

WOODHAVEN PROPERTY OWNER'S ASSOCIATION

Board of Directors Meeting Minutes

September 21, 2026

Call to Order

The meeting was called to order at 7PM, followed by The Pledge of Allegiance.

Quorum established. The Chair welcomed those present.

- **Attendees:** President: Holly Berry, Vice President: Larry Brancato, Secretary: Mari Lynn Osburn, Treasurer: Jan Harlan, Office Manager: Mary Cay Tasich, Jill Davidson, Paul Grinter, Greg White, John Lloyd

MINUTES OF AUGUST 11, 2026 MEETING- Motion made by Jan Harlan and second by Holly Berry to accept the minutes as presented. All in favor.

Compliance Calendar

The two Citizens & Farmers CDs are coming up for renewal in October. Rates were reviewed at approximately 3.5% to 3.8%. Comparison was made between Primus and C&F rates. It was determined there is not sufficient value in consolidating the accounts at this time.

Financial Report

As of August 31, 2026:

- Primus account balance: \$355,929
- CNF CD #1: \$58,000
- CNF CD #2: \$45,000
- Primus CD: \$40,000 at 3.21%

The higher rates available at C&F were noted as a reason for placing funds there. The report was kept concise; additional details are available upon request.

Committee Updates

Maintenance

The maintenance department has been active with grass cutting, beach dragging, trash pickup, and maintaining common areas. Significant work has been completed on tree cutting and overhang removal along neighborhood roads. The team was commended for their efforts.

Wood Disposal / Chipper Discussion: Cut wood is accumulating at the dam staging area, which is approaching capacity and risking encroachment on wetlands. Options discussed included renting a chipper, establishing a relationship with a chipping service, or hauling material (e.g., via Shriver at approximately \$50 per truckload plus gas). A Dominion power plant in Hopewell that burns wood chips was mentioned as a potential outlet. Prior rental experience indicated costs around \$3,000 for approximately one month.

Motion: A motion was made by Jan Harlan to authorize expenditure of up to \$3,500 for a chipper (or related disposal solution). Any amount exceeding \$3,500 requires Board approval. The motion was seconded and approved by unanimous vote ("Aye"; no abstentions).

Action: Maintenance (Wilbur) will be notified of the \$3,500 cap. Further research into rental vs. purchase and alternative disposal options will continue.

Five new lightweight fold-up plastic tables were purchased for the pavilion to replace heavy older tables for Bingo and other events at a cost of \$360.

Dam Committee

Members including Holly, Mary Kay, Wes, Jan, Tony, and others attended a New Kent County Board of Supervisors meeting. The dam project was on the agenda. County staff indicated that going out to bid would essentially finalize the project; however, several supervisors requested a public hearing.

Key points discussed:

- Central Virginia Transportation Authority (CVTA) funds were described as available for the full project, though an MOU was not formalized as previously discussed.
- WPOA's inflated project estimate was approximately \$1.9 million; the County's engineering estimate was approximately \$2.5 million. Staying under \$2 million would avoid certain vote thresholds.
- Political considerations: Supervisors must balance interests of other New Kent constituents; some view the request as using taxpayer funds for a private community.
- Regulatory context: State regulation changes (driven in part by climate/flood standards) imposed new requirements; this is not a maintenance failure.
- WPOA has already invested substantially (ballpark figures cited in the range of tens to over \$100,000) in engineering and related costs.

A draft letter (currently lengthy; to be condensed) is being prepared to provide the Board of Supervisors with facts, maps, flood-impact information, dam description, and funding details. A full packet may be distributed closer to the public hearing. Public hearing is anticipated within approximately 30 days, possibly in November.

Strategy discussion: Assign specific topics to speakers to avoid repetition; encourage residents from other districts and outside users of facilities (e.g., Masons, other organizations that rent the pavilion) to attend and speak in support; consider outreach to Delegate Anderson and others for letters of support; continue exploring grants as a supplement.

Action: Circulate the condensed letter for Board review and comment. Continue preparation for the public hearing. Research grant availability for the coming year.

Security and Safety Committee

Two vehicles were towed from entrance 1 lot. The Sheriff's Department was contacted regarding a four-wheeler driving at high speed across the dam. A long-term resident (52 years) was towed; the situation was discussed in the context of signage and publicized rules. No refund of towing charges would be provided.

