



Running Man Homeowner's Association Meeting

6 December 2021

Tabb Elementary School Cafeteria
7:00PM

AGENDA



- President's Welcome Eric Todhunter
- York County District 5 Representative Comments Tom Shepperd

- President's Report Eric Todhunter
 - Status of Governing Document
 - DISH Network Contract
 - Long-Range Funding Plan
 - Status of Volunteerism
- Retention Pond Status Doug Knox
- Treasurer's Report Gail Astor
- Architecture Control Report Jon Waechter
- Communications / Webmaster Report John Ralls
- Covenants Report Kyle Aulenbach
- Landscape / Common Area Report Phil Jones
- CY2021 Accomplishments Overview Eric Todhunter

- Election of Officers for 2022 Board Eric Todhunter

York County Representative



Tom Shepperd

District 5 Representative
York County Board of Supervisors

shepperd@yorkcounty.gov

(757)903-1875

PRESIDENT'S REPORT



Eric Todhunter
President

Running Man Community Association



Vision Statement

Have a neighborhood that is engaging, family friendly, and aesthetically pleasing while sustaining a modest annual cost to our neighbors

Strategic Objective

Sustain or improve current community assets and add to the amenities available to the neighborhood as funding permits

Covenants Consolidation

Recap



- Initial work began in February 2020 by the Covenant Consolidation Committee consisting of ; Kathy Cook, Kathey Tapfer, Huck Robinson, and Dick Strunk.
 - ✓ Crafted initial consolidation of covenants into a format provided by RM's legal advisors
 - ✓ Passed product off to HOA Board April 2020
- Board quickly realized the Covenants and the By-Laws were inter-dependent requiring both to be updated- - effort evolved into an update of all governing documents.
- Board took a holistic view of the Running Man governing documents; covenants, By-Laws, and ACC Standards (formerly ACC Guidelines).
- Board focused on formatting, organizing the documents, and covering new topics that were not envisioned when the developers began construction of our neighborhood 35 years ago
- Board working closely with the legal firm of Gordon, Rees, Scully, and Mansukhani for:
 - ✓ legal review to ensure everything is still legally sufficient
 - ✓ Add language to facilitate the RM HOA to annex or acquire assets that facilitates the maintenance of neighborhood property values.
- **NEW ACTION** – In 2021 the Board began work on update of the Articles of Incorporation as well.

Covenants Consolidation

Recap



- **Features included in the new draft Governing Documents** (Covenants, By-Laws, Standard) include:
 - ✓ Prohibits the use of properties within the neighborhood from being used as a drone distribution center for commerce
 - ✓ Prohibiting short-term rental thus precluding the establishment of a Bed and Breakfast (AirBnB) establishments within the neighborhood.
 - ✓ Add language to facilitate the RM HOA to annex or acquire assets that facilitates the maintenance of neighborhood property values.
 - ✓ The Standards have been reorganized for clarity and will now be reviewed at least annually by the HOA Board for approval.
 - Previously the Standards could be changed based on the judgement of the appointed ACC Committee.
 - Now recommendation must be made and approved by the elected HOA Board.
 - Provides neighbors a means of appeal to the HOA Board if the ACC determines a submitted request does not conform with the approved Standards and denies the submitted request.
 - ACC Change Requests will still be required for approval but the submission fee is eliminated.

CY 2022 Goal is to present to the neighborhood the new Covenants, By-Laws, and Articles of Incorporation to the neighborhood for comment and vote for adoption.

DISH Network Contract



- **June 2021** - Jacobs Engineering Group reached out to Running Man on behalf of DISH Network
- DISH is developing a nationwide wireless network and is working in partnership with Dominion Power leveraging their towers to host their network antennas. DISH will leverage the Dominion Tower near the Corrotoman Run side of the common area and is leasing a 10' x 12' area from Running Man to build and enclosed secure area at the based of the tower.
- **August 2021** – Running Man and DISH came to a tentative agreement for;
 - ✓ 5-year Base Contact with four additional 5-year renewal periods for a potential 25-year agreement.
 - ✓ DISH agreed to a \$700 monthly leasing payment for the first year with a 2% annual escalation rate thereafter.
 - ✓ If 25-year option is completed it represents a \$265,000 infusion of additional funds into the community
- **Current Status**
 - Survey of the area completed by Jacobs in October.
 - Jacobs currently working preliminary drawing on behalf of DISH with Dominion Power.
 - Draft contract reviewed by Running Man's lawyer and proposed changes provided to DISH
 - Anticipate final draft with changed language and drawings in late January 2022 for signature

