

**FERNBANK UNIT OWNERS ASSOCIATION**

P. O. Box 1642  
Shepherdstown, WV 25443

**FUOA Executive Board Meeting Minutes  
Online Meeting via Zoom  
November 1, 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, Secretary Tim Whetzel, Steve Schatken, Bob Beckett, Judy Moore, Cory Klein, and Piper Dankworth. Treasurer, Bob Morrow, was present for the meeting for Issues Discussed' point A, and his Treasurer report, at which time he exited the meeting.

**October 4<sup>th</sup> 2021 MEETING MINUTES**

Upon a motion by Steve Schatken, seconded by Piper Dankworth, the October Board Minutes were unanimously approved.

**ISSUES DISCUSSED**

A. Guidelines for future financial policies: receipts, invoices, estimates, etc.

- Any payment of \$500 or more requires (1) Board pre-approval and (2) an estimated quote. A minimum of two bids shall be presented to the Board prior to pre-approval whenever feasible. A 2<sup>nd</sup> bid may be waived by the Board in cases where there is only 1 servicer available (i.e., electric company).
- Any payment to a resident for service requires Board pre-approval.
- Residents must submit a detailed **receipt** for reimbursement.
- Contractors must submit an **invoice** for reimbursement.

Upon a motion by Piper Dankworth, seconded by Judy Moore, the changes as noted above were accepted by the board.

*As a result of this conversation, the board has agreed that a training manual will be written for current and future board members to be effectively oriented in their committee services.*

B. Property maintenance letter for lot 86

- i. Received by unit owner on Oct 15<sup>th</sup>
- ii. Unit owner has been given a 30-day window to submit a plan of action to the FUOA Board. This window will end on November 14<sup>th</sup>.  
*No plan of action has been received from the owner to date; she will be given a 'friendly reminder' by Lisa Beard. Next steps tbd.*

- C. Unit owner request to allow temporary housing for CATF in July 2022
- i. Covenants Section 10.2 A Unit may not be leased or rented for a term of less than thirty (30) days. All leases and rental agreements shall be in writing and subject to the requirements of the Documents and the Association.  
*The board discussed the 30-day requirement; consideration for housing members of CATF as guests, with no rental cost. The board would request the names and contact details of any temporary residents.*

- D. Lot 76 / emails from residents regarding not adhering to Covenants

The Board reviewed resident's comments regarding Lot 76.

- E. Executive session requested.

## **DIRECTOR AND COMMITTEE REPORTS**

### **Treasurer**

Bob Morrow reported:

- A. Approval of current treasurer's report
- B. The tax return will be submitted by the end of November.
- C. Discussion regarding invoice from 'Garden With Elisabeth.'  
*Upon a motion by Steve Schatken, seconded by Bob Beckett, the Board voted unanimously to approve the payment for the Fernbank entrance plants. The total amount approved was \$2726.89.*
- D. Only one past due unit owner.
- E. The new contractor for tree removal and stump grinding is a great addition to our list of contractors. Their prices are very good compared to others we have used.  
*Upon a motion by Bruce Lapham, seconded by Steve Schatken, the Treasurers report was unanimously approved.*

### **Architectural Review Committee**

Reported:

- A. Julie Siler resigned from her position as ARC chair and FUAO Board member.

ARC updates to be submitted. Betse Hinkley will be the point of contact for ARC at this time.

### **BEAUTIFICATION**

Chair Judy Moore reported:

A. Committee members have been hand watering new plantings at the entrance and at several additional common areas.

B. We continue to receive positive feedback from many community members regarding the removal of the trees and replacement plantings.

C. Christmas decorations will be installed on 2 dates in late November. They are currently stored in Alan Gibson's attic.

D. Brightside's mowing and maintenance contract will be reviewed with Brian Marsh. The Board will need to decide if the contract should be let for bid. While we did renegotiate it last year, it has been several years since the contract has been put out for bid. I have in my files copies of bids which Eleanor Graff received. Brightside has come in consistently with the lowest bid.

*The board agreed for this ongoing contract with Brightside to continue depending on Brian Marsh's, (owner), indication of any increase in the contract for the next renewal. Any increase will be brought back to the board for further discussion and course of action.*

### **COVENANTS**

Chair Steve Schatken reported:

The comment period ends on November 10 for the Board's proposed revisions to Fernbank's existing animal control rules. There have already been numerous useful and thoughtful responses from unit owners, which we much appreciate.

### **COMMUNICATIONS**

Piper Dankworth Sutton reported:

A. A reminder email to update contact information for the 2022 FUA Membership Directory will go out to unit owners the first week of November.

B. The next newsletter will go out mid-December.

### **Roads and Safety**

Cory Klein reported:

A. Meeting with Kingberry electric Monday morning for an estimate of front entrance electrical: Kingberry electric can install a GFCI outlet directly behind the light fixture for

\$375.00. *Upon a motion by Bruce Lapham, seconded by Steve Schatken, the repair amount was unanimously approved.*

B. Fernbank Resident requested that the house at 124 South Tamarac, (Allen Gibson's home), trim the trees street side to allow more visibility around corner. The owner will be notified by email.

C. Snow removal contract: Wayne Watkins (Cress Creek CC), will be contacted regarding the ongoing contracted rate. Further discussion to continue after additional information is obtained.

D. Snow sticks will be placed in traffic circles upon notice of first snow storm.

E. Fire hydrant markers were coated with wax for weather protection by John Streeter.

F. A reminder email about the 3-foot clearance around fire hydrants will be sent out to the few residents that have a hydrant in non-compliance.

G. Bill Howard completed removal of the cedars and shrubbery blocking sightlines to traffic coming down the connector road. Steve Schatken sent Bill a thank you note.

H. A golden retriever was reported running loose in the Hackberry / horse farm area. Bob Beckett reported the loose dog.

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#### **Secretary**

Tim Whetzel reported:

No updates.

#### **Social**

Cindy Morrow reported:

A. December 5<sup>th</sup> Holiday party invitations at Cress creek have gone out to FUAO. There will be a cocktail hour from 5:30-6:30 with dinner following.

#### **Welcome**

Betse Hinkley reported:

There were no Welcome visits this month.

#### **Additional Business**

No additional business.

**The next meeting is December 6th.**

Discussion of changing the date/time to accommodate in-person meetings.

**The meetings to continue via Zoom for the time being, and held on the first Monday of each month.**

There being no further items, the meeting was adjourned at 9:56 PM.

Respectfully submitted,  
Tim Whetzel, Secretary