

**WHOA Board Meeting**  
**Thursday, March 13, 2014**  
**6:30pm-8:15pm**  
**Richard Byrd Library**

Present: Eric Woller, President; Aaron Pagnotti, Treasurer; Judy Perry, Secretary; Russ Carl, Member at Large; Sam Morrison, GHA management.

Absent: Ken Klimpl, Vice President

Meeting called to order at 6:30pm. There was one homeowner present.

Aaron motioned to accept November minutes as amended; Russ seconded. Minutes unanimously approved as amended.

Aaron motioned to accept January minutes as written; Eric seconded. Minutes unanimously approved.

February meeting was canceled due to weather.

**Homeowners Forum**

Homeowner inquired about actions to be taken on various projects for 2014: road striping (after asphalt repair), potholes, erosion, fence repairs, pet waste stations (consider relocating eastern station), architectural inspections (scheduled for April), tree pruning, asphalt repair, leaf collection (second pass delayed due to weather), fertilization of common areas, mulching (usually completed in May), parking concerns (volunteered to help with enforcement). Most items were addressed during the meeting. Homeowner suggested posting a schedule of upcoming actions on the web site.

**Treasurer**

Still awaiting final audit report for 2012 from Goldklang, LLC.

2013 audit engagement letter signed. Aaron recommends conducting full year audit to keep cost down. If something is wrong we can go back to have the interim audit completed for the Cardinal management period.

Budget impact of 2014 snow removal costs cannot be determined since all work has not been billed. Estimate at least \$10K over budget.

Water bills were incorrectly addressed, that is now corrected so expenses will be visible in April.

Month-to-month pest control contract in question. Bills continue but no indication of traps being serviced. Sam will issue 30-day termination notice to vendor and solicit new bids.

Reserve study needs to be initiated; estimated cost of \$4K.

**Architectural Control Committee**

2014 inspections will be conducted April 1-30. GHA (specifically Sam Morrison) will conduct all inspections to reduce inconsistencies. Focus items include: decks, fences, light fixtures, paint (condition/color), brick/concrete and safety concerns. As always, the goal of the committee is to focus on curb appeal and safety.

Two modification requests were approved (replacing deteriorated items).

## **Management Report**

2013 Audit: After discussion, Judy motioned to have Goldklang, LLC conduct full year audit for 2013; Aaron seconded. Motion approved.

Dues collection resolution signed by remaining board members (Russ and Judy). Resolution will be distributed to all homeowners.

Wren Drive Project: First portion complete. Trees will have to be re-planted to meet requirements (cluster vice single row) to allow sufficient access to brick wall for maintenance. Tuck pointing of brick wall will be delayed to coincide with tuck pointing of entire community. Funds will be used for higher priority asphalt repairs.

Asphalt Repair: Due to extensive deterioration (prior substandard work and harsh winter) community paving may have to be accelerated. Sam will solicit proposals from Dominion and H&H Brothers paving companies. Obviously the cost of repairs will depend on amount of work required and the work will have to be prioritized based on the available funding. Work may have to be completed in phases. Consider additional options for east entrance area (brick deteriorating).

Sam will engage the contracted electrician to do monthly common area lighting inspections (no charge with service contract).

Ken is working on the replacement “No Soliciting” signs. Both will be replaced due to vandalism of east entrance sign. Verbiage must comply with county statute and be enforceable.

Tree Pruning: Sam will solicit proposals from Twin Oaks, AAA and Valley Crest. Because of enhanced security, dead trees will not be replaced.

Towing: Due to lack of response Board will explore new towing contract. Dominion’s service has been inconsistent. Vendor package provided to Eric.

Parking Enforcement/Guest Passes:

- Sam recommended establishing a parking committee with the authority to issue citations and tow in accordance with established regulations. Homeowner volunteered to support.
- Sam provided example of guest parking pass that can be managed via e-mail.
- Michelle (GHA) manages the green parking permits; two spaces are opening up. Applicants need to be vetted before assigning permits.

Sam will work the following priorities: asphalt, tree pruning, Wren Drive planting, terminating pest control contract, reserve study, inspections.

## **Executive Session (N/A)**

Meeting adjourned at 8:48pm. Next meeting will be meeting April 10, 2014 from 6:30-8:30pm at the Richard Byrd Library.