

**Board of Directors Meeting  
Minutes of April 12, 2017**

**Present:** Kim Stowell, Jennifer Tobin, Thorman Jerry, Andrea Talavera

The general session was called to order at 6:40 pm by President Kim Stowell.

**Review of Meeting Minutes**

- Kim motions to approve February minutes, Jen seconds. All concur, motion carries.
- As the Board did not meet in March, a summary was provided detailing all issues and actions for the time period to provide record. Kim motions to approve the summary, Thorman seconds. All concur, motion carries.

**American Disposal**

- As per the contract agreement of a 3% annual increase in service cost, the cost for waste disposal has increase \$30/month.

**Entrance Stones**

- The right side light when entering the community is very dim. Board has asked Andrea to contact Capitol Sun to see about fixing the problem. Jen will email Andrea a photo of the solar lights that shows the difference between the sides for her to forward.

**13141 Habrown Ct**

- Homeowner submitted architectural application for a deck and fence however the work was completed prior to receiving Board approval.
- The fence has received complaints from nearby residents concerned that its location and style present safety concerns at the Habrown/Brooke Farm intersection
- The Board will continue to discuss the issue via email to allow for time to look at and review the situation.
- Andrea will contact legal to verify the Board's authorized actions for possible removal or fines for the structures.

**Storm Pond Deficiencies**

- As of 4/12/17 all work has been completed to resolve any deficiencies noted at the 3 pond sites by Prince William County. Andrea will contact the county to inform them the work is done and schedule a re-inspection as needed.

**Litter Patrol**

- The Board reviewed the proposal for litter services. Kim motioned to accept the proposal, Thorman seconds. All concur, motion carries.
- Andrea will schedule service with Poop911 in the amount of \$54.95/hour for 3 hours.
- Andrea will send a map of areas to concentrate on for Board approval before scheduling.

### **May Inspection**

- The annual inspection will take place in mid-May. Notice of the inspection will be sent out in the newsletter.
- The Board reviewed the checklist with Andrea and included light fixtures to the list of common issues

### **HOA Website**

- On hold until after tax season.

### **Legal**

- The Board is having issues with timely and thorough responses from legal when questions are asked. If the situation does not improve, it may be necessary to look for new services.

### **Yard Sale**

- Date set for May 20. Board will provide signs & advertising as prior year. Jen will update flyer for mailing and send to Andrea ASAP.

### **Newsletter**

- Jen will complete and send to Andrea ASAP for mailing

### **BBQ**

- Board set a date for June 17, rain date TBD
- Thorman will check on bounce house rental & Kim will email Walter about using power
- Kim has décor & games from previous BBQ but will need to purchase helium & paper goods. Further discussion and planning at May meeting.
- Jen will update flyer and send to Andrea for mailing

### **July Meeting**

- Change of date to July 19

### **Movie Showing at Common Lot**

- Previous community option that was discussed, Kim will look into license requirements.

The meeting closed at 7:50 pm.

**Executive Session** – Board approved the use of private investigator for the cost of \$95 to search for accounts for 1908BF. If no accounts found, no charge.

## Action Items:

**Kim**

- Look at fence
- Look into movie license requirements

**Thorman**

- Check on Bounce house for BBQ

**Jen**

- Finish newsletter
- Update BBQ & Yard sale flyers
- Place community sign
- Send Andrea picture of entrance stones

**Andrea**

- Ask legal for update on accounts
- Schedule litter patrol (send map to Board for approval first)
- Contact Capitol Sun about dim light on right side
- Community mailings once received
- Approve PI use with legal

