

Longhill Station Homeowners' Association
Board of Directors Meeting
Minutes
Date: April 24, 2024

6:06 pm: Meeting was called to order by President, Rhonda Gibbs.

Board members present: Rhonda Gibbs (President), Stephen Drakes (Vice President), Tela Thomason (Treasurer), Angie Berger (Secretary), and Sam Stevens (Director).
Also present: Michael Kwiatek, Brooks Real Estate and LHS Property Manager.

Rhonda Gibbs made a motion for the approval of the February 21, 2024 minutes. Angie Berger seconded the motion.

Homeowner's Forum

There were no homeowners present during this point of discussion. One homeowner signed in via Zoom, at approximately 7:20 pm and did not have any comments.

Presentation of Reports

Treasurer's Report-Made by Tela Thomason:

The LHS accounts have been reviewed. DMA completed the Reserve Study and looking into slight changes. DMA is working to compile a long-range tool to help track information for a rolling assessment. However, there is a minimal fee with this service. Information will be posted on the LHS website. DMA was able to also answer all FAQ's from the Reserve Study. There are still outstanding financial issues from Everest, that have yet to be rectified. The 2023 LHS taxes have been filed.

Manager's Report-Made by Michael Kwiatek:

Michael provided information on delinquency in dues and the right of the BOD to restrict pool access and voting rights.

The ICS account has been funded and is now FDIC insured for all assets over \$200,000.

The December financials from Everest are still pending.

Verizon has set up a phone line at the pool.

Trash pick-up at the pool has been re-established for the season.

NightScapes reached out to Michael, and the pump is now working and the meter is operational.

A map is needed of the backflow and what is set to operate. This could possibly be located at the front entrance.

Solitude is working to get the ponds re-named.

LandscapeX still needs to send in the invoice for projects completed in LHS.

Continental Pools (CP) is working on permits. They are not going to remove the containers.

They did put out the chairs and tables. They also need to be asked about contacting JCC before turning the water on for the season.

JCC hasn't released the grant money yet for the BMP's, but will follow-up when it's available.

Pool passes have been printed and the contract has been updated with pool rules.

Since the last meeting, over \$3,000 has been collected from delinquent accounts. The Board will vote in Executive Session. The first notice could result in not receiving a pool pass. After a 2nd notice a lien could be placed, along with a court notice. If there is no response from the homeowner, they could be held in “Contempt” and could possibly receive jail time and the bank accounts could be provided.

The lien process had not been handled with the different PM companies that LHS has had. Legal has been working with Michael to get the charges placed.

The Spring Inspection was held. Reports will be made available and notices will be going out next week.

The next LHS HOA meetings were set for: August 5, 2024 for the Annual Meeting and the 4th Quarter Meeting will be October 9, 2024. Both meetings will be at 6 pm.

Committee Reports:

ARC-still a vacant position. The BOD brought up that there is too many out-dated documents and guidelines. The BOD would like to make the rules more visible and easier to follow and amend. Michael introduced a Rules and Regulations document that could be added and changed by the BOD. Sam made a motion to have that document brought up at the Annual Meeting and to provide feedback from the HOA. Tela seconded the motion.

Grounds Committee-one of the dog waste stations has been replaced. Other ones in the neighborhood need to be replaced, but LHS is on a wait list for JCC.

Pool-Stephen made a motion for the information form to be distributed at pool pass. Angie seconded the motion. However, it was agreed upon to let the HOA see the documents at the Annual Meeting and to possibly get a working group together to lead that.

For safety reasons, during pool pass distribution, include the emails and phone numbers on pool rules. Also, the pool pass distribution dates have been sent by Sonja.

Old Business

Ratification for Dominion Energy Third Party Authorization. Tela made a motion for approval, and Stephen seconded the motion.

Henderson’s Towing Authorized list for 2024. Tela made a motion to approve, and Rhonda seconded the motion.

Contracts

Signs at the pool parking lot are sufficient. Insurance would cover LHS if anything were to happen at or in the pool. A vehicle can be tagged if it is unauthorized. Sam made a motion to get new signs stating “Pool parking patrons only-all others will be towed”. Tela seconded the motion.

One of the doors at the pool needs to be replaced. Michael will get a quote.

The pool house needs new shelving and locked storage for the supplies that LHS provides.

Pool shower needs to be operational again.

Michael is scheduled to get 15 boxes from Evernest with LHS HOA information.

New Business

The swim test needs to be issued by CP and added to the pool rules.

Tela made a motion for the termite booster treatment to be completed at the pool house, by National Exterminating. Angie Berger seconded the motion.

There was a homeowner email about a request for a playground. There is no room in LHS to put the playground and the cost is expensive. The playground would also need to be ADA approved and the insurance rates would triple. Michael will email the homeowner back with the reasons.

8:04 pm: Rhonda Gibbs made a motion to go into Executive Session. Stephen Drakes seconded the motion.

During Executive Session the BOD voted on action items for the following:

*All case numbers begin with "2024-04-24", so the only changing number is the following number.

Motion 1-For Case numbers #5, 6, 7, and 12: These homeowners will be charged \$10 a day, up to 90 days (or \$900). This will come into effect on 4-25-2024.

Motion 2-For Case numbers #8, 14, 15, 16, and 17: These homeowners will be charged a delinquency fee of \$50. This will be charged with each occurrence.

Motion 3-A lien action was voted on.

Motion 4-For Case numbers #5, 6, 7, and 12: All pool access and voting rights have been suspended.

The BOD came out of Executive Session at 8:36 pm.

Rhonda Gibbs made a motion to adjourn the meeting. Tela Thomason seconded the motion.