



# GHPOA NEWSLETTER

Volume Number 4

Issue Number 1

Date: September 26, 2008

## PRESIDENT'S CORNER

Dear Fellow Property Owners,

Thanks to those of you who attended this year's annual meeting. It is very important to the Board to meet with community members and identify concerns within the community that may not be apparent to all. Following this year's meeting, I was elected President; Jan Unterzuber will serve as Vice President, JoAnn Bailey as Treasurer, and Kaye Shepard as Property Manager. Jane Seay was also re-elected to the Board and voted by the four other members to serve as Board Secretary for a fourth term. Sadly, Jane passed away unexpectedly on August 11. She had been hospitalized in the spring with medical difficulties, but shown marked improvement. The Board is tremendously saddened by this loss and offers Jane's family the community's deepest condolences.

As the summer winds down, we plan on adding gravel and filling potholes near the boat ramp. We are also considering some basic landscaping around the "Greenfield Harbour" sign at the intersection of Little River Dr. and Greenfield Point Dr.. The sign is pretty stark right now and we're hoping that a small expenditure will make it a bit more inviting.

The Board realizes that the "hot button" issue in the community involves water service during power outages due to severe weather. The Board is currently researching various means by which to handle this problem. We are working with local contractors to determine the most cost-effective manner of dealing with this subject and we hope to report

our findings in the next issue

Please feel free to contact me at [MicheleCM@aol.com](mailto:MicheleCM@aol.com). I am an attorney in the Alexandria area, but am easily accessible via email thanks to my blackberry. I am happy to answer any questions I can throughout the year. Thanks for your support.

Michele Cumberland  
President

## GHPOA 2008-2009 BOARD OF DIRECTORS

Michele Cumberland (President)  
Jan Unterzuber (Vice-President)  
Jo Ann Bailey (Secretary/Treasurer)  
Kaye Shepard (Property Mgr)

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## MEMBERSHIP DUES

Invoices for 2008-2009 membership dues were mailed out on July 18 to those who had not already paid at the annual meeting. The due date for payments was August 31. Despite a \$5.00 per month late fee being imposed, response has been somewhat disappointing with only 68 out of 83 lots paid.

As this goes to press, the following lots have not paid: 2, 3, 23, 31, 38, 39, 59, 60, 66, 67, 68, 69, 74, 78, and 79.

Dues not paid by October 15 puts the property owner in arrears,

which means that he/she is not entitled to any GHPOA membership privileges, including use of the common areas and voting on Association issues. Dues not paid by March 1, 2009 will result in a lien on the property.

Remember, planning to sell one's property or actually having it on the market does not exempt the current owner from payment of membership dues. As with real estate taxes, dues paid are prorated during settlement.

## 2008-2009 BUDGET

The Board has approved the following budget for 2008-2009:

2007-08 Balance Fwd \$2,688.86

### INCOME:

|                                    |            |
|------------------------------------|------------|
| Membership Dues                    | 4,150.00   |
| Disclosure Pkgs                    | 100.00     |
| Mowing Fees for Remote Drainfields | 770.00     |
| Total Income                       | \$5,020.00 |

**TOTAL CASH AVAILABLE** \$7,708.86

### EXPENSES:

|                       |            |
|-----------------------|------------|
| Grounds Maintenance   | 1,430.00   |
| P. O. Box Rental      | 52.00      |
| Postage               | 100.00     |
| Printing              | 100.00     |
| Office Supplies       | 50.00      |
| Banking Fees          | 15.00      |
| Annual Meeting        | 50.00      |
| Legal Services        | 250.00     |
| Insurance             | 450.00     |
| State Corp Comm Fee   | 76.00      |
| VA Real Estate Bd Fee | 25.00      |
| Improvements          | 4,900.00   |
| Web-site Renewal      | 140.00     |
| Miscellaneous         | 50.00      |
| Total Expenses        | \$7,688.00 |

Projected Surplus \$20.86

## ***COVENANT ISSUES***

As most of you already know, up until management of GHPOA was passed to the property owners in 2005 there was virtually no attention afforded to the covenants. Accordingly, for the first two years of its existence the Board opted to defer any active enforcement to give members a chance to thoroughly review the covenants and implement voluntary compliance.

During the third year (2007-2008) the Board began contacting members regarding architectural violations and requesting their property be brought into compliance. Despite a couple of unresolved issues, response was generally good and significant progress has been made in that area.

