

**Board of Directors Meeting
Minutes of January 11, 2017**

Present: Kim Stowell, Jennifer Tobin, Andrea Talavera

The general session was called to order at 6:45 pm by President Kim Stowell.

Hearings

Homeowners with violations from the Architectural Inspections were invited to a hearing to contest violations on this date. No homeowners affected attended the hearing or communicated a request for an alternative date/time and are therefore considered to have waived their right to a hearing.

- 13134K – Trash Can Violation; Kim motions to assign \$50 fine, Jen seconds. Motion carries, \$50 fine assessed.
- 13172K – Trash Can Violation, Weeds in Landscaping; Kim motions to assign \$50 fine for each violation, Jen seconds. Motion carries, \$100 fine assessed.

Review of Meeting Minutes

- Kim motions to approve December minutes, Jen seconds. All concur, motion carries.

Premium Contract

- Kim motions to accept Premium contract for 2017 for \$4,932 (\$411/mo.) with acceptance of additional charges for seasonal color (\$325 fall & spring), aeration & seeding (\$380), and new soil amendments for common lot (\$485). Jen seconds, motion carries. Andrea will sign contract on Board's behalf.

Retention Pond

- Kim motions to accept Premium's proposal to clean up the retention pond area for contract price of \$1,195. (Work will include removal the unwanted debris, grass and small trees 10' from the chain-link fence. The debris will be removed from the community.) Jen seconds, motion carries.
- Kim provided Andrea with the key to lock for area. Andrea will meet with Premium to ensure/verify area & work to be done.

Entrance Stones

- Andrea has emailed the representative to find out if warranty is offered. Will select proposal at next meeting.

Solar Life

- Andrea has emailed Capitol Sun with questions about battery life, awaiting reply.

Poop911

- Reduce service to bi-weekly, increase as needed in spring (March?)

- Company doesn't not provide reminder signs/stickers for placement

Common Lot

- Andrea will contact representative from Premium to meet to discuss possible options for adding landscaping to common lot. Looking to get several ideas of landscape options to help improve appeal/aesthetics of the main lot that won't impede use or require substantial upkeep.

Draft Audit Review

- Board members & management reviewed audit , Andrea will contact CPA to determine if any further action is required on Board's part to complete the audit.
- As per comments in audit, Andrea will have controller contact IRS about possible refund due to overpayments made by SCS
- As per comments in audit, future meeting minutes will include contract totals for all approved expenses

HOA Website

- Kim will email Thorman about getting log-in active, Andrea will act as admin to create log-in
- Andrea will put together list of documents that should be available on website
- Will continue to work on adding the following information:
 - Minutes, governing docs, architectural guidelines, applications, newsletters (Need to send to Thorman)
 - Will add contact for management company
 - Would like to add log-in (verified by property address, mailing address) capability for certain aspects of page
 - Would like to add calendar, Facebook link, and community page (services, businesses, in search of – community bulletin board)

Newsletter

- Jen will get newsletter put together and sent to Andrea for mailing by mid-January.

Summit School Cul-de-sac

- Jen will reach out to Supervisor Ruth Anderson's office to see if assistance with drag racing/ community speeding is available. If not, will attempt to contact PWC police for assistance at end of January.

The meeting closed at 8:19 pm.

*Holiday Party Debrief located at end of document

Action Items:

Kim

- Email legal about how we can enforce overgrown lawns more quickly
- Email Thorman about getting website login active

Thorman

- Continue work on website

Jen

- Monitor open violations
- Newsletter
- Contact Supervisor Anderson/Police
- Email Andrea 2014/2015 minutes

Andrea

- Contact Premium about common lot landscaping
- Follow-up with Capitol Sun (battery life) & masonry work questions
- Contact IRS

2016 Holiday Party Debrief

Total Expenditures for the party: \$901.97

Decorations: \$88.86 Space: \$300 Food: \$381.55 Party Favors \$131.56

Space Used: Silo Center at New Hope Church located at 8905 Ox Rd ~ Lorton, VA 22079. This space can accommodate up to 50 people and included use of their soda fountains and indoor play area. The rental was for a 2 hour party plus a ½ hour set up and a ½ hour take down. The rental also included tables for food and tables and chairs set up for guests. The board felt very happy with the space and felt it worked extremely well for the party.

Food: Food for the party was catered by Noodles and Company and included delivery and set up. The board supplemented some extra desserts. The board felt that the food worked very well and that all guests were happy with the choices offered.

Decorations: Party decorations were purchased and set up by board members with the help of an additional volunteer from the community. They included helium balloons, table clothes, center pieces, and streamers. The board blew up the balloons at the party using a tank, this worked well but we felt that perhaps we used too many for there seemed to be many more left over balloons than we knew what to do with! A board member brought an IPOD and a portable speaker and played holiday music for the duration of the party.

Party Favors: The board purchased small favors for children who attended the party – this included a holiday paper cup with a candy cane, pencil, pencil sharpener, eraser, and stickers. The board also purchased 4 \$25 gift cards as door prizes (one entry per household). The board felt very happy with how the party favors were received.

Ways to improve: A total of 10 families from the community participated in the party, as this was our first holiday party we were happy with the turn out but hope to build on it in the coming years. The board also feels that further advanced notification of the party in the future would also be helpful.