Long-Range Funding Projection



INCOME	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Annual Dues Assessment	210	210	210	210	220	220	220	220	220	231	231	231	231	231	243
DUES	123.7	123.7	123.7	123.7	129.6	129.6	129.6	129.6	129.6	136.0	136.0	136.0	136.0	136.0	143.1
VERIZON	9.5	10.0	11.0	11.0	11.0	11.0	11.5	12.6	12.6	12.6	12.6	13.2	14.5	14.5	14.5
DISH		8.6	8.7	8.9	9.1	9.3	9.5	9.6	9.8	10.0	10.2	10.4	10.7	10.9	11.0
TOTAL ANNUAL INCOME	133.2	142.3	143.4	143.6	149.7	149.9	150.6	151.8	152.0	158.6	158.8	159.6	161.2	161.4	168.6
EXPENSES															
OPERATING EXP BUDGET	98.4	99.7	98.9	100.2	108.3	109.7	108.8	110.3	109.2	112.2	111.2	112.8	111.7	113.4	112.3
EXCESS AMOUNT	34.8	42.6	44.5	43.4	41.4	40.2	41.8	41.5	42.8	46.4	47.6	46.8	49.5	48.0	56.3
OPERATING EMERGENCY FUND	-8.8														
MOVE TO SAVINGS			-20.0		-20.0		-20.0		-20.0		-20.0		-20.0		-20.0
RESERVE CONTRIBUTION	26.0	42.6	24.5	43.4	21.4	40.2	21.8	41.5	22.8	46.4	27.6	46.8	29.5	48.0	36.3
RESERVE FUND BEGIN BAL	100.0	53.7	96.3	89.9	80.3	101.7	41.6	53.9	38.3	26.3	72.7	100.3	98.5	128.0	176.0
RESERVE CONTRIBUTION	26.0	42.6	24.5	43.4	21.4	40.2	21.8	41.5	22.8	46.4	27.6	46.8	29.5	48.0	36.3
PROJ. EXPENDITURES	-72.3	0.0	-30.9	-53.0	0.0	-100.3	-9.4	-57.1	-34.8	0.0	0.0	-48.6	0.0	0.0	-39.2
YEAR END RESERVE BALANCE	53.7	96.3	89.9	80.3	101.7	41.6	53.9	38.3	26.3	72.7	100.3	98.5	128.0	176.0	173.1

Take-Away

- No dues increase next year
- Anticipate dues increase needed every 5 years

NOTE: (1) ACC fees and Disclosure packet income not included. (2) Assumes no changes to neighborhood assets or unexpected costs

Running Man Community Association



Current Situation

- Volunteerism within the neighborhood is still waning. Last year we ***almost didn't have our annual Holiday Luminaries for the first time in 35 years*** due to a lack of a volunteer. It was saved by one of our sitting board members stepping up to coordinate it after it was clear no one else was going to.
- We can have 9 HOA Board Members. We started CY2021 with 8 board members. We lost 1 in May when he took a new job and moved to Richmond. Were losing another in 2022 due to conflicting requirements.
- Tonight we have volunteers for only 6 of the 9 positions.

What does this mean...what is the “so what”

- The HOA's primary responsibility is the protection of the neighborhood and neighborhood property values.
- Fewer volunteers means less control over the neighborhoods well being by the residents themselves
- Potential loss of long standing favorite neighborhood traditions like the Holiday Luminaries

Running Man Community Association



Volunteer Opportunities

- You can still serve the community in other capacities without being on the HOA Board.
- ✓ Annual Luminaries Coordinator
- ✓ Neighborhood Welcome Coordinator
- ✓ ACC Committee Member supporting the ACC Director
- ✓ Project Officer supporting a Director Landscape/Common Area Director
- ✓ Webmaster supporting Communications Director

ELECTION OF OFFICERS



➤ Current Nominees

- Eric Todhunter
- Doug Knox
- Gail Astor
- Jon Waechter
- Phil Jones
- Kyle Aulenbach
- **OPEN**
- **OPEN**
- **OPEN**

➤ Nominations from the Neighborhood – If you're interested in joining the CY2022 RM HOA Board please let us know.

