

**BATTLEFIELD GREEN COMMUNITY ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**January 15, 2020**

**Board Members in attendance:**

Kara White, Vice President (2019)  
Brian White, Director (2019)  
Doug Elder, Director (2021)  
Mary Sigmon, Treasurer (2020)  
Lori Crume (2021)  
Joel Skrdla, Director (2021)  
Michael Easter, Director (2022)

**Board Members not in attendance:**

Denis Popp, Director (2022)

**Welcome & Call to Order**

Kara White, Vice President, called the meeting to order at 6:47 p.m. Adjournment time set for 8:00 p.m.

**Additions, Deletions or Changes to The Agenda and Minutes**

Kara made a motion to approve Meeting minutes and Doug second.

Deputy Gage joined the meeting to inform the board of his presence in the neighborhood. His main complaints have been about the cars that are either inoperable or do not move and he is working with those home owners to get these cars moved. He also shared about disturbance calls to a home. Erin will continue to inform Deputy Gage as needed.

**Owners Forum** – No homeowners were present.

**President Report** – No report.

**Treasurer's Report** – No report.

**Committee Reports** –

- **ARC** –
  - ARC committee resolved issue with the home owner on Shiloh whose home backs up to OCD. They will be bringing their fence into compliance prior to finalizing the sale.
- **Compliance** –
  - The home on the corner of Retreat/Winding Hills needs to be addressed during next inspection.
- **Clubhouse & Pool** -
  - Interior renovations are nearing completion. Releasing 20k check to contractor under pretense that we are moving forward with pulling kitchen floor and trenching concrete to

meet electrical guidelines for inspection. This is an extra 2k that was not part of the original scope of work.

- Pool renovation and repair
  - Repairs will be determined once Swim Metro explores the drain. This should be completed in January.
  
- **Grounds –**
  - Joel brought up the common areas throughout the community that we should have access to use and should be maintained and cut.
  
- **Newsletter/Website -**
  - Jay Campbell has volunteered to help with the website.
  
- **Social events for 2020:**
  - Feb 2<sup>nd</sup> Superbowl party for the Townhomes
  - Feb 29<sup>th</sup> Clubhouse reveal party (Doug)
  - April 18<sup>th</sup> Spring Yard Sale (Joel will be responsible for parking lot clean up)
  - June 19<sup>th</sup> End of School party (Kara and Lori)
  - August 4<sup>th</sup> NNO (Mary)
  - Sept 19<sup>th</sup> Fall Yard Sale (Kara)
  - Oct 3<sup>rd</sup> Fall Festival (Michael)
  - Dec 12<sup>th</sup> Santa event (Doug)
  
- **Swim Team –** Erin is offering 2/14 to swim team for babysitting fundraiser.

**Management Report –**

- Closed out financials with a surplus
- CD rolled over for 2 years

**Assignment of Officer Roles:**

President- Kara White, Vice President- Lori Crume, Treasurer- Mary Sigmon, Secretary- Doug Elder, Directors- Joel, Michael, and Jay Campbell.

**Meeting adjourned at 7:46pm.**

**BATTLEFIELD GREEN COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
August 20th, 2020**

**Welcome & Call to Order**

Kara White, President, called the meeting to order at 6:40 p.m. Adjournment time set for 8:00 p.m. There were not enough Board members present to reach a quorum.

**Owners Forum:** No owners were in attendance.

**President Report –** No report.

**Treasurer's Report** – No report.

**Committee Reports** –

- **ARC** –
  - Update on submitted ARCs since last meeting
- **Compliance** –
  - General discussion was held about various violations issues.
- **Clubhouse & Pool** -
  - Want to have A1 Solutions at next meeting to either fix remaining issues or forfeit the final \$5,000 payment.
  - Pool – Proposals to be obtained for 2021 season.
- **Grounds** –.
  - Blary's proposal for 2021 season to be reviewed at next meeting.

**Management Report** –

Sarah provided a general update and information regarding upcoming decision that will need to be made by the Board.

**New Business:**

- Reserve Study and Budget to be discussed at the next meeting.
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**Meeting adjourned at 7:30pm.**

**BATTLEFIELD GREEN COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
September 24th, 2020**

**Welcome & Call to Order**

Kara White, President, called the meeting to order at 6:30 p.m. Adjournment time set for 8:00 p.m.

