



## West Neck Community Association

May 8, 2024

**To:** West Neck Board of Directors

**From:** Brett Campbell, CMCA, AMS, PCAM

**Re:** May Board of Directors Meeting

The Board of Directors of the West Neck Community Association will hold a meeting at 6:00 P.M. on Wednesday, May 15, 2024, at the West Neck Village Hall. If you are unable to attend the meeting, please e-mail me at [bcampbell@communitygroup.com](mailto:bcampbell@communitygroup.com).

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1. Call to Order 6:00 P.M.
  2. Pledge of Allegiance
  3. President's Welcome
  4. Approval of Agenda
  5. President's Introduction of our State Delegate Berry Knight
  6. Delegate Knight's Remarks
  7. President's Introduction of the President of Indian River Plantation's HOA Board President Bobby Richardson
  8. IRP HOA President Richardson's Remarks
  9. Homeowners Forum
  10. President's Update
  11. Voting Member Report(s)
  12. Approval of Minutes
  13. Financial Report
  14. Committee Report(s)
  15. Director of Operations Report (VH&P)
  16. Old Business
    - A. Review & Discuss Unbudgeted Garden Club Expenditures
    - B. Review & Discuss Revision of the Village Hall & Pool Operations Manuel
  17. New Business
    - A. Review & Discuss 3 "Crash Bollards" Inclusion in the Reconstruction of the Community Entrance Sign
    - B. Record Consent in Writing E-mail Vote to Approve the CIS Estimate \$2,300.00 for Emergent Repair of Irrigation System Due to Road Construction Damage
    - C. Review & Discuss Committee Issues
  18. Adjournment 8:00 P.M.

# MINUTES

**West Neck Community Association  
Minutes of the Regular Meeting of the Board of Directors  
March 20, 2024**

**Board Meeting:**

**6:00 PM**

Meeting was called to order at the West Neck Village Hall.  
The meeting opened with a pledge of allegiance to the flag.

**Attendees:**

Tom Luckman, President  
Robert Tice, Vice President  
Bobby Ross, Treasurer  
Chandler Calvert, Secretary  
Sharon Williams, Director  
Robert Gaines, Director  
Bruce Biddle, Director  
Beverly Mallard, Community Association Assistant Manager

The meeting was an open meeting and approximately 52 homeowners were present.

**President's Welcome:**

Tom Luckman thanked the homeowners for attending and asked new homeowners to introduce themselves. Tom Luckman announced the meeting was being recorded.

**APPROVAL OF AGENDA:**

- Tom Luckman made a motion to approve the agenda with the

following modification. Item 13J be changed to read  
“Committee Issues and moved until after the Executive Session.  
Motion carried, Unanimous.

### **President’s Update:**

Tom Luckman gave updates on pending legal issues, House bill 1054, golf course issues, road improvement progress and CA Day information on HOA insurance rising rates.

### **Homeowners Forum:**

The floor was opened for homeowner’s questions and comments. 8 homeowners addressed the Board.

### **Voting Members Report:**

No Voting Member Reports were received or read.

### **Approval of Minutes:**

- Chandler Calvert made a motion to approve the minutes from January 17, 2024, Regular Board Meeting. Motion carried. Unanimous

### **Financial Report:**

Financial report was given by Bobby Ross.

### **Committee Reports:**

Marketing Committee report was read by Suzy Feldman.  
Landscaping Report was read by Connie Milne.

## **Director of Operations Report (VH&P):**

George Davis reported on the Village Hall and Pool.

### **OLD BUSINESS:**

#### **A. Re-point Mortar on Brick Walls-Middle Island:**

- Chandler Calvert made a motion to accept the proposal from AssociaOnCall for brick repairs at a cost of \$3,650. Motion did not receive a second. Motion failed.
- Tom Luckman made a motion to approve the proposal from Whitman Development Group for the brick repairs at a cost of \$6,334.00. Motion carried; Bobby Ross opposed.

#### **B. Replace Damaged Sections of Sidewalk-VH & Middle Island:**

- Sharon Williams made a motion to accept the proposal from Whitman Development Group to replace the damaged sidewalk sections at a cost of \$1,444.00. Motion carried; Unanimous.

#### **C. Recreation committee's Pickleball Court Location (sound survey proposal):**

- Bruce Biddle made a motion to accept the proposal from PSM Consulting for a sound survey at a cost of \$1,500.00. Motion carried; Bobby Ross opposed.

### **New Business:**

#### **A. Approval of Village Hall Ad-Hoc Refurbishment Committee:**

- Chandler Calvert made a motion to approve the Village Hall

Refurbishment Ad-Hoc Committee Charter as presented.  
Motion carried; Unanimous.

