



# Twin Lakes Owners' Association

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## **Board of Directors Meeting Minutes**

August 20, 2020

(Approved by Email vote 9/14/2020)

**NOTICE:** This meeting was held virtually using Zoom due to the coronavirus pandemic. A period of public comment was allowed beforehand by publishing and distributing the meeting agenda earlier in the week.

**PRESENT VIA ZOOM:** Patrick Moctezuma, Chad Denby, Sue Lance, Peggy Keens, James Hayslett, Jane Garton and Paige Stough from APMS.

**CALL TO ORDER:** 7:08

**PUBLIC COMMENTS:** no comments received.

Two requests for meeting attendance were received; however, due to email issues (previously unknown) the President never received them, only hearing about them during this meeting. The Board agreed that the meetings must be accessible to the association members, but rejected simply emailing the meeting link to everyone- as the Board has a right to limit attendance to actual association members; and the need to ask the (optional) question of the reason for attendance, in order to give time to each attendee to address the Board at the appropriate moment during the meeting according to the agenda. This same information was requested from all guests of the past in-person Board meetings, so this represents no change to policy at all. The virtual meetings simply require that this information be collected ahead of time.

Paige will send an e-blast to homeowners to advise the community of the process.

The nature of this year's Annual Membership Meeting was discussed: virtual or public or a hybrid. In the meantime, Paige was asked to reserve the PVCC conference room for November 18, 2020. It was strongly encouraged by Patrick that the entire Board should collect signed proxies so that a quorum at the annual meeting could be ensured.

**APPROVAL OF JULY 2020 MINUTES:** Approved by e-mail votes July 28, 2020

## **COMMITTEES**

### **FINANCE:**

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

Operating Account Balance: \$31,543.84

Reserve Account Balance: \$33,290.62

Available funds for the Geranium Rd. culvert project was discussed and it was recognized that the initial \$40K could be met and still meet the next month's financial obligations.

Motion was made by Jane to move \$28K from the reserve account to the operating account in order to gather that down payment together, and seconded by Sue, approved by all. Chad was informed that Roads could now proceed with the project.

#### **APMS:**

31 new liens were filed but no warrants-in-debt, as they were still in the process of being prepared. Should be completed for filing by August 31, 2020. It was decided that no WID will be filed against anyone that is on a current payment plan. Motion made by Jane, seconded by Chad, approved by all.

Fee forgiveness program has been extended to the end of September. APMS reports that at least two members have taken advantage of it.

Due to APMS having to write itself checks from TLOA accounts for the Disclosure packet fees (agreed to earlier in the year), motion made by Sue to allow APMS to receive these fees directly and not involve TLOA accounts at all- seconded by Peggy, approved by all.

#### **2021 Budget**

Peggy Keens presented the proposed budget to the Board for discussion and approval. The projected revenue for 2021 is expected to be \$337K, 14% lower than the current year as a result of the overall assessment shortfall. The board discussed the possibility of increasing the assessment for 2021, but did not feel that was in the best interest of the community at this time. The board will keep the current assessment of \$600 per lot for the 2021 year.

The motion to adopt the 2021 budget as outlined in the handout was made by Peggy and seconded by Sue. The motion carried unanimously. (Final Budget is included with these minutes.)

### **ROADS:**

There were no new recently completed projects.

Roadside trimming by the TL landscaper has begun but due to all the rain, it has been a slow process. He has been receiving some abuse by some homeowners regarding trimming on their property even though we have given ample notice. Any limbs overhanging the road are to be cut. We have suggested that instead of any confrontation with a homeowner, he just take down the address; give to Chad which will then be forwarded to APMS to send a violation letter for not following trimming rule. We need to have these trimmings cut back because of issues with the school buses and other vehicles travelling on our narrow streets.

Currently planned projects are the big double culvert on Geranium Rd. The down payment will be \$40K and road will be closed approximately 1 week. As soon as the date has been firmly set to start, Chad will notify the school transportation department so they can make changes to their bus routes. This could possibly start as soon as the second week in September. Paige will send an e-blast to the homeowners. The other culvert project is on East Daffodil Rd. at the curve before Goldenrod and that is just a small project to reinforce the outlet area a bit.