**Owners Forum** - A couple of homeowners presented questions and concerns to the Board.

A motion was made to relieve account #103-4994 of his late fee, all in favor, motion carried.

A motion was made to relieve account #103-6798 of her violations penalty assessments providing that the HOA would not be held responsible for any attorney fees/costs as a result of the collection action taken, all in favor, motion carried.

**Finalization of Clubhouse Renovations**

The Board entered into a written agreement with A1 Solutions regarding the completion of the Clubhouse renovations contract.

**President Report** –

- Kara shared thoughts on potential improvements for the community.

### **Treasurer's Report –**

- The Board approved proceeding with an updated reserve study, all in favor, motion carried.
- Sarah asked the board if she can “clean up” financials by moving retained earnings to capital replacement, max contingency of 25k because it is currently excessive, and move interest money also to capital replacement. All in favor, motion carried.

### **Committee Reports –**

- **ARC** – Suggestion to amend ARC guidelines for temporary storage units and dumpster for renovations purposes.
- **Compliance** – general discussion of outstanding issues.
- **Clubhouse & Pool -**
  - Swim Metro’s proposal for the project to fix the pool drain and re-plaster was reviewed. Unanimously consensus for the approval of Super Blue for the plaster color, requested a contract with stipulations for completion date of 4/1/20 or \$500/day for every day over specified date for liquidated damages. All in favor, motion carried.
  - Suggestion to add another trashcan to the pavilion area
- **Grounds** – Mary made a motion to approve 3-year contract Blare’s, all in favor, motion carried.
- Discussion of getting a survey all along Old Calvary to determine property lines for who is responsible for mowing what portions.
  
- **Newsletter/Website** –Erin suggested keeping info on Town Sq. and the website and to discontinue sending paper newsletter, saves money and no events to advertise currently. The Board agreed.

### **New Business –**

- **2021 Budget**
- Pool Contract is going up 10k due to increase in minimum wage. Sarah informed the Board an assessment increase will be unavoidable with the costs of services increasing.

### **Old Business –**

- **Clubhouse Bathroom Floor**  
Erin is finalizing floor refinishing quotes. Kara suggested Miracle Method as another vendor. Erin has also contacted JS Archer for pool doors.

A motion was made to adjourn the meeting at 7:45 PM all in favor, motion carried.

**Next Meeting:** 10/21/2020 @ 6:30 PM

**BATTLEFIELD GREEN COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
October 21, 2020**

### **Board Members in attendance:**

Kara White, President (2022)  
Lori Crume Vice President(2021)  
Mary Sigmon, Treasurer (2020)

Doug Elder, Secretary (2021)

Michael Easter, Director (2022)

**Board Members not in attendance:**

Denis Popp, Director (2022)

Joel Skrdla, Director (2021)

Jay Campbell, Director

**Welcome & Call to Order**

Kara White, President, called the meeting to order at 6:30 PM.

**Approval of Agenda, Minutes & Adjournment Time**

Kara made a motion to approve minutes and adjourn at 7:30 PM seconded by Lori approved by all.

At 7:28 PM meeting was extended to 8pm

**Owners Forum – No owners present**

**President Report – None**

**Treasurer’s Report – None**

**Committee Reports –**

- **ARC –**
  - Will discuss POD storage at November meeting
- **Compliance –**
  - Once house came into compliance
- **Clubhouse & Pool -**
  - Clubhouse is finally done final check sent.
  - Waiting to hear from Swim Metro when they are going to start on pool repairs/maintenance.
- **Grounds –**
  - Suggested we walk with Blary’s at the beginning of the year to make sure they understand what needs to be cut.
- **Newsletter/Website -**
  - Website/Facebook/Town Square will post about event on the 30<sup>th</sup>

**Management Report –**

- Discussed budget

**New Business –**

- 2021 Pool Contract
  - Expressed disappointment with Swim Metro
  - Will have Swim Metro at next meeting when we decide
- 2021 Budget

- Lori made a motion to raise the recreation fee to \$500, Michael second all agreed
- Michael made a motion to raise association fees to \$130, Mary second Michael, Doug, Mary approved Kara, Lori dissented.
- Kara made a motion to approve the budget Doug second all approved
- 2020 Annual Meeting & Elections
  - Annual meeting will be on Nov 19<sup>th</sup>
  - Mary will run again.
  - Post on FB/Website/Town Square for anyone that wants to run and notify of meeting.
- Doug made a motion to remove Denis as he's only been to one board meeting and missed at least 3 in a row. Lori second all approved

**Old Business –**

- Floor refinishing pushed to next meeting.

