



# **Stafford's Farm HOA**

## **BOARD OF DIRECTORS MEETING**

Monday June 17, 2025 – 7:00 p.m.

This meeting will be held virtually via Zoom:

<https://us06web.zoom.us/j/81077832130>

Dial in #: +1-646-931-3860

Meeting ID: 810 7783 2130

### **Agenda**

- I. **Determination of Quorum**
- II. **Call to Order**
- III. **Approval of Agenda**
- IV. **Review and Approval of Previous Meeting Minutes**
  - a. August 5, 2024
- V. **Manager's Report**
  - a. Current Financials – May 2025
- VI. **Board Reports**
  - a. President's Report
  - b. Treasurer's Report
  - c. Director of Grounds Report
  - d. Director of Communication Report
  - e. Director of ARC Report
- VII. **New business**
  - a. Approve transfer of reserve funds to CD
  - b. Delinquency Collection Process
  - c. Approval of Tree Removal Proposal
- VIII. **Owner's Forum**
- IX. **Next Meetings**
- X. **Adjourn**



# **Stafford's Farm HOA**

## **BOARD OF DIRECTORS MEETING**

Monday Aug 5, 2024 – 7:00 p.m.

220 Professional Park Drive Blacksburg, VA 24060

### **Minutes**

- I. **Determination of Quorum** – A quorum was established with 4 of the 5 board members in person
- II. **Call to Order** - President Grant Duncan (zoom) called the meeting to order at 7 p.m.
- III. **Approval of Agenda** – The agenda was reviewed and a motion was made by Jonathan to approve the agenda as distributed. Motion was seconded by Tim, approved by acclamation
- IV. **Review and Approval of Previous Meeting Minutes** – Feb 22, 2024 – Minutes were reviewed and a motion was made by Doug to approved. Motion seconded by Jonathan. Approved by acclamation.
- V. **Manager's Report**
  - a. Current Financials – July 31, 2024 – John with Townside reviewed the financials. We currently have several houses with past due assessments. John to follow up with letters to these owners and if no action results he will file warrants in debt.
  - b. Association status review – John provided a status report of the findings on documents, etc.
- VI. **Unfinished Business** - none
- VII. **New business**
  - a. Budget update 2024, 2025 - John went over the different components of the budget. He will get updates on anticipated costs for 2025 and prepare a draft budget for review and approval at the next board meeting. We discussed
  - b. Fiscal year change to Jan – Dec
  - c. Tax filing plans
  - d. Complaint form resolution
  - e. Electronic communication resolution
  - f. Dpor filing
  - g. Moving extra funds to a cd, money market acct

## Balance Sheet

**Properties:** Staffords Farm Homeowners Association, Inc. - c/o Townside Community Management, Inc. 210 Professional Park Drive  
Suite 15 Blacksburg, VA 24060

**As of:** 05/31/2025

**Level of Detail:** Detail View

**Include Zero Balance GL Accounts:** No

Account Name	Balance
<b>ASSETS</b>	
<b>Cash</b>	
<b>Cash</b>	
Cash in Bank-1	16,195.10
Staffords Farm-Alliance Bank CD#7715295419 -4.25% -04/04/25	5,104.87
<b>Total Cash</b>	<b>21,299.97</b>
<b>Total Cash</b>	<b>21,299.97</b>
<b>TOTAL ASSETS</b>	<b>21,299.97</b>
<b>LIABILITIES &amp; CAPITAL</b>	
<b>Liabilities</b>	
<b>Liabilities</b>	
Prepayments	90.00
<b>Total Liabilities</b>	<b>90.00</b>
<b>Total Liabilities</b>	<b>90.00</b>
<b>Capital</b>	
Appfolio Retained Earnings	-3,706.55
<b>Equity</b>	
Retained Earnings	20,319.66
<b>Total Equity</b>	<b>20,319.66</b>
Calculated Retained Earnings	4,596.86
<b>Total Capital</b>	<b>21,209.97</b>
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>21,299.97</b>

## Annual Budget - Comparative

**Properties:** Staffords Farm Homeowners Association, Inc. - c/o Townside Community Management, Inc. 210 Professional Park Drive Suite 15 Blacksburg, VA 24060

