

# WEST BROAD VILLAGE HOMEOWNERS ASSOCIATION, INC.

Annual Meeting – May 3, 2011 – Meeting Minutes (DRAFT)

## 1) Call to Order

- Mark Kukoski, President, called the meeting to order at 2:04 p.m.
- Mark introduced the Board members present: Steve Settlage, Vice President/Treasurer and Joyce Wolfe, Secretary.
- Mark also introduced Jennifer Berryman, Property Manager for West Broad Village

## 2) Roll Call and Certification of Proxies

- The roll call was waived.
- Jennifer reported that 42 homes/lots were present in person or by proxy and the Declarant represented 368 lots.

## 3) Proof of Notice of the Meeting

- Jennifer reported that the meeting notice was mailed out on April 18<sup>th</sup>, meeting the 14 day requirement of the documents and the Virginia Property Owners Association Act.

## 4) Reports of Officers, Board President

- Overview of “where we are” given by Mark Kukoski
  - Construction
    - Liesfield Parkway has opened to John Rolfe and will be opened up all the way to Fishpond Way within the next 30 days and will be completed with landscaping and a sidewalk.
    - Improvements to the pond on Geese Landing have progressed – the trail has been completed, landscaping installed and park benches will be placed soon.
  - Commercial
    - Mark presented approved ACAC elevations and indicated construction would begin sometime this fall.
    - Keagan’s Pub is now open along with 3 Sports, the French Boutique & La Difference.
    - Other future commercial tenants include Bonfish Grill (on the pad next to Union First Market Bank), Halligan’s (across from Dave & Busters) and Silver Parrot Boutique.
  - Residential
    - 545 total townhomes possible – 120 currently built and occupied, 177 lots sold, 33 townhouses currently under construction.
    - There is a new Eagle townhouse product being built on the old Prospect lots west of Brownstone Blvd.

**5) Unfinished Business** – None (first annual meeting)

**6) New Business** – None at this time.

**7) Homeowner Questions & Comment Period:**

- What will be next to the pond on John Rolfe?
  - Office or Residential – whatever the market dictates or will bear.
- Will there be vehicular access to Three Chopt?
  - No, it is a condition of the zoning that there may only be an emergency access.
- What is the status of the dog park and where will it be located?
  - The proposed location is along the East side of Geese Landing between the road and wetlands.
  - The Developer has run into some insurance liability issues with the dog park that need to be addressed before it can be built – they are expected they will be cleared up over the next few weeks.
- Where will the tot lot be located?
  - The current contemplated location would be either on Old Brick Road at the village park or in the tree save area on the South side of Geese Landing but this is subject to change.
- Will there be only one pool?
  - Yes.
- Would it be possible to get a drug store at WBV?
  - It has been discussed at length as desirable and the leasing team is continually trying to find one.
- Who is responsible for the landscaping around the townhouses?
  - The common area landscaping outside of individual lots but within the residential blocks (i.e. the courtyards) is the HOA's responsibility.
  - Foundation plantings around each unit or those in individual townhouse yards are the unit owner's responsibility. Dead common area landscaping should be reported to Jennifer Berryman.
- What does the HOA maintain?
  - The HOA maintains the exterior surfaces of the townhouse units including siding, brick, gutters, roofs. The Covenants give a full description of what is included and can be found at [www.westbroadvillage.com](http://www.westbroadvillage.com)
- Can changes to the exterior of a townhouse be made?
  - Yes – modification request forms need to be filled out and submitted with all required information for the WBV ARB to review. Forms can be found at [www.westbroadvillage.com](http://www.westbroadvillage.com) under the residential link.

