

**Greater Stonehenge Civic Association (GSCA) Board of Director's Meeting
Minutes – January 21, 2021**

Position	Name	Attendance
President	Don Burgess	Present
Vice President	Craig Ross	Present
Treasurer	Cynthia Bays	Absent
Secretary	Vacant	N/A
Safety/Traffic Committee Chair	John Bumgarner	Present
Social Committee Chair	Peter Barden	Present
Communications Co-Leads	Regan Kain Meghan Ondrish	Present Present

I. Welcome and Opening Remarks

Don Burgess, President of the GSCA, called the meeting to order. Before proceeding to the agenda, Don reminded everyone that the third Thursday of the month will be our regularly scheduled meeting moving forward.

II. Review and Approval of Minutes from March 2020 – December 2020

Official minutes were not kept during these months and we are starting fresh for 2021.

III. Financial Report

Suntrust Checking Balance – 12/31/20 - \$28,387.03

Capital One Savings Balance – 12/31/20 - \$20,446.70

IV. Excessive Utility Charges for October & December 2020

Stonehenge Golf & Country Club notified Don Burgess of what appeared to be excessive utility charges for the Midlothian Turnpike and Farnham Road entrance. The cost of maintaining the entrance is split three ways: GSCA, the Stonehenge Golf & Country Club, and three Homeowner Associations (Ashington, Fairway Villas, and Willesden). GSCA receives the bill and then sends invoices to the Stonehenge Golf & Country Club and the Homeowner Associations.

The charges were \$661.11 for water in October 2020; \$175.21 for water in December 2020; and a \$775.00 electrician charge in December 2020.

The Board decided for Don to outreach with Cynthia, Treasurer of the GSCA, and to collect additional details and communicate accordingly with Stonehenge Golf & Country Club as well as the Homeowner Associations. Don and Cynthia will report back on the situation at the February GSCA Board meeting.

V. Food Truck and Movie Night Planning/Scheduling

Peter Barden, Chair of the GSCA Social Committee, reported that Bikini Panini had reached out to him about visiting the neighborhood again. Peter suggested that we host the first 2021 Food Truck Event in March 2021 and that he was willing to host the Food Truck at his house on Bollingbrook. All in attendance agreed that we should offer Bikini Panini right of first refusal for March 2021. Don suggested that we try to host a food truck once a month starting in March 2021 and everyone agreed to that approach.

Peter suggested that we work to have a Movie Night later in the spring once it warms up. Peter agreed to pull together the details on such an event and bring them back to the February GSCA Board meeting for discussion.

VI. Follow-Up Meeting/Discussions with VDOT/Chesterfield County

John Bumgarner, Chair of the GSCA Safety/Traffic Committee, reported that the Virginia Department of Transportation (VDOT) had slightly adjusted the timing of the traffic signal at North Courthouse Road and Edenberry Drive. VDOT reported that the timing of the traffic signal has to be coordinated with the traffic signals at Smoketree Drive and Southlake Boulevard on North Courthouse Road to maintain a smooth flow of traffic on North Courthouse Road; however, a slight adjustment was able to be made. The GSCA Board had requested an examination of the traffic light based on a complaint from a resident in the neighborhood that the wait at the traffic signal was extremely long.

Over the last several months of 2020, John Bumgarner reported making numerous requests for a follow-up meeting with Chesterfield County transportation officials to discuss speeding and enforcement in the neighborhood as well as efforts to phase in sidewalks and other traffic measures in the neighborhood. The most recent request was in early December 2020. However, John reported that he had not received a response at this point

John agreed to follow-up back up with the transportation officials, including adding some additional individuals to the email in the Chesterfield County Administrator's office. John will report back on the situation at the February GSCA Board meeting.

VII. Association Newsletter Development

Don is working on a draft and will share with Meghan Ondrish, Co-Lead of the Communications Committee. Meghan reported that there was a basic template for a GSCA Newsletter that was used back in 2018 via Mailchimp. This template has the same basic layout as the emails we have been sending via Mailchimp.

There was agreement that for this first issue – first half of February – that we report on efforts undertaken in 2020 and planned efforts for 2021. Other particular topics to be included: (1) information on March Food Truck event, (2) Google form for individuals to submit questions/suggestions, (3) solicitation of volunteers to assist with the Social Committee, Safety/Traffic Committee, and Block Liaisons, (4) solicitation of individuals that are interested in serving as GSCA Officers, and (4) a general welcome to new families.

