeguards are going back to school
- Swim Team was implemented and received positive response from those that attended.
- Held end-of-year Dog Splash to positive reviews. To help raise money towards Rountrey Swim Team/Pool Equipment needs.
 - o We plan on doing much more of these types of events next year
- Pool Management and Pool Cleanliness was a concern all year:
 - o Baby Pool was in constant need of cleaning.
 - o Black Algae contamination root causes:
 - o Introduced from Ocean Contamination. Residents should TRHOUGHLY wash any item taken to the beach prior to using at pool (life vest, noodles, floats, etc).
 - o Malfunctioning chemical pump caused erratic chemical levels. This was rectified mid-season and notable improvement in pool clarity and chemical stabilization was noted
 - o Hot Weather: Pool water climbed above 88 degrees for extended period of time
 - o Slow to act/take remediation steps once noticed (i.e. scrub, scrub, scrub).
- 15 minute "Safety Break" was mentioned as a resident concern from multiple sources
- Pool committee researched the issue and possibility of eliminating safety breaks and/or shortening them. Committee found the pool management contract specifically specified we must allow a 15 minute safety break. Additionally, all other vendor proposals received specified a required 15 minute safety break per hour. The committee met and discussed this issue and recognize a 15 minute safety break hourly is an industry standard and best practice. The intent is to allow children to re-hydrate and re-apply sunscreen, reduce late day emergency incidents, allow the lifeguards to clean the bathhouses and pool deck, and provide for necessary lifeguard breaks for them to be alert.

- 2019 Look Ahead
- 2nd Pool at New Market set to open beginning of season
- Swim Team to continue and will practice at RounTrey pool. Opening of New Market Pool will allow for a peaceful swim location while swim team practices
- New Pool Contract to be signed for 2019-2020 season. Looking as opportunity to find a good partner that can keep residents safe, the pool clean, provide a high level of service, all at a reasonable cost.