**As of:** May 2025

**Additional Account Types:** None

**Level of Detail:** Detail View

Account Name	MTD Actual	MTD Budget	MTD \$ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
<b>Income</b>									
<b>INCOME</b>									
Dues	6,540.00	10,800.00	-4,260.00	-39.44%	6,721.00	10,800.00	-4,079.00	-37.77%	10,800.00
Interest Income - Bank	0.00	0.00	0.00	0.00%	105.79	0.00	105.79	—	0.00
HOA Disclosure Packet Income	317.00	0.00	317.00	—	317.00	0.00	317.00	—	0.00
<b>Total INCOME</b>	<b>6,857.00</b>	<b>10,800.00</b>	<b>-3,943.00</b>	<b>-36.51%</b>	<b>7,143.79</b>	<b>10,800.00</b>	<b>-3,656.21</b>	<b>-33.85%</b>	<b>10,800.00</b>
<b>Total Operating Income</b>	<b>6,857.00</b>	<b>10,800.00</b>	<b>-3,943.00</b>	<b>-36.51%</b>	<b>7,143.79</b>	<b>10,800.00</b>	<b>-3,656.21</b>	<b>-33.85%</b>	<b>10,800.00</b>
<b>Expense</b>									
<b>EXPENSE</b>									
<b>Administrative Expenses</b>									
Management Fees	278.17	278.17	0.00	0.00%	1,390.85	1,390.85	0.00	0.00%	3,338.00
HOA Adm./Operational Fee	90.00	45.00	-45.00	-100.00%	225.00	225.00	0.00	0.00%	540.00
Postage/Mailings	31.05	16.67	-14.38	-86.26%	76.08	83.35	7.27	8.72%	200.00
Legal & Accounting	0.00	20.83	20.83	100.00%	0.00	104.19	104.19	100.00%	250.00
Website / Internet Services	0.00	8.33	8.33	100.00%	0.00	41.66	41.66	100.00%	99.97
Taxes & Licences	0.00	16.67	16.67	100.00%	0.00	83.35	83.35	100.00%	200.00
<b>Total Administrative Expenses</b>	<b>399.22</b>	<b>385.67</b>	<b>-13.55</b>	<b>-3.51%</b>	<b>1,691.93</b>	<b>1,928.40</b>	<b>236.47</b>	<b>12.26%</b>	<b>4,627.97</b>
<b>Total EXPENSE</b>	<b>399.22</b>	<b>385.67</b>	<b>-13.55</b>	<b>-3.51%</b>	<b>1,691.93</b>	<b>1,928.40</b>	<b>236.47</b>	<b>12.26%</b>	<b>4,627.97</b>
<b>Grounds</b>									
Weed Control/ Fertilization	500.00	83.33	-416.67	-500.02%	500.00	416.69	-83.31	-19.99%	1,000.00
Path Maintenance	0.00	41.67	41.67	100.00%	0.00	208.35	208.35	100.00%	500.00
Grounds Maintenance	0.00	333.33	333.33	100.00%	355.00	1,666.69	1,311.69	78.70%	4,000.00

Annual Budget - Comparative

Account Name	MTD Actual	MTD Budget	MTD \$ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Total Grounds	500.00	458.33	-41.67	-9.09%	855.00	2,291.73	1,436.73	62.69%	5,500.00
Total Operating Expense	899.22	844.00	-55.22	-6.54%	2,546.93	4,220.13	1,673.20	39.65%	10,127.97
Total Operating Income	6,857.00	10,800.00	-3,943.00	-36.51%	7,143.79	10,800.00	-3,656.21	-33.85%	10,800.00
Total Operating Expense	899.22	844.00	-55.22	-6.54%	2,546.93	4,220.13	1,673.20	39.65%	10,127.97
NOI - Net Operating Income	5,957.78	9,956.00	-3,998.22	-40.16%	4,596.86	6,579.87	-1,983.01	-30.14%	672.03
Total Income	6,857.00	10,800.00	-3,943.00	-36.51%	7,143.79	10,800.00	-3,656.21	-33.85%	10,800.00
Total Expense	899.22	844.00	-55.22	-6.54%	2,546.93	4,220.13	1,673.20	39.65%	10,127.97
Net Income	5,957.78	9,956.00	-3,998.22	-40.16%	4,596.86	6,579.87	-1,983.01	-30.14%	672.03

# CD and IRA Specials

Term	Interest Rate	Annual Percentage Yield	
3 Month	3.93%	4.00%	<a href="#">Schedule an Appointment</a>
6 Month	3.93%	4.00%	<a href="#">Schedule an Appointment</a>
13 month	3.69%	3.75%	<a href="#">Schedule an Appointment</a>
19 month	3.69%	3.75%	<a href="#">Schedule an Appointment</a>

SECTION 7. Effect of Nonpayment of Assessments: Remedies of the Association. Any assessment not paid within thirty (30) days after the due date shall bear interest from the due date at the rate of fifteen percent (15%) per annum. The Association may bring an action at law against the Owner personally obligated to pay the same, or foreclose the lien against the property. No Owner may waive or otherwise escape liability for the assessments provided for herein by abandonment of his Lot.