**Meeting adjourned at 7:57PM.**

**BATTLEFIELD GREEN COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
November 19, 2020**

**Board Members in attendance:**

Kara White, President (2023)  
Doug Elder, Secretary (2021)  
Mary Sigmon, Treasurer (2020)  
Lori Crume, Vice President (2021)  
Joel Skrdla, Director (2021)  
Michael Easter, Director (2022)  
Jay Campbell, Director

**Board Members not in attendance:**

**Pre-Meeting Business (via email)**

- Mary made a motion to pay Erin a \$500 bonus. Doug seconded and unanimous approval.
- Doug made a motion to approve the minutes from the previous meeting. Jay seconded.  
Unanimous approval

**Welcome & Call to Order**

Kara White, President, called the meeting to order at 6:54 p.m. Adjournment time set for 8:00 p.m.

**Owners Forum** – Leaves from townhomes. Already dealt with townhomes.

**2021 Pool Season Meeting** – Lifeguard behavior/addressing issues/no supervision/15-16 year old no management.

- Brian quit as manager prior to season coupled with COVID never recovered. Travis never stepped up.
- Our big issue with lack of communication from Travis.
- Follow up with CC email so he can follow up.
- Kara motion to go with Swim Metro one year/Doug seconded. All agreed

## **President Report – n/a**

### **Treasurer's Report:**

- CD maturing in January
- Sarah recommendation put cd and 40,000 from operating to SONA money market.
- Kara makes motion Mary second all approve

### **Committee Reports:**

- **ARC:**
  - Lots of fences/tree removals
  - Pods rules will be emailed and discussed recommendation at next meeting
- **Compliance:**
  - Leaf battle
- **Clubhouse & Pool:**
  - Edited rental to 25 people.
  - Pool renovations are moving along.
- **Grounds:**
  - Fix light outside
- **Newsletter/Website:**
  - Postage/paper complaints on fb
- **Management Report:**
  - Met w/ Reserve Study on Tuesday playground equipment/retaining walls/sidewalks priority
  - Stone vs Timber retaining wall.
  - Some old accounts need to be written off
  - Kara makes motion to write off. Mary seconds all approve

### **New Business:**

- Assignment of Officers
  - Everyone stays the same
- Tree Removals
  - Got quote on one tree missed second one coming back out to get quote for second tree.
  - Kara motion not to exceed \$1000 to remove both trees Mary second. All approve

### **Old Business:**

- Floor Refinishing Quotes
  - Wait on floor to see about reserve study
- Door Replacements
  - Repair to door misalignment and replace pool doors that are rusted.
  - Frame needs to be replaced.

**Meeting adjourned at 7:55pm.**

**BATTLEFIELD GREEN COMMUNITY ASSOCIATION, INC.**  
**ANNUAL MEETING MINUTES**  
**November 19, 2020**

**Board Members in attendance:**

Kara White, President (2023)  
Doug Elder, Secretary (2021)  
Mary Sigmon, Treasurer (2020)  
Lori Crume, Vice President (2021)  
Joel Skrdla, Director (2021)  
Michael Easter, Director (2022)  
Jay Campbell, Director

**Board Members not in attendance:**

**Call to Order**

- Kara called meeting to order at 6:34

**Welcome & Introductions**

**Proof of Notice of Meeting**

**Approval of the 2019 Minutes**

- Mary made motion Joel seconded all approved

**Reports of the Board of Directors**

- President's Report – See attached
- Treasurer's Report – See attached

**IRS Tax Resolution 70-604**

- Sara explained recommendation
- Motion to approve resolution Lori, seconded by Michael all agreed.

**Election of Directors**

- No nomination from floor
- Kara motion to close nominations, Lori second. All agreed
- Mary won

**Homeowner's Forum**

- Skirmish Road concerns VDOT was contacted horrible patching
- Stronghold leaves on the street. Willow trees encroaching on sidewalk/street
- Hours of clubhouse, non pandemic year mon, thurs, frid 11-6

Kara motion to adjourn Mary second all approve