

Westray Downs Community Association

Board Meeting Minutes

Google Meet Video Conference

Thursday, January 22, 2026

1. Call to Order

Meeting called to order at 7:05 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, introduced the newly seated Board members, and introduced Ms. Angela Cleveland, Senior Association Manager with United Property Associates (UPA).

2. Homeowner Comments

The President opened the floor for homeowner comments. No comments or questions were raised.

3. January Agenda Review and Approval

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

4. Review and Approval of Prior Meeting Minutes.

- a) Approve October 23, 2025, Board Meeting Minutes.
- b) December 2025 Annual Meeting Minutes will be approved at the December 2026 Annual Meeting.

A Motion was made by Shannon Foxx-Day and seconded by Kristen Guarino to Approve October meeting minutes.

5. Presidents Report:

- a) Presidents Update:

- i. President 2025 Summary. The President provided a summary of Board accomplishments for 2025. Additional details are included in the draft December 2025 Annual Meeting Minutes.
- ii. 2026 Board of Directors Meeting Calendar. The proposed 2026 meeting calendar was presented. The Board will discuss the calendar in Executive Session and vote during Open Session.
- iii. Welcoming Committee. New Welcoming Committee members were introduced. The Board will discuss appointments in Executive Session and vote during Open Session.
- iv. Association Website Update. The President reported that the website now has 172 registered individual members and 116 registered address accounts, reflecting steady progress. However, 15 address accounts remain unregistered. The President informed attendees the website has been updated with current Board members information. The President also reminded residents of the Westray Downs Facebook page as an informal community resource.
- v. Meeting Agenda Posted. The draft agenda was posted on the Association website on January 20, 2026. The final agenda was presented at the meeting. All members are encouraged to review the draft in advance and come prepared to discuss the listed items.
- vi. Association Newsletter. The Board reported the Winter 2026 Newsletter will be posted in the Association website in February.
- vii. Homeowner Dues Status. The President reported continued improvement in dues collection. The Board agreed to maintain the current practice of sending email reminders to homeowners one week before the due date, as this approach appears to encourage timely payments. The overall delinquency rate for the first quarter was reported at 12%, with 16 delinquent homeowners (delinquent accounts or missing the first quarter payment) totaling \$2, 484.30.
- viii. Quarterly Dues Email Reminder. The President reported a friendly email reminder was sent out to homeowners on January 9, 2026, prior to the first quarter due date. The President shared these reminder emails has had a positive impact on time dues payments. A homeowner in attendance stated she was confused by the email since she already paid her first quarter dues. The President agreed it may have been confusing and the Board decided to modify the wording in the email to include "Please disregard if already paid." The Board reminded attendees that the current email reminder process is for a homeowner wide email to go out to homeowners on the 15th and a second t email eight days before dues are due each quarter.
- ix. Burning Yard Waste/leaves. With the winter season underway, yard waste and leaves have piled up, homeowners are reminded that burning yard waste is prohibited within Westray Downs under the community covenants and James City County regulations. Residents are encouraged to use approved disposal or collection methods for leaves and other yard debris. Homeowners are reminded that burning yard waste is prohibited within Westray Downs under

the community covenants and James City County Regulations (see Community Covenants Article IV Use of Property, Section 6. Specifications for burning yard waste).

- x. Dogs Roaming Free. The President reported this continues to be an ongoing issue and negatively impacts the community. Particularly the playground and cul-de-sac picnic areas are reported as having the most instances. Additionally, the playground and park areas are marked with clear signage indicating no dogs allowed in these areas. James City County and Westray Downs have laws specifically addressing leash laws. For everyone's safety, please always keep your dog on a leash. See Community Covenants Article IV Use of Property, Section 10. Animals.

6. Architectural Review Committee (ARC) Requests:

- a) The ARC reported receiving one new request for review. The Board will discuss the request during Executive Session and vote on it during the Open Session.
 - i. The request concerns approval or denial of installation for a prefabricated shed in the back yard. The Board will discuss the request in Executive Session and vote during Open Session.