SECTION 8. Subordination of the Lien to Mortgages. The lien of the assessment provided for herein shall be subordinate to the lien of any first mortgage. Sale or transfer of any Lot shall not affect the assessment lien. However, the sale or transfer of any Lot pursuant to mortgage foreclosure or any proceeding in lieu thereof shall extinguish the lien of such assessments as to payments which became due prior to such sale or transfer. No sale or transfer shall relieve such Lot from liability for any assessments thereafter becoming due or from the lien thereof.

SECTION 9. Exempt Property. All properties dedicated to, and accepted by a local public authority and all properties owned by a charitable or nonprofit organization exempt from taxation by the laws of the State of Virginia shall be exempt from the assessments created herein. However, *no* land or improvements devoted to dwelling use shall be exempt from said assessments.

## ARTICLE V

### ARCHITECTURAL CONTROL

No improvements, alterations, repairs, excavation or other work which in any way alters the exterior appearance of any property within the Properties or the improvements located thereon from its natural or improved state existing on the date such property was first conveyed in fee simple by Declarant to a non-Declarant, shall be made or done without the prior approval of the Architectural Control Committee, except as otherwise expressly provided in the Declaration.

1 BOOKS AND RECORDS

2 The books, records and papers of the Association shall at all times, during reasonable business  
3 hours, be subject to inspection by any member. The Declaration, the Articles of Incorporation and the  
4 By-Laws of the Association shall be available for inspection by any member, where copies may be  
5 purchased at reasonable cost.

6 ASSESSMENTS

7 As more fully provided in the Declaration, each member is obligated to pay to the Association  
8 annual and special assessments.

9 CORPORATE SEAL

10 The Association shall keep the corporate seal.

11 AMENDMENTS

12 These By-Laws may be amended, at a regular or special meeting, of the members, by a vote of  
13 two-thirds (2/3) majority of a quorum of members present in person or by proxy.

14 In the case of any conflict between the Articles of Incorporation and these By-Laws, the Articles  
15 shall control; and in the case of any conflict between the Declaration and these By-Laws, the Declaration  
16 shall control.

17 MISCELLANEOUS

18 The fiscal year of the Association shall begin on the first day of March and end on the last day of  
19 February every year, except that the first fiscal year shall begin on the date of incorporation.





3000 Peppers Ferry Road  
Radford, VA 24141  
tel: 540-382-0788 fax: 540-382-5992

# Estimate

Date	Estimate #
5/28/2025	9511

Name / Address							
Townside Property Management 220 Professional Park Dr. Blacksburg, VA 24060		P.O. No.	Terms	Rep	Project		
		NRV-C	Net 30	BDG	Staffords Farm		
Qty	Description	Rate		Total			
	Scope of Work:  Townside 75 Almetta Ave Christiansburg, VA 24073  -(Overview of Project Main Objectives) *Removal of 2 failing Black Locust stems behind the home behind shed. -Trees are partially uprooted with one stem hung in adjacent Oak tree and 2nd stem resting on roof line of building. -Pre-existing property damage is present on building from tree. -Access through double gate on right side of the home and/or through neighboring property. Atrium lift would be used to remove tree in sections. -Rigging and other measures of positive control shall be used when removing the trees. Mini-skid would be used for positive control and removing trunk wood. -Adjacent Oak trees may need to be trimmed to promote drop zone.  *All debris is let lay. Neighboring property owner will dispose of all debris.  -Equipment Access: Use caution on the driveway and/or shoulder of roadway- Limit access from driveway and/or shoulder of roadway to lawn areas to limit turf repair as needed. If possible, keep equipment on lawn areas and traverse same area to limit areas being accessed.  -Visual Aid: Pictures  -(Description of specialized equipment/precautions) *Storm damage *Wood under tension						
Thank you for your consideration.		Signature		<b>Total</b>			



3000 Peppers Ferry Road  
Radford, VA 24141  
tel: 540-382-0788 fax: 540-382-5992

# Estimate

Date	Estimate #
5/28/2025	9511

Name / Address			
Townside Property Management 220 Professional Park Dr. Blacksburg, VA 24060		P.O. No.	Terms
		NRV-C	Net 30
		Rep	Project
		BDG	Staffords Farm
Qty	Description	Rate	Total
	*Rigging		
Thank you for your consideration.		Signature	<b>Total</b>