This year the Board will start enforcing covenant provisions which apply to excessively overgrown lots. Property owners whose lots are overgrown to a height of twelve inches or more will be notified by letter to have them cut back by a certain date. If that is not accomplished, the Board will have it cut by a contractor as authorized in the covenants. The property owner will then be charged for the cutting plus an administrative fee. Property owners are requested to review their lots at this time to determine compliance and take action to correct any deficiencies in this area.

Members are reminded that the GHPOA covenants apply to all lots, are legally binding, and, if necessary, are enforceable through the county court system. Everyone's cooperation in keeping Greenfield Harbour looking great is appreciated.

## ***NEW SPEED LIMIT SIGNS***

At the request of GHPOA, VDOT recently conducted a traffic engineering study on Greenfield Point Drive with a view toward installing speed limit signs. The result is two 35-mile-per-hour speed limit signs, one in each direction. Hopefully, this will make our road safer by visually reminding driver that there is an established speed limit and reducing excess speed.



New speed limit sign on Greenfield Point Drive.

## ***MEMBERSHIP INPUT NEEDED!!***

The Board will soon be considering two issues and having comments directly from the membership would be most helpful.

First, the proposal was made at the recent annual meeting to change the date of future meetings to the 4<sup>th</sup> of July weekend. The rationale was that many members are already down here on the Northern Neck for the holiday and would not have to make a special trip back for the meeting. The dissenting position was that members will not leave a holiday gathering with family and friends to attend a GHPOA meeting. Thus far, the Board has intentionally scheduled annual meetings so they do not

fall on the 4<sup>th</sup> of July weekend.

Second, the Board was asked if a GHPOA "social roster" could be published for the members. The roster would notionally contain names, addresses, phone numbers and lot numbers for all members. Information of this nature does not currently go outside the Board of Directors.

Have an opinion on these? Good idea or bad idea? Yes or no? Let us know via mail at the address on page 1 or send us an e-mail. If we don't hear from you by December 1, 2008, the Board will assume it doesn't matter one way or the other.

## ***COMMON AREA RULES***

Just a reminder that the Board has published guidelines for using the boat ramp/picnic area. A copy was sent to each member and they are also posted on our web-site. Please refrain from parking vehicles on the grass. Further, be courteous to others by ensuring that vehicles with trailers are parked on the street if they are too long for the parking area and will potentially obstruct other boat ramp traffic.

## ***SELLING YOUR PROPERTY????***

Per the Virginia Property Owners Association Act (VPOAA), sellers are responsible for obtaining a GHPOA disclosure package and providing it to the purchaser. GHPOA disclosure packages may be obtained by forwarding a check for \$25.00 per package payable to "GHPOA" to GHPOA, Attn: Secretary, P. O. Box 637, Burgess, VA 22432. Allow 14 days for delivery.

**MINUTES FOR THE GREENFIELD HARBOUR PROPERTY  
OWNERS ASSOCIATION, INC. (GHPOA) 2008 ANNUAL MEETING  
OF JULY 12, 2008**

The meeting was called to order at 11:10 AM in the Northumberland County Rescue Squad Building, Reedville, VA, by Mr. Jan Unterzuber, President. Also in attendance were the following members of the Board of Directors: Ms. Michele Cumberland, Vice President; Ms. Jo Ann Bailey, Treasurer; and Ms. Kaye Shepard, Property Manager. Mr. Unterzuber informed the attendees that Ms. Jane Seay, Secretary, could not attend as she was confined to the hospital with a serious medical condition, but was supposedly improving and expected to be released upon recovery.

Mr. Unterzuber opened the meeting by welcoming all the attendees and introducing the Board members. He then reminded all present to ensure they were listed on the sign-in sheet as that was a prerequisite for voting later in the meeting. He also thanked the Rescue Squad for allowing the use of their facility and reminded those present that they were an important part of our community and need our help in many ways such as donations and volunteering.

**Secretary's Report:** The minutes from the 2007 annual meeting were presented and accepted as read.

**Treasurer's Report:** The Treasurer's report for the period July 1, 2007 through June 30, 2008 was presented and accepted as read and is incorporated as an attachment to these minutes.