➤ Vote

RETENTION POND



Doug Knox
Vice President

Retention Pond Status



- **Recent History**

- Pond Rehab project completed in 2018 which installed 2 forebays & removed muck
- Addressed flooding on RM Trail, long-term function of the pond, re-installed fountain
- Forebay (next to RM Trail) cleaned in Dec 2020

- **Status**

- Forebays are functioning as planned
- Fountain and landscaping have improved aesthetics

- **Future Actions**

- Next Cleaning of Retention Pond forebays planned for December 2023 ... after most leaves have fallen
- Request residents make efforts to prevent leaves from entering the pond ... more leaves in the pond essentially means we have to clean it more often

TREASURER'S REPORT



GAIL ASTOR
Treasurer

TREASURER'S REPORT

2021 Budget Status



INCOME	2021 BUDGET	JAN - OCT	% OF BUDGET
Architectural Fees	\$ 300.00	\$ 650.00	217%
Disclosure (Home Owner) Packets	3000.00	\$ 3,200.00	107%
Dues (\$210 x 589) (589/589)	123,690.00	\$ 123,690.00	100%
Garage Sale	300.00	\$ 20.00	7%
Interest Income	50.00	\$ 10.51	21%
Verizon Tower	9,522.00	\$ 7,935.00	83%
TOTAL INCOME	\$ 136,862.00	\$ 135,505.51	99%

TREASURER'S REPORT

2021 Budget Status



EXPENSE	2021 Budget	Jan –Oct	% Budget
Administration - Stipend	\$ 1,200.00	\$ 1,000.00	83%
Annual Meeting	550.00	\$ 18.69	3%
Annual State Registration	100.00	\$ 155.00	155%
Board - Treasurer, Supplies, etc.	350.00	\$ 245.85	70%
Directory	1,000.00	\$ 1,038.38	104%
Disclosure Packet - Costs	300.00	\$ 169.97	57%
- Stipend	1,400.00	\$ 1,280.00	91%
Dues Letters - Costs	500.00		0%
- Stipend	883.50		0%
Electricity	3,600.00	\$ 2,800.14	78%
Garage Sale	400.00		0%
Grounds Improvements (New/ Repairs)	6,000.00	\$ 3,523.30	59%
Grounds Maintenance	60,000.00	\$ 49,895.80	83%
Insurance - Common Area	5,575.00	\$ 5,657.00	101%
Legal Fees	7,500.00	\$ 10,634.50	142%
Luminaries	2,500.00		0%
Miscellaneous	100.00	\$ 45.00	45%

TREASURER'S REPORT

2021 Budget Status



EXPENSES	2021 BUDGET	JAN-OCT	% BUDGET
Neighborhood Watch	500.00		0%
Pond Improvements			0%
Pond Maintenance	4,005.00	\$ 3,329.75	83%
Post Office Box Rental	95.00	\$ 106.00	112%
Reserve Fund			
Storage Unit	1,404.00	\$ 1,198.00	85%
Taxes - Accountant Fees	850.00	\$ 800.00	94%
- Federal (Paid)			0%
- State (Paid)			0%
- YC Real Estate (Verizon Tower)	300.00	\$ 143.10	48%
Welcome Packets	150.00		0%
Youth Activities: After Prom	200.00	\$ 200.00	100%
Cookies with Santa	150.00		0%
Easter Egg Hunt	275.00		0%
Halloween Parade	250.00		0%
Safety Town	200.00		0%
Swim Team	500.00	\$ 500.00	100%
Capital Improvements (Res.Fund Study)	36,024.50		0%
TOTAL EXPENSE	\$ 136,862.00	\$ 82,740.48	60%

ASSETS

CHECKING: \$35,369.82
 SAVINGS: \$ 91.55
M. MARKET: \$121,154.98
\$156,616.35

TREASURER'S REPORT

2022 Budget



INCOME	2022 BUDGET
Architectural Fees	\$500.00
Disclosure Packets	\$3,000.00
Dues	\$123,690.00
DISH Network (9 mo.)	\$6,300.00
Verizon Tower	\$9,522.00
TOTAL INCOME	\$143,012.00