- When will the gravel lot next to aLoft be paved?
  - Markel-Eagle, as manager, has requested funds for this from the bank that holds the development loan.
- What is the timing of the Ryan townhouses along the backside of the P3 garage?
  - Unknown at this time – the next block of Ryan townhouses will be caddy corner to Whole Foods Market.
- What are the specific requirements of Ryan’s contract?
  - Specifics cannot be given, however, Ryan is under contract to purchase lots on a takedown schedule – a certain number required to be taken down each quarter.
- Is the WBV Property Owners Association (POA) aware that there are cars parking in the circle on Old Brick Road?
  - Yes and steps have been taken to prevent this – a curb will be installed around it.
  - One-way signs also need to be put up around the circle.
- Who is responsible for the roads?
  - The Developer is currently responsible for the roads, but they will eventually be turned over to the POA as common areas to be maintained by the POA. Residential alleys will be turned over to the HOA for the HOA to maintain.
  - Issues with alleys – please contact Jennifer Berryman.
- Who monitors parking around the Clubhouse? Will there be reserved spots for townhouse residents? Ryan promised 2 spaces in the sales contract.
  - Parking is first-come, first serve in all of West Broad Village with the exception of the top floors of 3 of the decks that are designated for the apartments.
  - The Urban Mixed Use ordinance (under which WBV was approved and has to adhere to) prohibits reserved surface parking.
  - Ryan may have meant the 2 spaces within each garage which are “reserved” and required for each townhouse per the County ordinance, but they cannot promise on-street parking.
- What can be done about street racing on the streets of WBV and within the parking decks?
  - The streets in WBV are private and not monitored by Henrico Police, however; in the event you witness street racing or other reckless activity, please call the Henrico County non-emergency police number – 501-5000 to report it and the police will come out and address it at that time.
- Will there be a pedestrian walkway across Three Chopt for Barrington residents?
  - Yes, the details are being worked on at the County along with other Three Chopt Road improvements.
- Who may make recommendations to the POA?
  - The homeowners are represented by the HOA at the POA and the HOA Board is responsible for carrying forth recommendations from the members to the POA Board.

- Are POA Meetings open to be attended by homeowners?
  - Yes, homeowners may attend, but all recommendations, questions, comments, etc. must come from the HOA Board on behalf of all members.
- How many townhouses and apartment units are occupied?
  - 120 of 545 townhouses and all 339 apartment units
- When will the Association be turned over to the homeowners?
  - At 75% occupancy of the townhouses (if 545 are built, then 409) or 10 years, whichever first occurs.
- Will there be more homeowner involvement in the Association before turnover?
  - Yes, the HOA Board would like to charter an Advisory Committee of homeowners to make recommendations to the Board. If interested, please contact Jennifer Berryman.
  - There are also 2 vacancies on the HOA Board that could be filled by homeowners and the Declarant is amenable to appointing 2 homeowners. Anyone interested should contact Jennifer Berryman.
- Who is monitoring the Clubhouse on the weekend for abuse, not following rules, etc.?
  - The Clubhouse is owned by the POA
  - Currently the Clubhouse is not manned on weekends, however, the POA has been advised that management is needed.
  - If there are residents present after posted hours, they are trespassing and it is a police matter.
- Is the movie theater open after hours?
  - Not currently, but may be reserved – see Jennifer Berryman.
- Can the pool be open later on weeknights?
  - No – it will continue to close at 8 p.m. on weeknights.
- When will the exercise equipment be repaired?
  - It was just serviced & repairs made.
- Can there be an entrance to the terrace on the Tractor Barn side of the Clubhouse?
  - There are no plans at this time to put in an entrance on that side.
- Is there any more that can be done to enhance the “warehouse” appearance of the Tractor Barn side of the Clubhouse?
  - The HOA can recommend to the POA that it look at the possibility of additional screening or other solutions.
- There is currently one smoking area on the terrace at the Clubhouse - can the entire Clubhouse and Pool area be made non-smoking?
  - The HOA will request that the POA look into the issues surrounding this trend and make a determination.
- Can a large Gathering Place sign be installed on the traffic light arm over Broad similar to the Brook Creek sign? There is only a very small Gathering Place street sign and it is hard to find for visitors.
  - Mark will revisit with VDOT and look at installing a larger street sign in the interim.

- When will the entry monuments be installed on Whittall Way and John Rolfe?
  - The Whittall Way monuments will be installed in conjunction with the construction of Bonefish Grill; John Rolfe in approximately 6 months
- When ACAC starts, will Gathering Place be blocked?
  - It has not been determined at this time if Gathering Place will be blocked during construction, may use alley behind P3 instead.
- When will the trail and street lights at the pond be finished?
  - The trail is complete; wetland regulation prohibit street light poles or landscaping in the buffer area, but do allow short bollard style pathway lighting which will be installed soon.
- What will happen to the remaining large hill of dirt?
  - It will be graded & spread out in place.
- Can “Slow, Children at Play” signs be installed in the residential section?
  - Yes – please see Jennifer Berryman to suggest locations.
- With the opening of Liesfield Parkway, has any thought been given to the volume of traffic that will go through the townhouse area?
  - Yes and there are traffic calming measures in place – stop signs at each cross street and directional signage will be added to divert commercial traffic to the commercial area.
- Can the tot lot be located closer somewhere besides on OBR next to Keagan’s?
  - Yes, the area has not been set in stone as of yet.
- The traffic movement at Gathering Place and Old Brick Road needs to be addressed – can the stop sign be moved to the center median so that people turning left know they need to stop and can there be a no u-turn sign there as well?
  - Yes to both.

8) **Adjournment** – There being no further business, the meeting was adjourned at 3:09.