3000 Peppers Ferry Road  
Radford, VA 24141  
tel: 540-382-0788 fax: 540-382-5992

# Estimate

Date	Estimate #
5/28/2025	9511

Name / Address					
Townside Property Management 220 Professional Park Dr. Blacksburg, VA 24060		P.O. No.	Terms	Rep	Project
		NRV-C	Net 30	BDG	Staffords Farm
Qty	Description	Rate	Total		
	GENERAL CONDITIONS				
1	Mobilization Fee	150.00	150.00		
	EQUIPMENT				
1	Atrium Lift / day	185.00	185.00		
	TREE REMOVAL				
	SCOPE: Service of cutting down the tree, removing all of the branches, trunk wood and leaving only the stump.				
40	Removal of 2 Locusts stems	60.00	2,400.00		
	GENERAL NOTES				
	NOTE: This is an estimate. Site conditions not readily accessible or undiscoverable at the time of estimation that require additional labor and materials may incur additional fees.				
	NOTE: Estimated duration of project is [days / weeks / months] with no weather delays, additions, material/equipment delays, or other unforeseen scenarios that increase the duration of the project.				
	NOTE: Unforeseen delays, additional machinery, rental equipment, labor and work stoppage related to unforeseen safety issues during the project will incur additional fees. EX: Stem/Branch Fractures, Cavities, New Hazards, Bees, ect....				
Thank you for your consideration.		Signature		<b>Total</b>	



3000 Peppers Ferry Road  
Radford, VA 24141  
tel: 540-382-0788 fax: 540-382-5992

# Estimate

Date	Estimate #
5/28/2025	9511

Name / Address			
Townside Property Management 220 Professional Park Dr. Blacksburg, VA 24060		P.O. No.	Terms
		NRV-C	Net 30
		Rep	Project
		BDG	Staffords Farm
Qty	Description	Rate	Total
	Terms: To proceed with work, please contact your sale representative and remit a signed estimate to Valley Tree. *We will follow up with scheduling and work confirmation. *We shall furnish all of the materials and perform all of the work shown on the estimate in a timely and professional manner. *Estimated price is subject to change based on change in work scope and materials per verification of site condition and client request. *Weather related delays may occur and client will be notified. *Valley Tree will not be responsible for unforeseen damages to property or unmarked underground utilities that occur within the area of the requested work. *Valley Tree is not responsible for damages to hard surfaces and personal property that is in the path of access to the work requested. Repairs to - but not limited to - driveways, sidewalks, utilities, planting beds, and lawn areas not included in the estimate prior to work beginning on site is the financial responsibility of the client. Estimates for these repairs are available upon request. *It is the homeowner's responsibility to verify your property boundaries prior to work being performed by Valley Tree to avoid any legal disputes. *Cabling and Bracing services are used to reduce risk of failure and are not guaranteed to prevent failure.	0.00	0.00
Thank you for your consideration.		Signature _____	
		<b>Total</b> \$2,735.00	

**From:** [Alex Bush](#)  
**To:** [Elijah Willis](#)  
**Subject:** Re: Stafford Farms - 75 Almetta Tree Work  
**Attachments:** [image001.jpg](#); [image002.png](#);  
**Sent:** 6/10/2025 1:36:33 PM

---

Looks fine to me.

Good to go!

On Tue, Jun 10, 2025, 11:58 AM Elijah Willis <[elijah@tcmteam.com](mailto:elijah@tcmteam.com)> wrote:

Good Morning Alex,

Attached is the proposal from Valley Tree that Staffords Farm HOA would recommend that we proceed with. After meeting with multiple contractors Valley Tree demonstrated the best understanding and capability to remove the trees that have fallen toward your property. I would like to propose the total cost of this project - \$2,735 be split 60-40, we appreciate you and your neighbor offering to take the wood from this project that helped save on costs. The total amount we would be requesting from you is \$1,094 and Staffords Farm HOA would pay the remaining \$1,641.

At the end of this contract please read the liability clause that would hold Valley Tree harmless in the event of damage during the project. Stafford Farm would also like to have included that you and your neighbor would not hold the HOA liable for any damages that could result from the tree removal. After speaking with Valley Landscape, the only potential damage may come to the landscape where the machinery is brought in while accessing the tree - this may cause some small divots in the landscape. Valley wants to perform the work on June 30<sup>th</sup>, but the weather will be a factor. Valley will want a few days of dry weather to help minimize the impact of bringing in the equipment and potentially harming the landscape.

Please review and get back to me with any questions or concerns you may have. I appreciate your help and cooperation through this process and I am hopeful we have found an ideal solution for all parties.

Regards,

Elijah Willis, CMCA

Community Manager

c: 540-739-0801

o: 540-554-3003

<https://townsidecommunitymanagement.com/>