**President's Report:**

1. Old Business.

A. As requested, copies of last year's minutes have been made available to meeting attendees.

B. The Board will routinely permit someone to speak for another member not able to attend the annual meeting. However, any motions or proposals made on behalf of another member will require written authorization. The issue of someone voting on behalf of another member will be in accordance to the by-laws. The Board will modify future guidance to ensure all voting options are clearly presented to the membership.

2. Water Hook-up Status: Consultation with E. L. Goddard, Inc., revealed that the water hook-up situation is virtually unchanged over the past year. Chris Goddard advised that, to comply with Virginia Office of Drinking Water (ODW) standards, he had been trying to obtain the additional land necessary to increase the well lot sizes from 30 ft X 30 ft to 100 ft X 100 ft. To date, he has had no success in this endeavor. Further, the ODW continues to have concerns regarding the number of hook-ups per well (8 is maximum, system designed for 14). This is a state-wide issue and E. L. Goddard, Inc. is working with an engineering firm and the health department to resolve the problem in Greenfield Harbour. ODW has advised in the past that all legitimate requests for water service (i.e. building permit has been issued and dwelling is under construction with imminent occupancy) will now routinely receive temporary approval which will become permanent when modifications to the water system are complete. To the Board's knowledge, no one has yet been turned down

for water service. Anyone experiencing problems in this area may contact the Board for assistance. The water situation is of primary importance and GHPOA will work closely with E. L. Goddard, Inc. toward a permanent resolution. Status of this issue will be posted on the web-site and updated as necessary.

3. Emergency Water Plan: At last year's annual meeting, Mr. Craig Bashinski volunteered to research the feasibility of GHPOA purchasing emergency generators and implementing a formal emergency water plan. His report to the Board was not encouraging due to a number of liability/safety issues. Further, detailed generator requirements would not be available until the water system upgrades were approved by the state. Mr. Clowers advised that Chris Goddard had indicated to him that E. L. Goddard, Inc. might be agreeable to a cost-sharing arrangement with GHPOA to permanently install automatic emergency generators at the well houses.. The Board will follow up on this issue.

4. Member Dues: Collection of dues was quite disappointing this year with some payments not received until well into 2008. This year the due date for payment will be August 31, 2008, and the Board has implemented late fees for payments made after that date. Dues may be paid at this meeting; otherwise, invoices will be mailed out next week and prompt payment will be expected. It should be noted that, for dues not paid 60 days after the due date, owners will lose their GHPOA privileges such as use of the common areas and voting on Association issues. Dues remaining unpaid on March 1, 2009 will result in a lien being placed on the property.

5. Speeding: In response to concerns about speeding from members, the Board requested VDOT to install speed limit signs on Greenfield Point Drive. After conducting a traffic study, VDOT advised that they would be installing two 35 mph signs in the near future, one in each direction.

6. Mowing Remote Drain Fields/Common Areas: To clear up any misunderstanding, no member dues are used to mow remote drain fields. The Board contracts for mowing the entire field at the intersection of Greenfield Point Drive and Little River Drive. However, the drain field owners reimburse GHPOA for their portions. The net effect is that GHPOA only pays for mowing the common area portion.

7. Disclosure Packages: Virginia law requires GHPOA members who are selling their property to provide the buyer with a GHPOA Disclosure Package. Packages may be ordered from the Secretary at a cost of \$25.00.

8. Covenants: For the first two years after the membership assumed responsibility for the operation of GHPOA, the Board requested voluntary compliance and advised that active covenant enforcement was on the way. During the past year, the Board implemented action to correct several architectural non-compliance issues and achieved some success. Unfortunately, there are still some members who mistakenly believe that ignoring the issue will make it go away. These are currently being prepared for submission to our attorney for further action. During the upcoming year, the Board will begin addressing the issue of overgrown lots. There are a number of vacant lots that have not been cut in a long time and are out of control. They are concerns for the adjacent houses in that the excess vegetation serves as a refuge for snakes and a variety of vermin. The Board will soon be sending notices to owners of non-compliant lots requiring them to be cut by a certain date. As outlined in the covenants, failure to do so will result in the Board hiring a contractor to cut the lot and billing the owner for the cost plus an administrative fee.

9. Remote Drain Fields on Other Lots: The Board continues to be concerned about large saplings and other invasive vegetation present on most of these drain fields. Remote drain field users should be aware that tree roots, if left unchecked, may eventually damage the drain field. The Board will consult

its attorney for clarification on whether the property owner or drain field user is responsible for any necessary grounds maintenance and report back to the membership.