**B. Fitness Equipment Replacement:**

- Chandler Calvert made a motion to accept the Quote from Dashfit Fitness and Apparel for equipment replacement at a cost of \$37,455.45. Motion carried; Unanimous.

**C. Baymark Seal Removal and Replacement:**

- Tom Luckman made a motion to accept the proposal from IDF Pesign to replace the Baymark sign with a granite sign indicating the Villages of West Neck and providing 3 designs for Board approval. Motion carried; Chandler Calvert and Sharon Williams opposed.

**D. Pool Maintenance Contract:**

- Bobby Ross made a motion to approve the proposal from Sand Dollar Pools for pool maintenance at a cost of \$10,552.50. Motion carried; Unanimous.

**E. Gateway Landscaping Plan Proposal:**

Tom Luckman informed the Board that he approved \$600 for the Gateway Landscaping Plan Proposal.

**F. Garden Club Expenditure Request:**

Tom Luckman informed the Board that he approved \$1,503.93. for Garden Club expenses.

**G. Community Estate and Yard Sale Issue:**

No Board Action Taken.

**H. “Draft Revision” of the Village Hall & Pool Operations Manual:**

No Board Action Taken.

**I: SOTAR Initiative:**

No Board Action Taken

**J: Marketing Committee Issues:**

Item moved by Board motion (above) to after Executive session.

**K: Proposal to Re-Seal Gatehouse Roof:**

- Tom Luckman made a motion to accept the proposal from AssociaOnCall to reseal the Gate House roof at a cost of \$1,990.00. Motion carried; Bruce Biddle opposed.

**7:50 PM**

**Executive Session:**

- Tom Luckman made a motion to move to executive session to discuss personnel matters and probable litigation. Motion carried; Unanimous.

**8:10 PM**

**Resumed Regular Session**

- Tom Luckman made a motion to engage the firm of Pender & Coward, specifically Mr. Mark Baumgartner, their land use attorney, for any legal support needed by the WNCA to oppose any upcoming development application that would adversely impact the City Comprehensive Plan as it relates to the Transition Area guidelines and ultimately the residents of the Villages of West Neck. Motion carried; Unanimous.
- Bruce Biddle made a motion to adopt the WNCA Communication and Marketing Committee Charter of March 20, 2024, as presented. Motion carried; Sharron Williams opposed.
- Tom Luckman made a motion that in accordance with the WNCA Communication and Marketing Committee Charter of March 20, 2024, we appoint the following residents to the Communication and Marketing Committee:

Bruce Biddle-Chair

Janet Blohm, Cheryl Bugelski, Ruth Conover, Suzy Feldman, Tim Ryan and Ellie Weingaertner.

The following committee members are assigned eNews:

Editors: Jane Bohrer, Susan Cox, Helen Genco, Bob Kolin, Ken McCrory and additionally George Davis-Ex Officio voting member and Deb Leedy-Administrative Support Non-Voting. Motion carried; Unanimous.



- Tom Luckman made a motion that in accordance with the Declaration of Covenants, Conditions and Restrictions of West Neck, Article V, Architectural and Landscaping, Section 5.2 Architectural Review, Paragraph (b.) which states in part: “The ARC when appointed shall consist of at least three, but not more than 7 persons who shall serve and may be removed and replaced in the Board’s discretion” that we appoint the following residents to form the Architectural Review Committee:  
Rob Gaines – Chair  
Jim Watt Teresa Morris, Kathleen Lam, Barbara Firich and Ken McCory.  
Motion carried; Unanimous.

**ADJOURNMENT:**

Tom Luckman adjourned the meeting.

**8:20 PM**

**Meeting Adjourned**

Respectfully submitted.

Chandler Calvert, Secretary

# FINANCIAL REPORT

## Brett Campbell

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**From:** Bobby Ross <bobross@cox.net>  
**Sent:** Wednesday, May 8, 2024 12:10 AM  
**To:** Brett Campbell  
**Subject:** Fw: Treasurers Report for Period ended March 31, 2024

**Caution:** [EXTERNAL EMAIL] This email originated from outside the company.

----- Forwarded Message -----

**From:** Bobby Ross <bobross@cox.net>  
**To:** Bobby Ross <bobross@cox.net>; Tom Luckman <tglucky@cox.net>  
**Sent:** Tuesday, May 7, 2024 at 07:42:49 PM EDT  
**Subject:** Treasurers Report for Period ended March 31, 2024

Ladies and Gentlemen

You have the Financial Report for the period ended March 31, 2024. We were under budget and recorded a profit of \$3,690. for the month of March. Our Year to date Over Budget was \$32,906. This was the result of required legal fees we paid in defending the suit filed by JBWK, LLC in January 2024. To summarize, we are on track overall with our budget with the exception of legal. The President will give you an update on the status of the litigation.

