

**Viniterra Property Owners Association**  
**Board of Directors Meeting**  
**March 23, 2023 at 1:00 PM**  
**Viniterra Welcome Center**

Welcome and Call to Order

Patrick Horsley, POA President, called the meeting to order. Board Members Doug Anderson, Donna Reynolds and Patrick Horsley were present along with Doris White of ACS West, the Community Manager. Several Viniterra owners were also in attendance.

Approval of Agenda

A motion was made, seconded and approved by the Board to approve the meeting agenda.

Disposition of Minutes

Minutes from the November 10, 2022 quarterly Board meeting were inadvertently left out of the meeting packet. Doris will send out the draft of these minutes to the Viniterra owners and the Board next week and the draft minutes will be formally voted on at the next Board meeting.

Financial Review

Doris presented the financials as of February 28, 2023. The Board had not previously been provided the financials and therefore wasn't prepared to discuss them. During the Owners Forum, an owner pointed out that on the Income/Expense Statement the Actual amount for Overall Assessments (\$22,772.63) was the same amount that was on the January 31, 2023 Income/Expense Statement. Doris will check on this and other questions from the same owner regarding the financials.

The audits for 2021 and 2022 are under way but are not complete. Doris will check on the progress and timeframe.

New Business

- Uncorked Half & 5k

Patrick reported that he received a phone call from the New Kent County Sheriff's Department asking us to reconsider allowing this event in the Viniterra Community due to the fact that there are several events in New Kent the same day (May 6) and having the Uncorked Half & 5k at Viniterra would help the Sheriff's Department logistically to be able to better provide security at all the events. The Board voted in favor of having the Uncorked Half and 5k at Viniterra.

- Proposal from Chadwick Washington Moriarity Elmore & Bunn PC

The Board approved a proposal from the law firm of Chadwick Washington Moriarity Elmore & Bunn PC. This law firm specializes in Property Owners Associations. The proposal is for a retainer of \$150 per month (\$1,800.00 per year). This will give the Board access to an attorney

to address questions that arise from time-to-time regarding POA issues. The Developer has been paying for legal fees up to this point but a more specialized attorney is needed to address POA questions.

- Proposed Amendment to New Kent Vineyards Master Association to reduce Amenity Fee

The Board discussed the proposed changes to the amenity fee which are summarized on the attached Exhibit A – Summary of Changes to Amenity Fee. Upon a motion duly made and seconded the Board voted in favor of the Proposed Amendment to New Kent Vineyards Master Association. The Amenity Fee Agreement and a Comparison Table of the Amendment to the Declaration showing the changes as compared to the Original Declaration are also attached. The Board will send the Summary of Changes and will ask the golf course owner to send a summary of the benefits to be shared with all owners in the PUD after the Amended Declaration has been recorded. The change in the amenity fee is retroactive to January 1, 2023. The fee will be called Golf Amenity Fee going forward. Before the decrease the fee for 2023 is \$40.60 per month. The new fee is \$33.00 per month for an annual decrease of \$91.20. Doris stated that those who have already paid in full will be given a credit on their POA account in the amount of \$91.20 or owners can request a refund in writing. Doris will send new coupons to those who haven't yet paid in full.

- Reserve Study

A deposit of \$1,700.00 has been paid to Reserve Advisors to update the reserve study that was done in 2018. A meeting will be scheduled with Reserve Advisors and the study should be complete in July.

The Board addressed questions sent in by owners in attendance.

Members of the audience were given time to make comments.

The Board then adjourned the meeting and spent some time talking with owners in attendance before going in to Executive Session to address the items below:

Executive Session:

- Violations
- Delinquencies
- Contracts
- Repairs
- Homeowner Requests
- Advisory Committee Candidates
- Treasurer and Secretary Candidates

Minutes taken by Donna Reynolds