

Westray Downs Community Association

Board Meeting Minutes

Google Meet Video Conference

Thursday, April 23, 2026

1. Call to Order

Meeting called to order at 7:24 pm with the following Board of Directors present:

- Shannon Foxx-Day (President)
- Mike Starry (Vice President)
- Steven Burge (Treasurer)
- Andrew Guarino (Secretary)
- Kristen Guarino (Member-At-Large)

The President welcomed attendees. Ms. Angela Cleveland, Senior Association Manager with United Property Associates (UPA), was also present. A quorum of the Board was present.

2. Homeowner Comments

The President opened the floor for homeowner comments with four residents in attendance. The following items were brought to the Board's attention.

- Website Documentation. A resident noted that recent meeting minutes have not yet been posted to the Association website. The President acknowledged the delay and committed to uploading the outstanding documents as soon as possible.
- School Bus Transportation and Safety. Concerns were raised regarding vehicle congestion at the community entrance during school bus hours. Homeowners noted that parent vehicles often obstruct visibility at the intersection of Bristol Circle and New Castle Drive. Observations were also made regarding inconsistent bus routes between the community interior and Route 5 (John Tyler Hwy). The President advised homeowners to contact the WJCC School Transportation Division at (757) 259-7181 to address safety concerns.
- VDOT Paving Delays. Several residents reported traffic delays exceeding 30 minutes at the community entrance due to the ongoing VDOT repaving project on Route 5. The President noted she has been in contact with VDOT, who stated that 20-minute delays are permitted under their current project guidelines. Residents were encouraged to contact VDOT individually at 800-367-7623 to report excessive wait times.
- ARC Request (Camper Placement). A homeowner inquired about the status of an application to keep a camper on their property. The Board confirmed receipt of the

Architectural Review Committee (ARC) request and referred the homeowner to Article IV, Section 8 (Temporary Structures) for relevant guidelines. The President advised that the request would be deliberated in Executive Session, with a formal decision to follow in the subsequent Open Session.

3. March Review and Approval

A Motion was made by Shannon Foxx-Day and seconded by Kristen Guarino to Approve the April Agenda.

4. Review and Approval of Prior Meeting Minutes.

Approve March 26, 2026, Board Meeting Minutes.

A Motion was made by Shannon Foxx-Day and seconded by Steve Burge to Approve the March meeting minutes.

5. Presidents Report:

a) Presidents Update:

- i. Annual Spring Inspection. The yearly property inspection is scheduled for Thursday, May 28, 2026, beginning at 9:00 AM. Board members and Ms. Cleveland (UPA) will conduct the walkthrough. Residents are encouraged to utilize the Spring 2026 Newsletter, which contains the full Inspection Checklist on the final pages, to ensure their properties meet community standards.
- ii. Community Yard Sale. A neighborhood-wide yard sale is scheduled for Saturday, May 23, 2026, from 8:00 AM to 2:00 PM. Logistical questions should be directed to the Board President.
- iii. Review of Neighborhood Standards (Chickens Inquiry): The President briefed the Board on a homeowner inquiry regarding backyard chickens. It was noted for the record that the Declaration of Covenants and Restrictions (Article IV, Section 10) explicitly prohibits chickens. The President clarified that the Association's more restrictive covenants take precedence over James City County ordinances.
- iv. Association Website & Communication. Membership registration remains steady at 175 members across 119 address accounts. The President encouraged the 12 remaining unregistered households to sign up for official updates and noted that the Westray Downs Facebook page continues to serve as an informal community resource.
- v. Meeting Agenda Posting. The draft agenda was posted to the website on April 20, 2026, and formally approved at the start of the current session. Residents are encouraged to review draft agendas in advance to facilitate productive discussion.

- vi. Homeowner Dues & Delinquencies. A slight increase in delinquencies was noted, currently affecting 14% of the community (21 accounts). Residents are reminded that second-quarter dues were officially due on April 1, 2026.
- vii. Quarterly Dues Email Notification. A community-wide reminder was distributed on March 19, 2026. The Board reaffirmed that these recurring notifications are an effective tool for maintaining the Association's financial stability.

6. Architectural Review Committee (ARC) Requests:

- b) The ARC reported the receipt of two new applications for review. The Board moved both items to Executive Session for deliberation, with formal votes to be rendered during the subsequent Open Session:
 - i. Camper Placement/Storage: Request for the permitting and long-term placement of a camper on a homeowner's property.
 - ii. Shed Replacement: Request to replace an existing backyard shed with a structure of a larger footprint.

7. Treasurer's Report:

- a) Financial Standing The President delivered the Treasurer's Report, detailing the Association's financial status as of March 31, 2026, for the April 2026 meeting cycle:

Account Balances. The Association's current holdings were reported as follows:

- Operating Account: \$9,873.50
- Money Market Account: \$6,708.62
- Operating Reserve: \$21,478.49
- Replacement Reserves: \$40,065.77

- b) Insurance Renewal. A payment of \$2,580.00 was disbursed to Nationwide Insurance Company for the annual policy renewal.
- c) Investment Strategy. The Board continues to utilize a conservative investment strategy, depositing prepaid dues into the Money Market account (currently yielding 2.5% interest). These funds are systematically transferred to the Operating Account on a quarterly basis to meet the community's various financial obligations.
- d) Financial Outlook. The report concluded by affirming that the Association remains in a stable financial position, maintaining sufficient liquidity and reserves to support both ongoing maintenance and future community needs.

A Motion was made by Shannon Foxx-Day and seconded by Mike Starry to Approve the Treasurer's Report.