TREASURER'S REPORT

2022 Budget



EXPENSES	2022 BUDGET
Admin- Stipend	\$1,200.00
Admin- Annual Meeting	\$550.00
Annual State Registration	\$155.00
Board Treasurer Supplies	\$350.00
Disclosure Pkg Costs	\$300.00
Stipend	\$1,400.00
Dues Letters- Cost	\$500.00
Stipend	\$883.50
Electricity	\$3,600.00
Garage Sale	\$400.00
Grounds Improvements	\$6,000.00
Grounds Maintenance	\$60,000.00
Insurance-Common Area	\$5,850.00
Legal Fees	\$10,000.00

EXPENSES	2022 BUDGET
Luminaries	\$2,600.00
Miscellaneous	\$100.00
Neighborhood Watch	\$500.00
Pond Improvement	
Pond Maintenance	\$4,130.00
PO Box Rental	\$110.00
Storage Unit	\$1,535.00
Taxes-Accountant Fees	\$850.00
-Federal	
-State	
-County	\$300.00
Welcome Packets	\$150.00

EXPENSES	2022 BUDGET
Youth Activities	
After Prom	\$200.00
Santa & Cookies	\$150.00
Easter Egg Hunt	\$275.00
Halloween	\$500.00
Safety Town	\$200.00
Swim Team	\$500.00
Reserve Fund Contrib.	\$30,848.00
Operations Reserve	\$8,875.50
TOTAL EXPENSES	\$143,012.00

TREASURER'S REPORT

2022 Annual Dues Letter



This letter is to inform you that the annual Running Man Community Association, Inc. (RMCA) assessments will remain the same for the 2022 calendar year at \$ 210.00 per lot owned. Annual assessments are due January 1 each year. Any assessments which are not paid within 30 days will be delinquent.

2022 dues payment should be submitted as follows:

- Payment is due and payable by **January 1, 2022, and will be considered delinquent if not received by January 31, 2022.**
- Checks payable to **RMCA** in the amount of **\$ 210.00**
- Mail to: Running Man Community Association
P.O. Box 2114
Poquoson, VA 23662-0292
- Include Running Man street address on the check to ensure proper credit to your account

- All Payments: via online banking, personal check, and such must be postmarked by **January 31** and be submitted for the **2022** dues amount of **\$210.00** to be considered on time.
- Failure to pay your assessment in full by the deadline may result in your account being turned over to our attorney for collections. The initial charge for the demand letter from our attorney will be \$ 192.00, which amount will be added to your account. Such amounts are your responsibility under the governing documents of the Association. Legal fees and costs shall continue to accrue as additional collections efforts are taken until such amount is paid in full.
- To avoid additional charges and / or collections actions, including, but not limited to, the filing of a memorandum of lien against the Lot, please make payments on time.

Note: RMCA will **not** send multiple reminder letters.

Thank you in advance for your assistance.

RMCA Board

ARCHITECTURE CONTROL COMMITTEE



Jon Waechter
Director



Committee Members

- Kyle Aulenbach
- Huck Robinson
- James Wright
- Melissa Shandor

ARCHITECTURE CONTROL



Running Man ACC



- Architecture Control Committee (ACC) focuses on additions or external modifications to the property
- Contact the ACC Chair if you have questions about your project **before you begin your project**. Call/text (740) 706-9666 or email jon.waechter@gmail.com





ACC Submissions

- The ACC Change Request form can be obtained on the RMCA website, then the HOA link.
- Email, call, or text Jon for submission process for quickest response.
- Please include pictures that show the location of the addition, your plat, as well as a detailed description of the project, and check for the \$25 fee made payable to RMCA.



ACC Notes of Interest

- 26 Inquiries / Requests processed in 2021, down from 50 in 2020
- 32 Disclosure Packets
- Revised ACC Standards are being finalized and will be published on the website ASAP. Update includes clarification on new projects, repair vs. replacement, and maintenance of existing structures. It is meant to help preserve the beauty and value in our neighborhood!
- The location of your property may be in a Resource Protection Area (RPA) or a Resource Management Area (RMA) and may slightly vary the ACC Standards, which is why it is important to check with the ACC before any work begins on your project for approval.



Running Man Standards

- Not necessarily specific to Architectural items
- Defines
 - Repair – replacing existing with same color, material, and size – ACC approval not required
 - Replace – same feature, however, new material or color – ACC approval is required
 - New – a permanent fixed structure not existing before – ACC approval is required
- Offers specifics to help homeowners draft plans for certain elements
- Maintenance reminder for certain expectations that do not require ACC approval – free of mold, roofs and gutters free of debris, etc.

