

**Board of Directors Meeting
Minutes of September 13, 2017**

Present: Kim Stowell, Jennifer Tobin, Thorman Jerry

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

Review of Meeting Minutes

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

Old Business/Outstanding

- Solar Lights – Verify if Andrea has contacted Capitol Sun about timers. As of 9/8/17 the right light is still off by 11pm.
- 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
- Holiday Party – Kim will email venue about available dates
- 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

Reducing Board Member Workload – Due to the fact that the current Board members have put substantial time and energy into HOA management with extremely limited additional volunteers from the community and each Board member has significant and pressing obligations in their personal lives, the Board members are discussing ways in which workload can be reduced. This may require shifting additional workload to management possibly for increased costs. The Board will discuss our expectations with Andrea and determine what we would like her to take over, the costs associated and a timeline for transferring responsibilities.

Gazebo Placement

- Board agrees to use the approximate location that is show in the original Premium proposal
- Board agreed to use the grey rubber slate shingles
- Due to board member constraints we will ask Andrea to find a concrete company to pour base, Kim has the required measurements from Byler
 - Need to verify if utilities need to check for underground lines
 - Need to determine if zoning permit is required even though a building permit is not

Annual Meeting

- Due to multiple date conflicts in October for Board members and management, the Board proposes holding the annual meeting on November 1 or November 15 at 7pm with sign-in at 6:45pm. Will verify with Andrea if she is available for either date and send minimum 2 week notice to homeowners.

- Ask Andrea to draft a letter for a call for additional volunteers to be sent with meeting notice

Newsletter – The Board will ask Andrea if this is something that she does for other communities and if it is within her scope as the association manager to complete.

Website – Thorman has added Board member access at this point and will create access for Andrea. Board will ask Andrea if she is still able to upload the pertinent documents to the site.

Draft Budget

- The Board reviewed the draft budget and propose the following changes at this time
 - Remove common lot tree removal line
 - Reduce landscape enhancement to \$2,000
- How were the actual numbers provided in the draft determined? The Board is unclear on where these numbers are coming from.

Inspection – The Board agreed to hold a second inspection in early October. Due to issues with clarity on violations, the Board created a chart to show Andrea exactly what the focus should be for this inspection.

AG Application – 13128 Kinnicutt Drive, application for fence. Kim motions to approve, Thorman seconds. All concur, motion carries. Kim will forward the approved application to Andrea.

No Parking Signs on Pipe stems – The Board would like to verify with legal who has the authority to enforce these signs. It is not clear who installed them (HOA, VDOT?) or when they were installed. Will need to verify the proper method for enforcement (Police, towing?) if it falls on the HOA.

Poop911 – Reduce service to every other week beginning November 1st.

Post Lights – As it has been a frequent and continuing complaint as well as a potential safety issue. The Board voted and approved (Kim motioned, Jen second, all approve) to add to the architectural guidelines under the lamp fixture heading that lamp posts will be in working condition and failure to do so will be a fineable violation.

- The Board will ask Andrea to add this to the AG and provide notice of the change in the annual meeting notice.
- As this is a new violation, the Board will give 30 days to correct from the date of notice and then conduct a separate evening inspection. Thorman has tentatively agreed to conduct this portion of the inspection.

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. The Board will file a complaint with VDOT to see if anything can be done to limit parking in this area.

Next meeting will be October 18th at 6:30pm.

The meeting closed at 8:45pm.