

FERNBANK UNIT OWNERS ASSOCIATION

P. O. Box 1642
Shepherdstown, WV 25443

**FUOA Executive Board Meeting Minutes
Online Meeting via Zoom
April 12, 2021**

The Board Meeting was called to order at 7:00 PM by President Lisa Beard. The following Board Members were present electronically, constituting a quorum for the conduct of business: President Lisa Beard, Vice President Bruce Lapham, Treasurer Lex Miller, Secretary Tim Whetzel, Steve Schatken, Bob Beckett, Judy Moore, Jim Stovall and Julie Siler.

March 1, 2021 MEETING MINUTES

Upon a motion by Bob Beckett, seconded by Bruce Lapham, the March 1, 2021 Board Minutes were unanimously approved.

ISSUES DISCUSSED

- A. Bylaws feedback
After carefully considering all Unit Owner comments, the Board adopted a number of changes to the Association's Bylaws.
- B. Beth's proposal
- C. Annual meeting prep
 - i. timeline **(Proposed date of annual meeting June 27th 2021).**
 - ii. announcement letter **(To be mailed to all owners of FUOA by May 9, following the protocol of the 2020 annual meeting).**
 - iii. budget proposal
 - iv. committee reports
 - v. board member nominations
- D. Return to in-person meetings? **Zoom for the time being**

DIRECTOR AND COMMITTEE REPORTS

Treasurer (Lex Miller)

Points to note on the current financial report include the landscape invoice from Brightside which is inclusive of 3 months billing (as opposed to 1 month); the snow removal bill was \$4900.

Upon a motion by Bruce Lapham, seconded by Steve Schatken, the Treasurers report was unanimously approved.

Architectural Review Committee

Chair Jim Stovall reported:

The past month was challenging for all members of the ARC, and unusually demanding of our time. Unfortunately, it appears that this is only the beginning. For reasons not clear to us, the market for long-dormant lots in Fernbank has blossomed. As a result, we are now processing applications for construction on seven lots and are in discussions with owners for about four more that we know of. Each application requires three separate hearings, and subsequent to approval ARC must monitor observance of the construction guidelines. During March, ARC held hearings as follows:

March 10 – Lot 113, Borkman, Preliminary Plan Review
 Lot 76, Hendricks, Concept Review
March 18 – Lot 112, Walter, Concept Review
 Lot 104, Arnold, Concept Review
 Lot 69, Wachtel, Concept Review
March 24 – Lot 76, Hendricks, Preliminary Plan Review
 Lot 113, Borkman, Final Review.

About half of the applications are by owner-occupants and half by owners building on spec for resale. Apart from hearings, we held three internal meetings and daily email exchanges. Our meetings are now face-to-face, with a Zoom option. In addition to hearings, we dealt with a number of requests from unit owners to approve such things as changing deck railings, landscape improvements and clearing in anticipation of building. Neighbors objected to cutting a large tree on Lot 21 on North Tamarack, but as it was in the middle of the lot it clearly had to go. There is significant concern among some unit owners about damage caused by blasting, which is going to be necessary on some of the rocky lots and has been done in the past. Blasting is carefully regulated by the County, and we are arranging a community briefing on the subject by County officials.

BEAUTIFICATION

Chair Judy Moore reported:

A. I met with Scott Beard in mid-March to set goals and create a budget for the 2021-2022 fiscal year. We did not foresee any major projects for this year. Since we decided not to prune the pear trees, we would like to put that money into next year's budget for removal in winter 2022. We request that the reserve fund established a number of years ago be replenished in the amount of \$5000 to begin replacement. Budget request including rolling over the unused \$3000 plus an additional \$5000 totals \$23,766.00. I will have budget details at the April meeting.

B. At the Request of ARC and with the assistance of Elisabeth Staro, we revised the Recommended Plant List which includes trees, shrubs and ground covers. The list was prepared based on which plants have thrived in our neighborhood during the past 20 years and takes into consideration lot sizes; exposure to sunlight; soil composition; maintenance requirements i.e., pruning, feeding and pest control; size at maturity and very importantly, deer resistance. The revised list has been approved by ARC and will replace Appendix 3, page 22 of the Design Guidelines. It will be shared In the May Newsletter.

C. I wrote a short tribute to Scott with a photo taken during the entrance decorating, for the newsletter.

The board proposed planting a tree in Fernbank to commemorate Scott's commitment and contributions. Upon a motion by Bruce Lapham, seconded by Steve Schatken, amendment unanimously approved).

D. Elisabeth and Scott met with Stone Mason James Cullinane to assess damage (normal wear and tear, settling etc.) to the various walls throughout the neighborhood. He estimated repairs at cost of \$9000. He supplied several references for work done both inside Fernbank and others from the Shepherdstown area. I asked that he submit a detailed proposal before the Board could discuss repairs.

E. The entrance and circles have been weeded and preened and will be mulched in the next few weeks.

COVENANTS

Chair Steve Schatken reported:

See Bylaws Feedback above.

COMMUNICATIONS

Piper Dankworth Sutton reported:

A. New committee members - Heidi Boyd and Dana Klein have agreed to serve on the Communications Committee and a meeting will be held in April to bring Heidi and Dana up to speed on current committee efforts.

B. FUA Website - Review of the website continues regarding ease of use and ensuring information is up to date. Piper received website training from Beth Brough on April 9th.

C. Pet Directory - To date only three owners have provided pet information for the pet directory. A reminder announcement did not go out in March as planned, so a reminder will go out in April.

D. Newsletter - The next newsletter will go out on May. A Beautification Committee article has been received. Other committee articles welcome.

E. Scavenger Hunt - There was no response to either the February or March Scavenger Hunt e-blasts. Due to lack of participation in February and March it has decided not to continue the hunt in April. No members participated in all tasks; therefore, no prizes will be awarded.

Roads and Safety

Cory Klein reported:
No updates.

Secretary

Tim Whetzel reported:
No updates.

Social

Cindy Morrow reported:
No updates.

Welcome

Betse Hinkley reported:

Carol and Doug Allenmong were officially welcomed and given Covenants, By-Laws and Design Guidelines in March. They live at 207 South Tamarac Drive. There are 2 homes for sale in the community, one is under contract.

Additional Business

The next meeting is May 3, 2021

There being no further items, the meeting was adjourned at 9:14 PM.

Respectfully submitted,
Tim Whetzel, Secretary