COMMUNICATIONS/ WEBMASTER



John Ralls
Director

COMMUNICATIONS/ WEBMASTER



Key Points

- The Communications/Webmaster position includes maintains communications for the RMCA via three official channels: RMCA Signage, Website, RMCA HOA email. Other official correspondence may be sent from the RMCA from time to time.
- The “News and Events” section allows members of the neighborhood to receive timely electronic posts for neighborhood.
- The Communications position also includes/included:
 - Writing RMCA monthly information articles for the Smoke Signal (2021)
 - Changing the neighborhood signs (typically every 4 to 6 weeks)
 - Posting RMCA information on RMCA website (news and events section)
 - Handling the RMCA email account
- The Running Man website, runningmancommunity.com, was designed by RM resident Melissa James of Creative Copy.

COMMUNICATIONS/ WEBMASTER



WEBSITE: <https://www.runningmancommunity.org/>

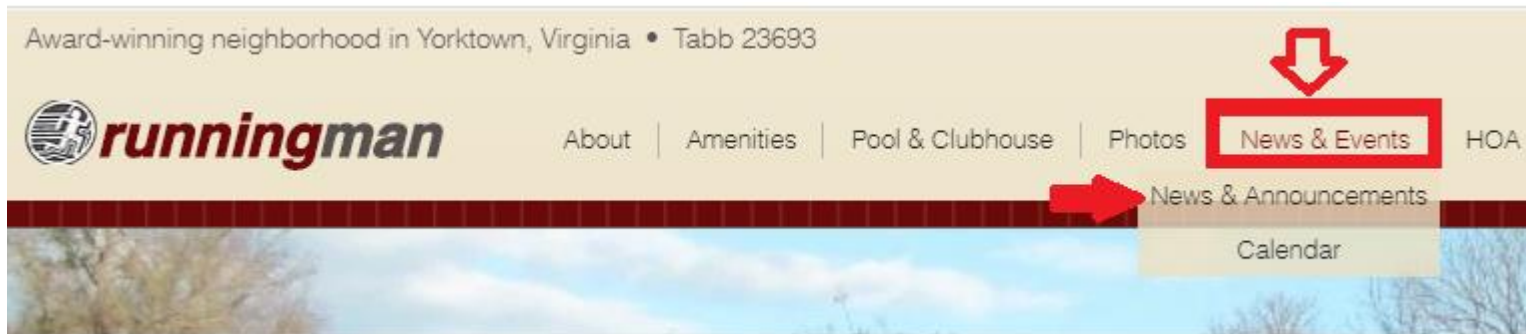


Contact Webmaster: runningmanhoa@gmail.com



HOW TO SIGN-UP FOR EMAIL ALERTS

1. From <https://www.runningmancommunity.org/> select **News & Events**
2. Next select **News & Announcements** from the drop down menu



3. Add your email address to the text block and hit submit.
4. Residents may unsubscribe from the email messages sent when messages are posted to the website.



COMMUNICATIONS/ WEBMASTER



Example Announcement

Award-winning neighborhood in Yorktown, Virginia • Tabb 23693

[About](#) | [Amenities](#) | [Pool & Clubhouse](#) | [Photos](#) | [News & Events](#) | [HOA](#) | [RMRA](#) | [Contact](#)

News & Announcements

Revised Annual Meeting Date: 12/13/2020

As a result of recent changes announced on 11/13 by the VA Governors EO-67, the RMCA HOA is no longer able to hold the annual meeting on ...

RMCA Annual Meeting 12/5 at 3PM EST

This years annual meeting will be held on Saturday 12/5 at 3PM EST. The location will be outdoors. The RMCA will be getting a tent for t...

Subscribe to RMCA Announcements

SUBMIT

Recent Posts

Revised Annual Meeting
Date: 12/13/2020

RMCA Annual Meeting
12/5 at 3PM EST

York-Poquoson Sheriffs
Office Shield Program

Revised Annual Meeting Date: 12/13/2020

As a result of recent changes announced on 11/13 by the VA Governors EO-67, the RMCA HOA is no longer able to hold the annual meeting on 12/5/2020, as originally planned. The RMCA HOA will be providing additional information via mail relative to how the 2020 annual meeting will be conducted in order to remain compliant with the recent executive order. Please standby for additional information from the RMCA board. Thank you and stay safe!!!