Our total reserves at the end of March are \$1,024,399. and included in that are our Operating Reserves total \$112,443.

I have received a draft of our annual audit from Desroches & Company. The final report is being prepared and will be delivered soon. I am pleased to report that we have received an "Unqualified Opinion" on the West Neck Associations Financial Statements. This means the financial statements are fairly and appropriately presented, without any exceptions and in compliance with GAAP.

Bobby Ross  
Treasurer  
West Neck Community Association, Inc.

# **OLD BUSINESS**



# Proposal

355 Park Avenue  
 Youngsville, NC 27596  
 (800) 332-6798  
 www.moscadesign.com

Today's Date: 3/25/2024  
 Valid Through: 5/31/2024

**Bill To:**  
 West Neck Community Association  
 2580 Signature Drive  
 Virginia Beach, VA 23456  
 Attn: Kris Pryzmuzala  
 757-689-4189

**Ship To:**  
 Same as Billing Address

**Email:** krispryzmuzala@gmail.com

Ship Via		Ship Date	PO#	F.O.B	Terms	
Best Available		ASAP		Origin	Net20	
QTY	SIZE	PART #	DESCRIPTION	Unit Price	Discounted Price	Total
8	9'		"12-3-1" 2 Tone Brown Core Garland (Unlit) (Monument)	\$70.65	\$54.40 <i>23% discount through 5/25/24</i>	\$435.20
1	18'		"12-3-1" 2 Tone Brown Core Garland (Unlit) (Rose Crest Brick Wall)	\$141.30	\$108.80 <i>23% discount through 5/25/24</i>	\$108.80
2	11'		"12-3-1" 2 Tone Brown Core Garland (Unlit) (Fence Left Side of Wall) (Right Side of Fence)	\$86.35	\$66.49 <i>23% discount through 5/25/24</i>	\$132.98

Subtotal	\$676.98
Estimated Freight	\$250.00
Estimated Sales Tax (6%)	\$40.62
<b>Grand Total</b>	<b>\$967.60</b>

**Freight is Additional. Actual Freight Will Be Billed at Cost Upon Delivery.**

**Quote Prepared By:**  
 Nina Scherotter  
 Sales Representative  
 nina@moscadesign.com  
 804-724-9650

**Purchaser:**

**Date:**

By signing above, purchaser agrees to all terms and conditions, and authorizes Mosca Design, Inc. to place order accordingly.

**Thank you for your business.**

West Neck Garden Club

February 7, 2024

Dear WN HOA Board of Directors,

This is a proposal to WN HOA to provide funds to purchase and maintain Holiday decorations for the Villages of West Neck. We would like to be a line item on the yearly budget starting in 2025. We request 2100,00 for 2024 and then 1000.00 each year thereafter.

The West Neck Garden Club ( WNGC ) has graciously and tirelessly provided volunteers to install the Holiday decorations for well over 18 years. This effort includes unpacking and repacking, as well as storage and inspection of said decor. The areas are as follows:

Fence facing West Neck Road

Guard House

The Baymark Wall behind the guardhouse

Interior of the Village Hall including 2 large Christmas trees

Village Hall Monument

## All 9 Village monuments

### 18' Rose Crest Brick Wall

This is Phase III of refurbishing our worn out decor to simple commercial grade garland, white lights and red velvet bows. We started with solar lights which are unpredictable and then battery operated lights. We also use wreaths to enhance doors and other areas. We have had many, many compliments on this new look.

By having a designated yearly budget, we can maintain and replace items including storage containers.

The WNGC members will continue to donate their time and artistic abilities to enhance our community. There are countless hours involved in the endeavor, all donated by our members. Our future goals include Holiday decor around the traffic circle as well as lights on the newly planted tree.

Project costs are listed in the estimate from Mosca. In addition cost for batteries, 26 8 packs at 14.99 totaling 389.74, wire and ribbon totaling 101.61. In addition we plan on purchasing Wide Angle Conical Battery Operated LED D Cell Lights, pure white from Christmas Designers. This year we would order 36 more at 13.80 a strand for a total of 496.80. The total for 2024 including the garland listed on the back page is 1,909.16. The shipping and handling for the garland is an estimate.

In conclusion, the community will continue to greatly benefit the beauty and Holiday spirit from the decorated Villages of West Neck. The WNGC will continue to volunteer countless hours installing, and maintaining our Holiday decor.

Respectfully submitted,

Louise Stuver

President

West Neck Garden Club