VIII. Preparation for Annual Dues Communication/Collection

Craig Ross, Vice President of the GSCA, reported that we typically have an April 1st deadline for dues and general try to have the mailing out by March 1st. All agreed that we should solicit dues via mail and Paypal as we have done the last 2 years.

We agreed that the best approach would be to split up the “stuffing” of the envelopes responsibility among board members as it was not wise to gather in a group setting due to COVID-19. Don agreed to coordinate with Cynthia regarding the printing of the materials. John agreed that he could make the labels again for the envelopes.

IX. Bi-annual Election in accordance with GSCA Constitution/Bylaws

Craig reported that the Constitution calls for a nominating committee to be formed to solicit and put forward officer nominations to the GSCA Board. Craig noted that per the Constitution that current officers or GSCA Board members cannot be on the nominating committee.

The officers are the President, Vice President, Treasurer, and Secretary. Craig noted that the Constitution allows up to 3 at-large members on the GSCA Board. Additionally, Craig noted that the Chairs of any committees established by the GSCA Board are also part of the GSCA Board.

All agreed that we should solicit interest in folks serving as officers and on the Board in the upcoming February Newsletter. (This is noted above in the section of the minutes on the Newsletter as well.)

X. SCC – Filing of Articles of Incorporation

Don reported that he needs to review the comments that we received in response to our first effort to incorporate. Don will coordinate with Craig to work out a solution to address these comments and resubmit the filing.

XI. Website Development / Updates / Punch List

Meghan reported that she has a good roadmap for the Website. She solicited guidance from the Board as far as the process for updating. All agreed for Meghan to keep the Website update to the bare minimum at this point (e.g., delete/clean-up existing pages, update information as appropriate) and then we can begin to add additional information over time. All agreed that it would be a good idea to have the website cleaned up before sending out the February Newsletter. It was also agreed that we should post the Newsletter on the website and then put information on the

sandwich boards and our Facebook page to let folks know to go to the Website once it is updated.

XII. Directory

In the past, we have produced a directory for the neighborhood. However, it is a monumental effort and inevitably includes inaccurate and/or dated information. We agreed that during COVID-19 this is not something that should be undertaken and tabled this issue.

XIII. Annual Meeting

Per our Constitution and bylaws, we are supposed to hold an annual meeting for members of the GSCA. In Spring 2020 we did not hold one due to COVID-19.

We agreed that holding one in-person this spring is unwise due to the situation with COVID-19. We discussed holding a meeting via Zoom, but decided this would not work due to an inability to control who would attend and how the logistics of such an approach would work.

We agreed to wait until a later date as the COVID-19 situation evolves with the administration of vaccines. Potentially we could hold an in-person meeting later in 2021.

XIV. Luminary Coordinator for 2021

This topic was tabled until a future meeting.

XV. Septic Issues and Expansion of County Sewer

We discussed this issue, but determined that, generally speaking, individuals can work with Chesterfield County to connect to the sewer system (assuming their street has sewer). There are some streets that do not have a mainline sewer pipe because when the County installed sewer, the County required a certain percentage of the homes on the street to connect. If the street didn't have enough willing households, then the County did not install a sewer line. We tabled this issue, deciding if individuals on a street who do not have a sewer line contact us, we would instead potentially assist in facilitating their discussions with the County.

XVI. GSCA Board Meeting Minutes

John Bumgarner agreed to write-up minutes of the GSCA Board meetings until we have a permanent Secretary. John will provide the minutes to Don, who will then put them in Google Docs and share with everyone.

Once the GSCA Board approves the minutes via email, we will post them on the GSCA website and include mention of them in the February Newsletter.

XVII. Open Discussion

- a. **Development Issues** – Craig reported that behind the Walmart that there is a proposal to build a 310 unit apartment complex. Traffic would enter/exit via the

road between Walmart and Sam's Club. The proposal is moving to the Chesterfield County Board of Supervisors for approval in the near future. Craig agreed that he would send out the information he had received to the GSCA Board members.

- b. Craig noted that he thinks moving forward that we should be more disciplined in our financial reporting at the GSCA Board meetings. Meghan asked if we had a budget for the GSCA. Don and Craig noted that traditionally we have not had an annual budget "on paper", but all present were in agreement that we should discuss developing an annual budget at a future meeting. Don and Craig noted that our "fixed expenditures" are associated with maintaining the entrances to the neighborhood (North Courthouse Road and Midlothian Turnpike).

Next Meeting – February 18, 2021