8. Managing Agents Report:

- a) Ms. Cleveland (UPA) performed a walkthrough inspection of the community and common areas on April 18, 2026.
 - i. The inspection confirmed that the front entrance, signage, and lighting systems are fully operational. Safety checks of the playground, pavilion, and

fencing revealed no structural concerns. No streetlight outages were observed or reported.

ii. No new homeowner violations were recorded during this period.

b) Additional Concerns.

iii. Employment Practices Liability Insurance (EPLI). The Board was notified that Nationwide Insurance will no longer include EPLI in the annual policy. A separate quote was received from the Hilb Group for \$1,247 annually. The Board determined this cost was excessive and directed Ms. Cleveland to solicit up to three competitive estimates from other providers.

iv. Playground Maintenance. Ms. Cleveland confirmed that N&W Landscaping is scheduled to install certified playground mulch in the coming weeks.

v. Landscaping Contract Renewal. The Board reviewed the current contract with N&W Landscaping, which is set to expire on May 31, 2026. It was noted that a 30-day notice is required by April 30 for any modifications to the existing terms. During the session, the Board deliberated on potentially expanding the scope of work to include more frequent leaf and storm drain cleanouts, along with professional disposal services. However, the Board observed that such an expansion would lead to a significant increase in contract costs.

- The President reminded those in attendance that homeowners remain responsible for clearing leaves and debris from the storm drains fronting their individual properties. By maintaining these areas privately, residents can help ensure drainage remains unobstructed, thereby mitigating the need for a costlier professional contract.
- As a follow-up action, Ms. Cleveland will contact N&W Landscaping to gauge their interest in an increased workload and to provide a formal cost estimate for the Board's consideration.

vi. Amenities Update. The Member-at-Large reported several community improvements, including restocking the playground chalk box and children's library, as well as replacing the aging corkboard at the front entrance bulletin board.

9. Welcoming Committee Report:

No new homeowners or renter's packets were distributed for April 2026.

10. Old Business:

a) Stormwater Best Management Practice (BMP) Project. The Board and UPA Management still have not received a proposal from Prism Contractors, which was expected by March 17, 2026. After several communication and requests, Prism has not responded. Ms. Cleveland (UPA) will contact Aquatics for a proposal and estimate for the BMP project. The Association currently has received only a single bid from BMP Maintenance for \$8,594.00 and would like additional proposals.

- b) Road Maintenance. Ms. Cleveland reported she has not heard back from VDOT after formally reaching out to them to evaluate and address the asphalt deterioration on Bristol Circle. The President suggested for homeowners to individually contact VDOT. She stated that in the past VDOT seemed to ignore the Association but not homeowners.
- c) Playground Trees. The board continues to investigate the health of several trees located in the playground picnic tables and along the playground fencing. Since the trees are now blooming, the President requested Ms. Cleveland to identify tree companies that can inspect and determine if any removals or maintenance are required. Ms. Cleveland to identify arborist companies and receive proposals by next Board meeting.

A Motion was made by Shannon Foxx-Day and seconded by Kristen Guarino to Approve the actions discussed under Old Business.

11. New Business:

- a) Homeowner Feedback Strategy Backyard Chickens. Following the President's report, the Board and attending homeowners engaged in an open discussion regarding the potential for future changes to the Association's animal covenants. Participants expressed a variety of viewpoints concerning the impact of chickens on the neighborhood, with comments touching on property standards and community trends.
 - I. To ensure all voices are heard, the Treasurer proposed conducting a community-wide survey to gauge the consensus of the 131 homeowners on the matter.
 - II. The President clarified that any formal shift in policy would necessitate a legal amendment to the Covenants, a process involving significant legal fees and requiring a two-thirds (2/3) affirmative vote from the membership.
 - III. In light of these considerations, the Board reached a consensus to draft and distribute an email survey to solicit feedback from all residents. The results of this survey will be compiled and presented for further deliberation during the June in person Association meeting.
- b) In Person Meetings. The Board confirmed that they would like to have in person meetings every quarter as well as the Annual Meeting in December. These meetings will be scheduled at the Williamsburg Regional Library (WRL) on Scotland Street. The President offered to contact library and identify costs and availability by next Board meeting. The first in person meeting at WRL is scheduled for June 25, 2026, at 7:00 pm.

A Motion was made by Shannon Foxx-Day and seconded by Steve Burge to Approve the Introduction of New Business.

12. Next Homeowners Meeting May 28, 2026, at 7:00 pm

13. Motion to move to Executive Session

A Motion was made by Shannon Foxx-Day and seconded by Andrew Guarino to Approve the Motion.

14. Move to Leave Executive Session

A motion was made by Shannon Foxx-Day and seconded by Mike Starry to Approve the Motion.

15. Return to Open Board Meeting

A motion was made by Shannon Foxx-Day and seconded by Kristen Guarino to Return to Open Meeting.

16. Final business and Actions from Executive Sessions

The Board reconvened into Open Session and reported the following actions from the Executive Session:

- ARC Request (Camper Storage): The Board granted conditional approval for a homeowner's request to keep a camper on the property. This approval is contingent upon the homeowner providing further documentation to the Board demonstrating that the vehicle will not be visible from the street.
- ARC Request (Shed Replacement): Approval was granted for a homeowner's request to replace an existing backyard shed with a larger model.
- The Board voted to maintain the existing prohibition on chickens per Article IV, Section 10, and granted no individual variances. The Board will proceed with the community survey as discussed in New Business.

17. Closing Remarks and Adjournment

The Board had no closing remarks and adjourned the Board meeting.

A motion was made by Shannon Foxx-Day and Seconded by Andrew Guarino to Adjourn Meeting.

Approved Board of Directors Meeting Minutes

X *Andrew Guarino*
Secretary

Signature of Secretary

X *Shannon Foxx Day*
President

Signature of President