

**Board of Directors Meeting
Minutes of August 9, 2017**

Present: Kim Stowell, Jennifer Tobin, Thorman Jerry

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

Review of Meeting Minutes

- Kim motions to approve July minutes, Thorman seconds. All concur, motion carries.

Old Business/Outstanding

- Solar Lights – Verify if the timers have been corrected to stay on longer than 2 hours on the right side.
- 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/Need to have complete by September meeting

Gazebo Proposals

- The Board reviewed the 6 proposals obtained from Andrea and the 2 Jen had requested. Kim motions to accept the proposal for a 10' vinyl gazebo from Byler Barns at the current proposed cost of \$7412.55. This included the base model cost \$5400 with the additional options of cupola (\$245), pagoda roof (\$965), and rubber shingles (\$665). The quote also included taxes and delivery charges and a 5% promotional discount that we would have to check if still applicable. Not included in the quote is the option for benches at a cost of \$70 per side which would have to be determined before finalizing the quote. Thorman seconds the motion to proceed with the proposal. All concur and the motion carries.
- Kim will contact Byler Barns and send them the original quote to verify prices and discount availability. She will also check if they take care of permit requirements.
- Jen will contact Elder Ramos at Haijoe Concrete for an estimate.
- The Board will request Andrea to check on permit requirements for concrete slab & gazebo (if necessary) and utility line verification.
- All Board members will think about ideas for landscaping and “curb appeal” surrounding the gazebo

Draft Audit

- The Board reviewed the 2016 draft audit prepared by Goldklang Group and had no questions or concerns. Kim motions to accept the audit as presented and authorize finalization, Jen seconds. All concur, motion carries. Kim will notify Andrea

Inspection

- The Board discussed the option of adding a fall inspection for \$400 to help with correcting continuing lawn violations and follow-up with outstanding violations in general.

- Kim motions to include a fall inspection at a **cost of \$400** plus additional costs for letters as needed, Thorman seconds. All concur, motion carries. Kim will contact Andrea and try to schedule for first week in October prior to annual meeting.
- Kim would like to accompany Andrea on a portion of the inspection to help give the Board an idea of the process and verify the violations and standards the Board would like to focus on for the neighborhood.

Neighborhood Violation Issues

- Overgrown lawns – As we have not been able to get a concrete answer from legal about the actions we can specifically take to correct recurring problems prior to the 45 day allowance for violations, Kim proposes we draft a document specifically for handling overgrown lawns and present to legal for review.
 - Unkempt lawns would receive notice and have 7 days to correct or contact the Board with resolution proposal. Failure to do so would result in lawn being mowed at the owner’s expense within 48 hours following the 7th day.
- Cars Blocking Sidewalk – An on-going problem that presents a safety hazard to people using the sidewalk. The Board would like to consider making this a finable offense per the guidelines. As this is a violation that is easily fixable but a recurring problem for a number of repeat offenders, Kim will check with legal on how to enforce this and what terms the Board would need to give to include in guidelines.

Brooke Farm Cul-de-sac - Board proposed the idea of self-installing 2 no-loitering signs as VDoT will not place no-parking signs. Andrea provided an estimate from HD Supply of approximately \$28 per sign. The Board authorizes Andrea to purchase 2 signs in conjunction with previously authorized Welton Mews sign.

Premium

- Recently provided a “round-up” spray along retention pond fence. It seemed to provide little results in eliminating the vines and growth occurring along the fence. Board will evaluate in November if we need to have it cut-back again to prevent overgrowth.
- Turf Rebuild Proposal – Board has decided to deny this proposal. Over the course of our contract, Premium has not provided dependable results and as a result the Board does not feel confident that this proposal will provide a solution. For these reasons, the Board will consider a new ground maintenance company following the current contract expiration.

13137 Kinnicutt Violations – As the homeowner did attempt to correct the violations and there seems to be a slight communication barrier the Board will reply with the following for this instance only: Although the violations have not been corrected to community standards at this time, we recognize the effort that was made and will be re-evaluating this property in the fall inspection. To avoid future violations and fines please contact management to determine exactly what violations need to be corrected and what full correction entails. For this instance only, the fines will be waived.”

Community Events

- Halloween Costume Parade – Board will consider adding as a small community event in October, will discuss/plan at September meeting
- Holiday Party – Board felt last year was a success and would like to plan event again this year, Kim will contact New Hope for December availability and will discuss plans at next meeting

Mr. Black – To prevent issues, the Board will ask Andrea to provide a standard response to emails from Mr. Black “Thank you for your input on this matter. If it has not already been addressed, the Board will review at the next scheduled meeting.” Will also send guidelines to legal for limiting contact unless questions pertain to his specific account as they HOA is billed by time for these emails.

Annual Meeting – Currently scheduled for October 11, 2017. Jen will be out of town from Oct 6 – Oct 15 and not available for the scheduled date. The next date available for all Board members is October 18. Will need to confirm if this date works for Andrea as well.

Next meeting will be September 13 at 6:30pm.

The meeting closed at 8:45pm.

Action Items:

Kim

- Notify Andrea of Gazebo proposal acceptance, audit approval, fall inspection scheduling, annual meeting date change, 13137K decision, sign approval, Mr. Black guidance
- Contact legal about lawns and cars
- Check with New Hope about party dates available

Thorman

- Upload website docs by next meeting (or send log-in to Jen)

Jen

- Contact Martinez family with cul-de-sac updates
- Newsletter
- Contact Haijoe about concrete

Andrea

- Permit requirements & see above