### **Results of Voting:**

The results of the election for the new Board of Directors are as follows:

|                        | Votes |
|------------------------|-------|
| Ms. Jo Ann Bailey      | 29    |
| Ms. Jane Seay          | 25    |
| Ms. Michele Cumberland | 24    |
| Ms. Kaye Shepard       | 22    |
| Mr. Jan Unterzuber     | 18    |
| Mr. Bob Clowers        | 13    |
| Mr. Dick Rice          | 5     |

The Board of Directors for 2008-2009 will be Ms. Jo Ann Bailey, Ms. Jane Seay, Ms. Michele Cumberland, Ms. Kaye Shepard, and Mr. Jan Unterzuber.

### **Open Forum:**

1. Newsletter: Consensus was it should be continued on a quarterly basis. The next one will be issued in September and will include the minutes of this meeting.

2. Web-Site: All felt the web-site was beneficial and worth the cost of maintaining.

3. Timing of Annual Meeting: The by-laws state the annual meeting must be held in July. The suggestion was made that it be held earlier to coincide with the Fourth of July holiday period since many members are already in the area on vacation. Other attendees voiced the opposite view that most members would not want take time away from family. The Board will solicit input from all members in the next newsletter before considering the various options.

4. Getting Names on Proxy Ballots: Each year the April newsletter solicits nominees and/or volunteers to run for the next year's Board of Directors. For the past three years there have been no responses. Anyone desiring to have their names included on the proxy ballots mailed to the members must respond to this solicitation. Otherwise they will have to settle for being write-in candidates. The Board will ensure this is explained more clearly in next April's newsletter.

5. Landscaping for Greenfield Harbour Sign: Suggestions for any landscaping done include 1) do not use Booth, 2) be sure to get an estimate from Greenpoint Nursery, and 3) choose plants that require minimal maintenance/water. The Board values this input and will take these suggestions under advisement.

The meeting was adjourned at 12:30 PM.

GREENFIELD HARBOUR PROPERTY OWNERS' ASSN, INC.  
FINANCIAL REPORT FOR FISCAL YEAR 2007-2008

|                                   | BUDGET     | ACTUAL     | VARIANCE     |
|-----------------------------------|------------|------------|--------------|
| <b>INCOME</b>                     |            |            |              |
| 2006-2007 Balance Forward         | \$137.36   | \$158.62   | \$21.26      |
| 2007-2008 Membership Dues         | \$4,100.00 | \$4,100.00 | \$0.00       |
| Disclosure Packages               | \$100.00   | \$25.00    | (\$75.00)    |
| Remote Drainfield Mowing Fees     | \$402.50   | \$402.50   | \$0.00       |
| <b>TOTAL INCOME</b>               | \$4,739.86 | \$4,686.12 | (\$53.74)    |
| <b>EXPENSES</b>                   |            |            |              |
| Post Office Box Rental            | \$52.00    | \$52.00    | \$0.00       |
| Postage                           | \$100.00   | \$96.48    | \$3.52       |
| Printing/Reproduction             | \$100.00   | \$89.81    | \$10.19      |
| Office Supplies                   | \$50.00    | \$0.00     | \$50.00      |
| Grounds Maintenance               | \$1,000.00 | \$950.00   | \$50.00      |
| Bank Fees                         | \$15.00    | \$23.40    | (\$8.40)     |
| Annual Meeting                    | \$100.00   | \$17.57    | \$82.43      |
| Legal Services                    | \$250.00   | \$250.00   | \$0.00       |
| Insurance                         | \$450.00   | \$443.00   | \$7.00       |
| State Corporation Commission Fees | \$25.00    | \$25.00    | \$0.00       |
| Virginia Real Estate Board Fees   | \$25.00    | \$25.00    | \$0.00       |
| Improvements                      | \$2,500.00 | \$0.00     | \$2,500.00   |
| Miscellaneous                     | \$50.00    | \$25.00    | \$25.00      |
| <b>TOTAL EXPENSES</b>             | \$4,717.00 | \$1,997.26 | \$2,719.74   |
| <b>BALANCE FORWARD</b>            | \$22.86    | \$2,688.86 | (\$2,666.00) |