

**Board of Directors Meeting
Minutes of October 18, 2017**

Present: Kim Stowell, Jennifer Tobin,

The general session was called to order at 6:38 pm by President Kim Stowell.

Review of Meeting Minutes

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

Old Business/Outstanding

- Solar Lights – Verify if Andrea has contacted Capitol Sun about timers. Still not verified if corrected as of 10/18
- Need to purchase \$25 gift card for Walter Serrano as compensation/thank you for electric use during BBQ
- Documents need to be uploaded to website. Ask Andrea if she is able to assist with this task.
- Cars Parking on Sidewalks – Kim will email legal about best way to correct in timely manner
- Board is still working on drafting letter to legal about how we'd like to deal with overgrown lawns in a more timely manner to see if the procedure is allowable by governing documents
- Poop 911 – Reduce service to every other week beginning November 1st.
- Lamp Post Notice – The Board approves the notice pertaining to the addition of lamp posts being in working order. Andrea please mail ASAP.
- No Parking Signs – Need to follow-up with Andrea to see if she contacted legal about Board's authority to enforce no-parking signs on pipe stems. If it is the Board's responsibility, need to know the correct method to enforce.
- No Loitering Signs – Need to get posts and have installed. Board will look online to see available options.
- Board approved payment of outstanding Premium & Legal invoices

Gazebo Placement

- Kim and Jen walked over to the common lot to determine placement. When facing the lot from the sidewalk, the gazebo will sit slightly behind and to the right of the garden bed. Once completed, a pathway leading from the sidewalk to the gazebo will be installed between the garden bed and community sign. Will provide a photo showing exact placement.
- Board will review concrete proposals when they are sent in order to have project completed ASAP.

1928 Brooke Farm Design Application – Application is incomplete. Board is not able to vote on it at this time. Homeowners must submit 1.) An official house survey plat showing location of the new fence; 2.) Information on the style to be constructed (should be similar to neighbors)

1908 Brooke Farm – Kim motions to approve the payment plan as proposed by the homeowner with the stipulations included by legal, Jen seconds. All concur, motion carries.

- The Board considered and understands legal's reasoning for advising to not accept the proposal however due to the length of time the matter has been unresolved and the continued accumulation of debt, the Board feels at this point it is better to a binding term of payment rather than no payment at all.

Inspection – Fall inspection was completed. Board requested all violations be sent to homeowners as is. Follow-up inspection will need to occur in early November.

Kinnicutt Parking – The Board has received several complaints about the hazards of cars parked on both sides of the road around the bend on Kinnicutt. This forces vehicles to drive in the middle of the road and creates a line of sight hazard.

- Jen filed a complaint with VDoT. Representative contacted to inform that in his opinion adding no parking signs to the bend on Kinnicutt would cause a further increase in speeding and advised against removing on-street parking.
- Board can discuss at a later date if issue continues.

Holiday Party – The deposit was made to reserve the date of December 16th from 1-4pm at the Silo Center.

- Jen will update the flyer used for last year and send to Andrea for mailing in mid-December.
- Kim will get Party City items & plan order from Noodle's & Co as used last year

Upcoming Meetings

- Annual Meeting – November 1st with sign-in beginning at 6:45pm. Kim will put together Board notes for year in review.
- December Meeting – will be moved to 12/6/17. Will notify Thorman and Andrea of the change.

The meeting closed at 7:45pm.

