

WHOA Board Meeting
Thursday, April 12, 2018
6:30pm-8:00pm
Richard Byrd Library

Present: Ken Klimpl, President; Judd Ray, Vice President, Andy Izaguirre, Treasurer; Judy Perry, Secretary; Christopher Hayes, GatesHudson Community Management.

Absent: Sarah Dallas, Member at large.

Meeting called to order at 6:40pm. There were 4 homeowners present.

Homeowners Forum

Homeowner inquiry: The unit for sale at the west end is the perfect time for GatesHudson to inspect so the sellers can take care of any architectural infractions before the property transfers to the buyer.

Response: Agreed, GatesHudson routinely performs inspections when the resale documents are requested.

Homeowner inquiry: How do we ensure the inspections are completed?

Response: The seller requests the documents as part of the process. GatesHudson will take a proactive approach to conducting the inspections.

Homeowner inquiry: Owner at Milva Lane (last unit on left near brick wall) has changed the color without approval. Owner claims to have been told that it was OK as long as the color was already in the community.

Response: All changes to the exterior of a unit must be requested and approved in writing. GatesHudson will investigate to ascertain the facts.

Homeowner inquiry: There are multiple common areas where the soil is “dead” and nothing will grow. These areas need to be addressed so that we stop wasting money sowing grass seed that will not survive.

Response: Professional Grounds, Inc has identified areas that will be addressed. One area on Milva Lane where a downspout needs to be re-directed to prevent erosion. Please provide photos to GatesHudson.

Homeowner inquiry: 30-day delinquency letters are supposed to be sent out; I did not receive a letter, are the delinquency letters really being sent?

Response: GatesHudson cannot account for mail delivery. The letters are automatically sent out on the 30th day.

Homeowner inquiry: Request for approval to change roof color to a shade darker.

Response: Please submit an architectural change request through GatesHudson.

Andy moved to approve March 2018 minutes as written; Judd seconded. Minutes approved as written.

President (nothing significant to report)

Vice President (nothing significant to report)

Treasurer

Update: Late fees for delinquent electric bills should be covered by GatesHudson. Board needs an explanation for the late payments. Deferred to Brian Heisler, respond by April 19th.

Update: Why was HOA quarterly assessment refunded to a prior owner? Normally the assessment is included in the closing process with the sale. Seller forgot to stop the automatic payment so the extra payment was refunded.

Provide updated CD rates by April 19th so the Board can do an electronic vote for the next \$25K purchase.

Financial statement indicates a net income of \$15,253.75 due to mild winter.

Dominion Energy bills were paid on time.

Why has Republic Services been calling Ken about late payments? Republic Services has failed to issue invoices so payments have not been made. They are now aware of the reason and will catchup. Payments will be issued when invoices are received. Expect resolution by April 19th.

Architectural Committee

Architectural changes to the exterior of units must be submitted to ensure the change is noted in the property record. Changes that comply with requirements will be automatically approved but still need to be noted in the property record.

Management Report

Financial Statement (as of March): Operating account: \$37,336.05. Owner's equity: \$322,426.68. Total investments: \$334,564.71. Total delinquency: \$8,060.64.

Brick wall power washing and tuck pointing: Reston Painting reports work has been completed. Final inspection will be conducted before making final payment.

VDOT Repairs: Work Order Number 735500 remains open as the work has not been completed. No additional response from VDOT. Follow-up calls put in to supervisor.

Mailbox on Serenade Place: Case opened with Post Office for repair (#CA13663098). Post office unresponsive. Vendor completed repair on April 4th.

Fence Repairs: Inspected fence line between Westhaven and Lee Valley Apartments. (Note from March: Need to install 24 2"x4"x10' boards to heavy up the fence. Job can be done for less than amount quoted by Long Fence.) Scope amended to have three 2"x4"x10' installed (top, middle and bottom) applied to up to 12 fence panels in the area to deter future breach of the fence. The work will be done by Taylor Home Improvement using a "time and materials" contract.

Hedges at intersection of Serenade Place and Westmore Drive: PGI proposal for consideration during Executive Session.

Pest Control: Two more proposals will be requested (in addition to the one Ken already provided from American Pest) and presented at next meeting.

Roadside Ponding: GatesHudson needs pictures of ponding areas as they did not get passed on to him from the prior agent. Sarah provided the original photos; she will be asked to provide them again (along with address locations) to Christopher for action.

Trash/Recycling: Trash service will not be changed at this time.

Website: Sarah will take the lead on transitioning to the new website. Justin McLaughlin volunteered to assist. No update provided.

Christopher will contact CPA regarding the elimination of the Operating Reserve Account to ensure the issue has been effectively resolved.

Executive Session: 7:32 – 7:59pm.

Judy moved to accept the three Professional Grounds, Inc proposals (10 cubic yards of wood chips at Tot Lot at a cost of \$550; remove overgrown Juniper bushes and corner of Serenade and Westmore and install Yew bushes at a cost of \$684.75; and cut/remove Pine trees at 6501 Serenade and 7301 Westmore and trim multiple trees away from houses' roofline and decks at a cost of \$1,320.00) and approve verbal proposals not to exceed \$600.00 for removal of two Pine trees on Antrican; Judd seconded. All approved.

Meeting adjourned at 8:00pm. Next meeting will be on May 10, 2018 from 6:30 - 8:30pm at Richard Byrd Library (7250 Commerce Street, Springfield VA 22150).