

**Westhaven Homeowners Association
2013 Annual Meeting
Thursday, December 12, 2013
John Marshall Library Conference Room**

Roll Call: All Board members present.

Welcome: Eric Woller, President, welcomed homeowners and called the meeting to order at 7:02pm.

Proof of Notice of Meeting: Sealed envelope provided to Board President by Sam Morrison, representative of GHA Community Management, Westhaven's property management company. There were 19 homeowners present and 9 proxies on hand. Quorum confirmed.

Reading of minutes of preceding meeting: Nella Neary motioned to waive the reading of 2012 annual meeting minutes; Steve Verber seconded. Motion approved. Steve Verber motioned to approve the minutes as amended; Greg Fortine seconded. Motion approved.

Reports of Officers of Board of Directors

President's Remarks:

- Introduced Attorney Bill Mason, representative of Segan, Mason and Mason Law Firm. WHOA contract provides for one free meeting/year.
- Highlighted major projects completed during 2013:
 - o Switch from Cardinal to GHA Management Company; thanked Sam Morrison for facilitating the transition.
 - o Switch from Springfield Nursery to Valley Crest Landscape Maintenance. Valley Crest is still getting familiar with the community. Valley Crest also performs snow removal.
 - o Curbs power washed and repainted.
 - o Concrete repairs completed to sidewalks, etc. throughout the community.
- Outlined planned major projects for 2014: drainage issues to be addressed, brick wall repair (tuck pointing), asphalt repair and sealing, wooden fence repair (along Old Keene Mill Road).

Vice President's Remarks: The learning curve for the move to GHA has been fairly smooth thanks to the good job by GHA.

Treasurer:

- As of the end of November 2013 there is a \$30K budget surplus.
- Switch to GHA saved a significant amount and the service is better.
- Current Reserve account balance is \$211K; significant strides have been made to increase the Reserve deposits.

Architectural Control Committee:

- Two committee members resigned in 2013.
- 2014 inspections will be conducted and processed by GHA. The process will be simplified through use of available technology.

Report of Management Agent:

- Inspections will be conducted using a more automated program (smart phone used to access software application). Photos of required repairs will be included with notifications. Inspections

will be more consistent with one person conducting them all. Inspections will begin in April 2014. Inspection process includes three steps:

- 1st: Notice of required repair issued to homeowner.
 - 2nd: Conduct follow-up inspection 30 to 45 days after initial notification.
 - 3rd: Hearings conducted with non-compliant homeowners. All homeowners have the right to a hearing (not all will exercise the right). Homeowners must be notified of hearing via certified mail 14 days in advance. Board must respond to homeowner with decision via certified mail 7 days after the hearing.
- Homeowner Query: Why was there so much time between the 2013 inspection (April) and the notification (August)? Response: Change of management agent.
 - Homeowner Query: Can a list of inspection items be posted to the web site? Homeowner Suggestion: Identify specific areas of focus. Response: Yes, a list will be posted to the web site. Prior to conducting inspections Sam will ask the Board for the top 5 specific items to focus on.
 - Homeowner Query: Does homeowner get notice that repairs are accepted? Response: Not generally, as a rule Sam trusts the homeowner's reply. If it is later determined that the specified repairs were not completed, a hearing will be held.
 - HOA insurance covers common areas within the community and Board members. It does not cover homeowners. Sam is available to provide guidance when homeowners are evaluating insurance coverage.
 - Homeowner Query: Since parking spaces (units without garages) are common areas, who is responsible for injuries in parking spaces (e.g., falls on ice)? Response: Homeowner's insurer contacts HOA insurer for resolution.

Election of members of the Board of Directors: No nominations were made from the floor.

- Steve Verber motioned to nominate Ken Klimpl and Aaron Pagnotti to continue on the Board; Greg Fortine seconded. Motion approved.
- Steve Verber motioned to close nominations; Greg Fortine seconded. Motion approved.
- Since there were no additional nominations Steve Verber motioned to waive secret ballot; Greg Fortine seconded. Motion approved.
- Andy Izaguirre motioned to approve elections by process of acclamation; Nella Neary seconded. Motion approved.

New Business

- Homeowner Query: Explain of delinquency procedure to address vacant property. Response: Mr. Mason described the process of getting a judgment and garnishing wages/assets to recover the delinquency when the property owner is known. When the owner is unknown the process involves foreclosing on the property which is far more expensive and not often pursued. A discussion of the vacant property on Westmore Drive ensued.
- Homeowner Query: How long should it take to get a formal response to an architectural modification request? Response: Normally 45 days when request is properly submitted.
- Homeowner Query: What can a homeowner do when others park in yellow curb areas? Response: Call the police non-emergency number (703.691.2131) to report violation. Fairfax County Police have authority to come into the community to enforce public safety ordinance.

Al Gomez motioned to adjourn meeting; Greg Fortine seconded. Motion approved.

Meeting adjourned at 8:15pm. The next meeting will be January 9, 2014 from 6:30-8:30pm at Richard Byrd Library.