

**Board of Directors Meeting  
Minutes of July 19, 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 June minutes, Thorman seconds. All concur, motion carries.

**Old Business/Outstanding**

- Solar Lights – Andrea will pursue, already sent an email requesting work be completed by 7/21. Will follow up as needed. Still need to have bulbs corrected to match color & timer on right set to match left
- 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

**New Business**

- Draft Audit – Board did not have time to review due to time constraints for the meeting, will review and submit any questions via email prior to next meeting, must be prepared to vote NLT next meeting
- Gazebo – 6 proposals presented for review, Board will discuss at next meeting
- Mailboxes – there are several non-conforming mailboxes in the neighborhood, mostly installed after inspection to correct mailbox violations, Board will discuss at next meeting must determine exactly what styles would be allowed

**Review of Mowing Map**

- Board reviewed the mowing map provided by Premium, determined area adjacent to the Calhoun's house was not included & an area on Kinnicutt should not be mowed, also increased the areas around Drew Hunt retention pond

**Architectural Application**

- There is no application on file for fence construction at 1928 Brooke Farm Ct, Board has requested Andrea send notice requiring application before any further construction & violation for fence posts

**Inspection**

- Andrea informed Board cost to add fall inspection would be \$400
- Adding fall inspection would help with correcting lawn violations and follow-up with outstanding violations in general

**Welton Mews**

- Board approved purchase of new sign for pipestem from HD Supply in the amount of \$71.44, Andrea will verify addresses are correct before submitting order

**Ms. Hjort**

- Due to the circumstances presented to the Board via email, the Board has agreed to waive the violation fines with the exception of mail costs of \$15 for one this one time only exception

**Brooke Farm Cul-de-sac**

- Board was informed by VDoT that they are unable to place a no parking sign unless a sight line hazard exists, recommended the HOA petition the BoCS to request signage be placed, also recommended calling police for every issue
- Board will look into possibility of "No Loitering" sign placement, Andrea will review HOA property lines to determine where it could be placed
- Jen will draft letter to Supervisor Anderson about assistance with no parking/tow signs

Next meeting will be August 9 at 6:30pm.

The meeting closed at 8:45pm.

The regular meeting closed for an executive session from 7:00 pm to 8:00pm. A homeowner had requested a private meeting with the Board to discuss issues that are currently being handled by legal on behalf of the HOA.

**Action Items:**

<b>Kim</b>	- Purchase gift card for Walter - Draft email to Valerie	-review draft audit & submit questions -review gazebo proposals -think about mailbox changes
<b>Thorman</b>	- Upload documents to website	
<b>Jen</b>	- Draft letter to Supervisor	
<b>Andrea</b>	-letter to 1928 BF about fence posts -check on no loitering sign price and areas for placement - follow-up solar lights	