7. Treasurer's Report:

- a) The President delivered the Treasurer's Report.
 - i. The President reported current account balances as follows: Operating Account \$6,308.98, Money Market Account \$7,372.26, and Operating Reserve \$20,303.85.
 - ii. The Board continues to invest pre-payment dues into a Money Market with dues withdrawals made for each quarter. The Money Market account continues to do well. Currently at 2.96%.
 - iii. A homeowner suggested adding a CINC payment link to the Westray Downs website. The Board agreed and will work to create a CINC web access link on the website.

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 performed property inspections of the community.
 - i. Ms. Cleveland performed a property inspection of the community. There were no visible signs of needed maintenance throughout the community. The front entrance lights continue to properly function. There were no streetlights observed or reported as out. The playground is in good condition without any noticeable issues. No homeowner violations were reported. N & W Grounds Management is consistently performing well.

- b) Additional Concerns.
 - i. A homeowner reported they had some concerns regarding trees located in the playground area that looked to be dead. The Board discussed this matter and concluded that, due to the difficulty of determining a tree's condition during winter, this action will be postponed until the spring meetings.
 - ii. An email was received about the GFL Environmental garbage truck leaking fluid throughout the community. Ms. Cleveland (UPA) emailed GFL to request they return and clean up the fluid spill, so James City County's environmental department does cite the Association for the spill on the streets.
 - iii. 2025 Income Taxes. Corbin & Company, P.C. continue to manage the Association's tax filings. The association requires an audit every five years and is in year three of its audit cycle.

9. Welcoming Committee Report:

- a) The welcoming Committee members introduced themselves to attendees.
- b) The committee reported 3 families have moved in January. The committee is in the process of delivering revised welcoming packets to these families.

10. Old Business:

- a) Stormwater Best Management Practice (BMP) Project. The BMP needs to be cleaned out, and new rip rap added. Up to now, BMP Maintenance has received just a single bid from BMP Maintenance for \$8,594.00. The Board is still waiting for a second bid from Prism Contractors. The President requested Ms. Cleveland (UPA) to follow up with Prism Contractors.
- b) Front Entrance Refresh. The Board continues to look for suggestions and long-term solutions to address the lack of access and water and irrigation limitations for the front entrance. Many ideas and approaches were discussed including hiring a landscaper with the ability to regularly water the front plants, to use nearby neighbors to manually water the front entrance. The Board will begin planning this effort in next year's budget cycle.

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

11. New Business:

- a) Portable Bulletin Board Update. The Board discussed whether to continue to place the portable bulletin board up front announcing the upcoming monthly Board meeting. The bulletin board shows several signs of age and wear since it is over a decade old. The Board will decide what action to take.
- b) Association Bulletin Board Supplies. Management ordered the supplies for the fixed Bulletin Board on December 22, 2025. Supplies were received and will be installed as the weather improves.
- c) 2026 Community/Family Events. The Board discussed increasing community engagement through events. President suggested actions to include conducting an

interest survey through Facebook and the Association’s website to gauge community interest. The Board will explore potential events such as easter egg hunts, having the local library book mobile visit the neighborhood, and community wide picnics.

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

12. Next Homeowners Meeting February 26, 2026 at 7:00 pm

13. Motion to move to Executive Session

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

14. Move to Leave Executive Session

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

15. Return to Open Board Meeting

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 approved the following actions during the Executive Session:

- a) Approved the homeowners ARC request for installation of a prefabricated shed in the back yard.
- b) Approved the new Welcoming Committee members.
- c) Approved the 2026 Board of Directors Meeting Calendar.

17. Closing Remarks and Adjournment

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

Motion was made by Shannon Foxx-Day and Seconded by Mike Starry to Adjourn Meeting

Approved Board of Directors Meeting Minutes

Signature of Secretary: _____ Date: _____

Signature of President: _____ Date: _____