Here is the Executive Order issued on 13 November:

[https://www.governor.virginia.gov/media/governorviriniagov/executive-actions/EO-67-SIXTH-AMENDED-and-Order-of-Public-Health-Emergency-Seven---Phase-Three-Further-Adjusting-of-Certain-Temporary-Restrictions-Due-to-Novel-Coronavirus-\(COVID-19\).pdf](https://www.governor.virginia.gov/media/governorviriniagov/executive-actions/EO-67-SIXTH-AMENDED-and-Order-of-Public-Health-Emergency-Seven---Phase-Three-Further-Adjusting-of-Certain-Temporary-Restrictions-Due-to-Novel-Coronavirus-(COVID-19).pdf)

COVENANTS



Kyle Aulenbach
Director

COVENANTS



- Covenants Director: Kyle Aulenbach
 - 103 Tuckahoe Trace; kaulenbach@gmail.com; 757-504-5404
 - Completing first year on HOA board; will continue as Covenants director
- Covenants' purpose
 - Maintain property values and minimize annoyance, distraction or offensive property use
- Board's current covenants philosophy
 - Pragmatic enforcement of clear-cut covenants violations mixed with polite engagement on less-clear issues
- What I ***DON'T*** do
 - Drive around specifically looking for violations
 - Walk onto your property to inspect something
- What I ***DO*** do
 - Respond to complaints I've received from Running Man residents (~19 this year)
 - Most common infractions: Signs, trailers, boats and RVs in driveways
 - Engage residents on issues I happen to notice while traversing the neighborhood

LANDSCAPE/COMMON AREAS



Phillip Jones
Director

Duties of the Landscape Director



- ✓ Attend Board of Directors monthly meetings
- ✓ Monitor contractors
- ✓ Recommend improvements
- ✓ Oversee new plantings, signs and entrance lighting
- ✓ Provide assistance to the board and members
- ✓ Maintain fiscal records
- ✓ Operate within the budget

2021 Year-End Review



- ✓ Oversaw maintenance bushes, trees and plants in common area
- ✓ Oversaw installation of bushes, and plants (perennials and annuals)
- ✓ Worked with Grasswackers Inc. weekly during the summer to optimize grass
- ✓ Continued monitoring contract with Grasswackers Inc.
- ✓ Install and remove wreaths at all RM entrances for the holiday season

2021 Year-End Review



- ✓ Replaced ground cover (Mulch) in both playgrounds and workout stations along walking trail
- ✓ In the process of removing partial and repairing partial split rail fence
- ✓ Replaced Crepe Myrtle and rose bush in median @ RM and Chuckatuck
- ✓ Addressed inquiries from members concerning landscaping and common area issues

Running Man HOA Board 2021 Summary of Actions Overview



- ✓ Updating Running Man's Governing Documents; Covenants, By-Laws, Articles of Incorporation (Feb 2020 to present)
- ✓ Replaced neighborhood security cameras for functionality, visibility, clarity, and ease of use. (Jan 2021)
- ✓ Entered in to new contract with N2 Publishing for Running Man Smoke Signal to resume publication with new Editor Courtney Obland (Jan 2021)
- ✓ Published new Running Man Resident Directory (March 2021)
- ✓ Worked with DISH to gain additional funds for neighborhood (June to present)
- ✓ Reviewed Neighborhood's Long-Range Financial Posture (Sept 2021)

Christmas Luminaries



- **Need Volunteers to:**

- ✓ *Pack and Deliver (high school and up) at the Clubhouse* *Dec 12th*
- ✓ *Put candles out in Common Areas* *Dec 24th*
- ✓ *Pick up candles from Common Areas* *Dec 26th.*

- Sand Delivery *~Thurs, Dec 10th*

- Luminaries Inclement weather decision will be posted on the Next Door Neighbor App and Running Man website.

- **If you're not going to be home, need help, or are able to volunteer please notify Jon Waechter via text or call @ (740)706-9666.**

ELECTION OF OFFICERS



➤ Current Nominees

- Eric Todhunter
- Doug Knox
- Gail Astor
- Jon Waechter
- Phil Jones
- Kyle Aulenbach
- **OPEN**
- **OPEN**
- **OPEN**

➤ Nominations from the Neighborhood – If you're interested in joining the CY2022 RM HOA Board please let us know.

➤ Vote



Thanks for Your Support

and

Happy Holidays

from the

Running Man Community Association

Board