As for future projects we are staying conservative due to this massive current project. One thing we would like to still consider is adding new speed limit signs so the Sheriff's office can attach their blinking warning signs to deter the speeding. Also, we will need to add school bus stop signs after getting with the school district's transportation office to know where these stops will be.

#### **LAKES AND DAMS COMMITTEE:**

Shenandoah Lake is now full, after two months or more of waiting on some real precipitation. It is estimated that 70% is open water and 30% marsh, from the plants that had grown up in the meantime. The marsh areas should die out come winter and not return.

The TL landscaper will provide the Board a Dam #2 seeding proposal estimated to be \$6K+. This will need to be done in order for us to get our bond money back from the county. He will scrape to work up the surface ground, add topsoil and re-seed. When Brock finished the construction of the riser, he re-seeded 3 times but never achieved stabilization, and so there is no confidence that going back to that contractor would accomplish much. Patrick will present the proposal to the Board for email vote upon receipt.

The area around the base of dam #2 has been mowed and the common areas/lake access have been cleaned up and opened for use by the community residents.

The TL landscaper is scheduled to check and clean all dam riser tower racks once a month to keep any debris from collecting. He is also contracted to check the lower valves annually, to ensure proper functioning.

No official storm response policy for lake management was put forward by the committee, as one is not required by the state, but TLOA still has the ability to use the lower valves in the event of extreme and dangerous weather conditions, i.e. hurricane. The only **state requirements** are, that we have a certified auxiliary spillway and test the valves annually. Both conditions are currently being met by the association. It was noted that our engineer also recommended against such an official policy, or any promise to protect any property from flooding from any cause. The Board discussed and a motion was made to not have such an official policy, it was seconded and unanimously passed.

#### **RULES COMMITTEE:**

Violations reports are still showing that the majority of violations are due to unkempt yards, uncovered or untagged vehicles.

There is still an ongoing issue of drain field runoff on to E. Daffodil from a property on Amicus Rd. Patrick was told by the neighbors that the health department issued a permit to have a new drain field installed. We just do not know when that will take place. Jane contacted the health department requesting a copy of the application and permit and get the status of the project which we have received. The health department is preparing a letter to the owner to be transcribed in Spanish and sent to the owner. He will send us a copy when received. Patrick is considering sending a letter to the Virginia Department of Environmental Quality as well, for action against the homeowner.

#### **COMMUNICATIONS COMMITTEE:**

The summer newsletter is complete and has been sent to APMS for printing and mailing.

#### **SPECIAL PROJECTS COMMITTEE:**

Nothing new at this time.

#### **NEW BUSINESS:**

No new business

**ADJOURNED: 9:45 PM**

**TLOA Budget****2021**

Approved

<b>Line Item</b>	<b>Account Code</b>	<b>2021</b>
<b>Lakes &amp; Dams</b>	6153	<b>\$9,000</b>
<b>Landscaping/Mowing</b>	6261	<b>\$26,400</b>
<b>Road Improvements</b>	6271	<b>\$91,000</b>
<b>Road Maintenance &amp; Enhancement</b>	6272	<b>\$30,000</b>
<b>Management Fees</b>	6300	<b>\$33,600</b>
<b>Electricity</b>	6311	<b>\$996</b>
<b>Telephone/Internet</b>	6313	<b>\$1,380</b>
<b>Umbrella Liability Insurance</b>	6322	<b>\$1,312</b>
<b>Officer &amp; Directors/Fraud Insurance</b>	6324	<b>\$2,550</b>
<b>Rent</b>	6540	<b>\$1,980</b>
<b>Office Supplies/Equipment</b>	6554	<b>\$200</b>
<b>Printing/Postage/Advertising</b>	6556	<b>\$4,000</b>
<b>Taxes &amp; Licenses</b>	6615	<b>\$1,500</b>
<b>Miscellaneous Expense</b>	6701	<b>\$1,000</b>
<b>Legal Fees</b>	6702	<b>\$1,000</b>
<b>Accounting</b>	6704	<b>\$250</b>
<b>Debt Service</b>	8100	<b>\$131,484</b>
<b>Reserve Fund Contribution</b>	8200	<b>\$0</b>
		<b>\$337,652</b>