

**WHOA Board Meeting
Thursday June 13, 2013
6:30pm-8:30pm
Richard Byrd Library**

Present: Eric Woller, President; Ken Klimpl, Vice President;, Kathryn Verber, Secretary; Aaron Pagnotti, Treasurer; Sam Morrison, GHA management

Absent: Russ Carl Member at Large

The meeting was called to order at 6:30pm. Sam Morrison, regional manager with GHA was introduced as Westhaven contact. There were 13 homeowners present.

Homeowners Forum (50 minutes of meeting)

It was noted that the website is behind in minutes. Missing minutes to be addressed at tonight's meeting.

Inquiry about process when sending request to GHA. Report of no reply to an email that had been sent. New management company, will be addressing processes. Should expect reply within 24-48 hours. Note: management monitors Monday through Friday.

Question regarding pet waste cans maintenance. Volunteer duty with goal of weekly. Noted that there is a broken lid on one with request for Sam to have fixed.

Inquiry regarding Valley Crest services and bush/tree trimming frequency. Bushes are to be done 1-2 times per year. Trees are addressed under separate contract.

Report of a pothole forming in front of Westmore Drive

Inquiry regarding curb painting. To be done after curb work. Awaiting bids.

Inquiry regarding initial payment to GHA for next quarter's HOA fees. GHA will be sending out statements in next 2-4 days.

Report of a request for external repairs, submitted 4/29/2013. Noted it was before change in management. Directed to follow up with new property management. Management keeps lot file which will note requests, improvements to lot.

Report of unsupervised children in cul de sac. Recurring issue. Sam to assist after reviewing documents on options for addressing. One homeowner suggested neighbor addressing with adult of children when occurring. Notes other areas within community also have children playing, but supervised.

Report of multiple things not being addressed by Board. Concerns include but not limited to security, lighting, parking. Provided Board with concerns from 2009 to present. Noted report, Board request work with board and new management on processes.

Request for quarterly letter to homeowners with reminder of trash pick up, parking, etc.

Report of flooding of common area behind 6515 Castine, flooding back of yard. Board to follow up, not reported earlier with previous drainage issues.

Question regarding generators being installed/used in the community for power outage situations. Currently nothing specific to that in documents. Unsure if County has installation codes, requirements, noise concerns.

Question regarding vacant property in community. Direct to County regarding structural concerns.

Question raised regarding removing member from board. Can be through petition to remove, voluntarily stepping down, member would give written resignation with date. Board would be able to appoint replacement.

March and May minutes were reviewed. Approved as amended, with one abstained vote.

President's Report

Has received copies of documents to be signed for GHA.

Vice President's Report

Reporting for Russ Carl, ACC, architectural reviews have been done. Mailing to be sent out after transition with new management company. Anticipate within next 30 days. Many houses have been sold, estoppels will be addressed by GHA. Resale inspections will be noting serious maintenance violations; also checking file for approval if variance prior to signing off on estoppel. Any items not noted on estoppel may be addressed and will be responsibility of current owner through annual inspection. If item grandfathered in for duration of homeowners ownership and found to be in violation at time of resale, would need to be corrected at that time.

Treasurer

Morgan Stanley account currently with \$80k with \$25k due in July.

Motion made by Aaron for \$30k CD for two years.

Discussion: upcoming curb painting is from operating account. Tuck point and asphalt repairs are being addressed under reserves. After the CD, \$50k in reserve.

Seconded by Ken. Approved 4/4.

Waiting on Goldklang letter of engagement for audit.

Management Report

Following up on the insurance question, community is covered. Sam clarifying status of workman's comp policy, protects board and contractors. Ken requested invoice from Nationwide. No confirmation per Aaron but noted increase in premium.

Working with Aaron, currently with Virginia Commerce bank, will change to Smart Street Bank. No fees associated with them. Management program, Jenark, is able to interface, make sure funds are available before releasing.

Will continue with Morgan Stanley. Current rate is .01% with money market.

Aaron to assist with closing Virginia Commerce account. 15 days after last transaction, Cardinal to write check to close account to GHA. Once received, can close account. Reports Cardinal has been responsive during the transition phase.

Old Business:

Curb painting. ATS, to come out Saturday to do linear measurements, give proposal. Postponed due to recent weather delays.

1. High intensity pressure wash, stain curb (may not stain well) Bonded concrete recommended on fire lane.
2. Scrape and paint the fire lane.
3. Mark all reserved and visitor spaces and striping. Line painting, after seal coat, seal coat.

Sam to address scope and get bids. Aaron requesting additional bids with measurements.

American Disposal contract. Explore if able to redo to 1 year contract without penalty; stay with current contract.

Electrical repairs to Dominion Power

Follow up to work order to Dominion. 3 lights out - 2 at back entrance, one at end. Also 6516 Milva lamp out. Previously reported, check to see if Dominion or WHOA light. Ken suggested labeling each pole, then addressing with Dominion. WHOA 21 (or 22 per reserve) belong to community, remainder being Dominions. Current list reviewed, not all have been identified. Eric to review and update.

E-company Services provide electrical services. Sam to request proposal for main entrance lights with LED. Cost would be regained with electricity savings, should last 5-6 years without maintenance. Cost of replacing cans in gazebos in main entrance with LED's using tamper proof fixtures. To address concerns regarding lighting and security. Also remove trees to allow light to pass.

Request for trail head signage. Private community.

New Business

Explore changing towing company. Give homeowner ability to call towing company if car is parked in their spot

One volunteer for parking and welcome committees.

The next meeting will be July 11, 2013 from 6:30pm-8:30pm at the Richard Byrd Library.