Social Committee & Concessions

Year-to-date figures (approximate/collective accounting of pavilion-related activities):

- Collected: approximately \$3,800
- Expended: approximately \$2,600 (includes fishing tournament, cookout, bingo gift cards, and concession support)
- Concession recovery: approximately \$420 returned
- Beach rentals alone this year: \$975

Funds used for events have been reimbursed to the bank; remaining funds support upcoming events and door prizes. Concessions and bingo inventory are managed jointly so leftovers are utilized rather than discarded.

Beach hours: Weekend beach access will continue weather-dependent through the end of September. (Historically rentals continue into November). Information will be posted on the website.

TICKLER FILE:

Pavilion Improvements

Wes Wilkes and others inspected the pavilion. Proposed work includes additional fans, improved lighting, electrical conduit, and painting. Material estimate approximately \$600–\$800; paint approximately \$500–\$600. Total target budget: \$2,000 or less.

Wilbur had prepared a drawing suggesting upgrade of existing fans (noted as potentially expensive at higher-end sizes) and possible end screens for insect control (to be evaluated in a later phase after framing considerations). Additional air movement is needed given increased rentals.

Motion made by Holly Berry, second by Mary Cay Tasich to authorize up to \$2,000 for pavilion improvements (fans, lighting, wiring, paint) was approved. Color decisions (off-white / two-tone options) deferred to those performing the work. Volunteers will be solicited; pre-work on wiring and volunteer call via email and Facebook planned.

Discussion also noted potential future increase of pavilion rental rate from \$75/day (to be considered further).

Facebook Community Bulletin Board

A Facebook Page titled "WPOA Community Bulletin Board" has been created and will be rolled out soon (page format preferred over group for announcement-style use). Commenting will be restricted so that only mentioned individuals can comment (effectively limiting open comments). Official documents and minutes remain on the website; the page will carry hours, events, and timely announcements.

Action: Additional images needed (board photo for profile, beach or community background, event photos). Administrators to be added. Meeting planned (Thursday 10:00 a.m. discussed) for training and image coordination. Photos of events, bass tournament winners, etc., requested.

Dock Drawings

Drawings for a new dock (Big Bay Water area) were reviewed. Use of 4x4 posts was noted; Board preference is typically 6x6. Spacing details on 2x6x12 members were incomplete. Because the structure is new (not a rebuild), County permitting applies and the Association does not enforce that aspect. No formal motion required; the Board indicated it was acceptable to proceed with the understanding that County requirements govern.

Public Comments

Discussion returned to dam funding and road status. It was noted that Association roads have been privately maintained for decades yet are open to the public. The draft letter is intended to address points raised at the supervisors' meeting. Public hearing date not yet set.

Suggestions included seeking conditional permits if funding is delayed, exploring supplemental grants, and inviting outside users of community facilities to speak in support. Use of an attorney was not favored as cost-ineffective for changing supervisors' positions.

New Business

Employee Evaluations & Job Descriptions

Mary Kay and others developed a simple annual employee evaluation form. Job description for office personnel was updated; maintenance description to be reviewed given additional personnel. Annual evaluations were endorsed as a professional practice.

Budget Committee

October is budget month. A budget committee meeting was scheduled for **October 5, 2026, at 6:00 p.m.** (Monday before the next Board meeting). Open to interested members; maintenance input on truck/equipment needs requested. To be posted on the website.

Office Staffing

A letter of resignation was received from one of the office personnel, effective end of the month. Mary Kay has agreed to cover shifts (Mondays and Wednesdays) pending further evaluation of office structure and hours. Additional Board members offered coverage as needed. Possible adjustments to consecutive-day schedules and evening hours under discussion.

Law Enforcement / First Responder Passes

Passes continue to be available. Letters have been sent to offices; individuals must contact the Association to obtain vehicle and personal (e.g., fishing) passes. Mass distribution was decided against due to cost and logistics.

Vehicle Stickers / Passes

Options for static window stickers (non-peeling, year-dated) were reviewed. Cost approximately \$5.60 per sticker. Concerns discussed included privacy (name/address on current passes), identification of guests, and tracking of who has paid. Hybrid approaches (retain existing pass system with optional static stickers) and simplification (remove addresses) were suggested. Decision deferred pending better cost information and a clearer proposal.

Related discussion of membership fee: current fee \$28.75 (separate line item from annual dues). Board may raise up to 10%; suggestion made to round to \$30 at the October meeting. Fee remains separate because some members do not desire lake/beach access.

Action: Gather detailed pricing and options for stickers/passes; prepare proposal for October discussion, including possible membership fee adjustment to \$30.

Adjournment

A motion was made by Jan Harlan and seconded to adjourn the meeting. The motion carried. Meeting adjourned at 7:57. No executive session was held.