

# Stoney Glen South Association Board Monthly Meeting Minutes

P.O. Box 2356  
Chester, VA 23831  
Web: [www.stoneyglensouth.org](http://www.stoneyglensouth.org)

**MEETING CALLED BY:** SGS Association Board President

**TYPE OF MEETING:** Monthly Meeting

**DATE:** Tuesday, May 9, 2019

**TIME:** 7:00pm

**LOCATION:** Carver Middle School  
Chester, VA 23831

## Board of Directors (BOD) and Associated Officers

President, John Racer

Vice President, Deborah Lopez

Chair, Community Relations, Angie Mancipe

Treasurer, Michael Forinash

Recording Secretary, Edna Willis

Correspondence Secretary, Cicely Crooks

Chair, Maintenance; Director-at-Large, Edward Burgos,

Chair, ARB; Director-at-Large, Ed Hooker/ Letitia Edwards

Chair Neighborhood Watch Committee, George Mancipe

Chair, Landscape Committee, Vacant

## **I. MEETING CALLED TO ORDER**

**John Racer**

Meeting was called to order by the President, John Racer at 7:11pm. Edna Willis, Ed Hooker, Mike Forinash, Edna Willis, Cicely Crooks, Angie Mancipe, George Mancipe, Letitia Edwards, and Deborah Lopez were present. Ed Burgos was not in attendance.

## **II. MEETING MINUTES**

**All**

HOA Annual meeting minutes had a couple corrections. John Racer motioned to accept minutes as corrected, Ed Hooker seconded the motion. April minutes were distributed via e-mail. John Racer motioned to accept the minutes as presented, Mike Forinash seconded the motion. The motion passed. Minutes from the Annual meeting and the April meeting will be entered into the Association records and placed on the website.

Question asked by correspondence secretary: When do I get minutes and when should I put them on the website. Response: The recording secretary will send out minutes

## **III. COMMITTEE AND REPRESENTATIVE REPORTS**

### **A. Treasury Report and Update**

**Michael Forinash**

Our accountant prepares the financials and the treasurer reviews item, if questions, talks to the accountant, then the treasurer summarizes.

Treasurer will probably move 15K to the Money Market.

Collections/Dues: Had accountant to send out a second reminder stating what is owed and a date to pay. Recommend next month if not paid to send to lawyer for collections

Profit and loss and balance sheet were presented and discussed. We have received \$2,695.00 in assessments to date. Expenses are about normal. Kenny landscaping is still the largest expense for the month. We had some website expenses this month. Total income for the month of April; account balances reflect Checking – \$43,884.96, Money Market – \$107,741.66 and Accounts Receivable – \$26,105.16.

## **B. Community Relations**

**Angie Mancipe**

Yard Sale - Suggested a yard sale for June 1<sup>st</sup> and to put up signs. There was a motion to accept June 1<sup>st</sup> for the Yard Sale and no more than \$100.00 for signs. Ms. Lopez seconded the motion. Correspondence secretary will need to put on website and put in the Villager. Question: Is there a community e-mail to let subdivision know what is going on? Response: No. This would get the community talking about upcoming events; get them to go to the website.

Community Event - Suggested a community event for June 8. We should have an information table, possibly a raffle and a bouncy house. Ed Hooker stated as a reminder, in order to participate in a raffle assessments must be current and paid in full. President stated to bring a proposal to the table then we can vote. Event should not cost more than National Night out (NNO). Angie Mancipe asked who had the information regarding NNO. Ed Hooker stated he provided George Mancipe the website for NNO and he had lessons learned from 2015.

Question: Is there a budget or should we just bring estimates? Response: Not currently, but if you stay around NNO and use as a guide we should be alright. Provide proposal with and without caterer. Question: Any special licenses for food or using the playground? If we decide on playground will have to police the area and spruce up. Letitia Edwards will check with MWR for items we need to rent.

