

MINUTES-DRAFT

Board of Directors for Farmington Comprehensive

August 17, 2023

6PM Farmington Social Center

-Roll call, Proof of quorum of Board Members

Present: Al Grant, Floyd Anderson, Dick Sterne, Jill Rufus, Doug Leech. Kim Cheatham was absent.

Also present were Doyle Allen, Bill Bryant Developers, Holly Snead- Brownstone Properties management company.

Homeowner members also present were Linda and Derek McFann, Dara Farar, Kim Grant.

-Proof of Notice of meeting -placed on community calendar

-Approve Draft meeting minutes -Minutes from July 10 meeting, approved as submitted.

-Reports of Officers and Committees

Social-Kim Cheatham to present proposals at the next meeting.

Financial-Dick Sterne reported no irregularities, tracking on budget overall.

Pool-Shayla Porter will be invited to present an end of season recap at the next meeting.

-Management Report-Format to be modified by the current board upon request. Balance sheet, delinquency report, budget comparison report handed out and attached to report. Collection process discussed. Capital expenses and budget prep discussed for 2024. New requirements from the state for resale certificates discussed. Will be soliciting quotes for landscaping and insurance for 2024. General mailing with pool sale and other updates will be sent out to all members. ARC requests submitted; suggested that only 3 board members formally do ARC inspections and sign off on requests to streamline the process. Agenda and meeting packages ideally to be provided the week prior to upcoming meetings via e-mail to BOD members moving forward.

-Old Business

1.Pool transfer status-Deed transfer occurred in April, all common properties have been deeded over, so declarant transfer is complete.

2. Board member update-clarification of the terms of the existing members and annual meeting requirements discussed. Terms should be staggered, 1,2, 3 years for continuity initially. There is some question on who was appointed for which term since

the appointed board went through several transitions until the final composition. There is not currently a representative from The Townes, Rock Creek, or Graystone (2 of these subs were proposing recombination, still incomplete.)

3.Regular meeting schedule -current meeting date and time worked for almost all board members, will be finalized as soon as possible.

-New Business

1. ARC Committee-inspection responsibilities narrowed to 3 Board members: Doug Leech, Floyd Anderson, Jill Rufus

(a)-3 current requests before the board, inspections of all to be done this week by Doug Leech.

2. Annual Meeting requirements (10 days prior to January 1)-discussion, will be addressed in following meetings with budget prep.

3. Budget- planning underway, potentially new numbers for landscaping and insurance, final pool income and expenses needed to finalize. Goal is no dues increase for 2024.

4. Bid out Landscaping and Insurance for 2024-Board members to provide suggestions on companies for bid, Holly to assist with RFP's

5. Complaints on signage (Tina Friar) -Jill Rufus to investigate homeowner correspondence on this sign and common area concerns near SR condo area. Board should formally ratify sign policy for Farmington, including political signs.

6. Collection Policy-was required by the bank making loan to the association but has never been ratified or implemented by the current board. After ratification, will need to be distributed to the membership, effective January 2024.

**FARMINGTON AT FOREST
COMPREHENSIVE PROPERTY OWNERS ASSOCIATION, INC.**

COLLECTIONS POLICY

ADOPTED: JANUARY 1, 2023

EFFECTIVE: APRIL 1, 2023

Pursuant to the Declarations for Farmington at Forest POA:

"Effect of Nonpayment of Assessments: Remedies of the Association:

Any assessment installment not paid within fifteen (15) days after the due date shall be delinquent. Thereupon, the Association shall provide Notice of such delinquency and may (a) declare the entire balance of such Annual or Special Assessment due and payable in full; (b) charge interest from the due date at a percentage rate no greater than is permissible by law, such rate to be set by the Bylaws; (c) charge a penalty to be set by the Bylaws; (d) give Notice to the Owner that in the event payment with accrued interest and penalties are not paid within thirty (30) days from the date of such Notice, then the expressed contractual lien provided for herein shall be filed and/or foreclosed; (e) upon Registered Notice to the Owner or Occupant of the Lot or Living Unit, suspend the right of such Owner or Occupant to vote or to use the facilities until the assessment, accrued interest, penalties, and costs of collection are paid in full; and (f) bring an action at law against the Owner personally obligated to pay the same, and interest, late charges, costs and reasonable attorney's fees of any such action shall be added to the amount of such assessment."

Additionally, per the Bylaws for Farmington POA:

Section 5.3. Collection of Assessments. The Board, or the Managing Agent at the request of the Board, shall take prompt action to collect any assessments for Common Expenses due from any Member which remain unpaid for more than thirty (30) days from the due date for payment thereof. Any assessment, or installment thereof, not paid within five days after due shall accrue a late charge in the amount of Ten Dollars, or such other amount as may be established from time to time by the Board.

NOW, THEREFORE, The Board of Directors establishes the following Assessment collection policies.

The annual assessments shall be due in advance in twelve (12) equal monthly installments on the first day of each month.

After a fifteen (15) day grace period, the management company will send a late notice to owners who are more than 15 days delinquent in paying of Assessments.

In the event that any owner is more than thirty (30) days delinquent in payment of Assessment, the Association shall apply a \$10 late fee and send a second notification to the owner.

In the event that any owner is more than sixty (60) days delinquent in payment of Assessments, the Association shall accelerate the balance of the year's assessment and consolidate said balance with any delinquent amount. The management company will prepare a notice of intent to lien letter; if not paid within 10 days of receipt of certified notice, the management agent will record a memorandum of lien in accordance with the Property Owners' Association Act, Chapter 26 (§ 55-516) of Title 55.

The Association may direct its attorney to begin foreclosure action on the lien if delinquency exceeds six (6) months.

Adopted: January 1, 2023

Effective: April 1, 2023

Signature of Board Secretary



7. Remaining items from developers:

(a) Install concrete apron on the island on Helmsdale Drive, remove some stumps and level and overseed areas disturbed by construction.

(b) Work with Doug Leech to clarify common area maintenance currently being done, frequency, under current landscaping contract.

(c) Provide most recent detention/retention pond inspection report provided to Bedford County done by Hurt and Proffit

-Matters from the floor.

Maintenance needed on pool fence, units on Brewington Drive not being maintained and under repairs/reconstruction for over a year.

-Adjourn 7:15

-Next meeting- TBD; (September 21 is the third Thursday of the month, which is a conflict for management in some cases.)

Respectfully Submitted,

Holly Snead, Association Manager Brownstone Properties

Acting Secretary