Question: Would anyone have a problem with back to back events? Response: Don't think anyone will have a problem.

National Night Out – Propose we use a cul-de-sac verses the playground. Response: Will use the playground, if more space is needed, will try something different for next year.

Letitia Edwards stated the key to communication is getting the word. She looked at Woodland Pond Website and really liked it. She wanted to see if we could revamp Stoney Glen South (SGS) website using Woodland Pond as a guide. Response: Yes, just need to get in touch with the web master.

Welcome Committee - Question: Can accountant sends out information when families are selling or buying, can she contact Angie Mancipe so a welcome committee can be formed. Response: Can do.

## **C. Architectural Review Board (ARB)**

**John Racer**

1 New Application and 1 application from last month

22 new violations

Question: When violations are sent is there an acknowledgement e-mail sent to let individuals know the information was received? Response: Not at this time. Question: Are we keeping a log? Response: Yes.

Issue – When people are selling their home, why does it take 2 months to get back to the realtor? There is only one person to do violations and administration work. If there is only one person, seems like they need help. Question: Do we have a contract? Response: No. If we are paying someone, we need a contract.

We need to know what the process is for selling a house in this community.

Several violations identified in the neighborhood, need to notify Cindy

**D. Correspondence Secretary**

**Cicely Crooks**

We would like to start "Let's Get Connected" by getting a name, cell phone and e-mail address for every household. We need to update how we are getting information out. We can use mail chimp which is offered for free and does not sell your information. Mail Chimp will send out e-mail blast and newsletters. Looking for approval from board to begin setting up Mail Chimp. Other options were discussed such as: 1) Creating a general drop box to keep from sending so many emails back and forth. Email addresses are attached to Facebook account. Dropbox is a cloud storage file, shared drive using SGS Facebook account. 2) Creating a new Facebook page and 3) Opt In Text which is a secure site that we can send out secure text blast.

If you are dealing with residents that do not want to be involved, who is willing to contact them? Not forcing anyone to get involved just trying to get more households involved.

We can mail out post cards to let the residents know what is coming up so send out postcards so they can be aware and plan accordingly.

President, John Racer made a motion to pursue options discussed. Treasurer, Michael Forinash seconded the motion. All agreed.

Question: How do I go about tapping into the block captains? Response: Contact George Mancipe. Need to confirm with block captains that they want to go door to door to greet neighbors and obtain information.

Newsletter – Want to get the community involved in the newsletter. President proposed creating a format of what should be in the newsletter and go from there

**E. Maintenance**

**Edward Burgos**

No Report, it was mentioned that there are lights out at Baltustrol and Tooley entrances. Contact maintenance.

**F. Neighborhood Watch/Block Captains**

**Ed Hooker**

George Mancipe and Ed Hooker got together and pulled and posted the County's April newsletter and Crime report to next door  
Gave magnets for cars to George Mancipe  
Ed Hooker stated George Mancipe now has block captains list of who to distribute to such as newsletters

**G. Landscaping**

**Vacant**

No Report

**IV. OLD BUSINESS:**

**DISCUSSION ITEM:** Damaged Fence at Playground  
Accountant will send out accident report and invoice with a payment due date.

**V. NEW BUSINESS**

None

**VI. NEXT MEETING:**

2<sup>nd</sup> Thursday, June 13, 2019, 7:00pm, 10310 Memory Lane #2e

2<sup>nd</sup> Thursday, July 11, 2019, 7:00pm, 10310 Memory Lane #2e

2<sup>nd</sup> Thursday, August 8, 2019, 7:00pm, 10310 Memory Lane #2e

2<sup>nd</sup> Thursday, September 12, 2019, 7:00pm, 10310 Memory Lane #2e

**VII. ADJOURN MEETING**

**John Racer**

Meeting adjourned at 8:37pm

Edna Willis  
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**Board Recording Secretary**

May 9, 2019  
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**Date**