

WHOA Board Meeting
Thursday, November 9, 2017
6:35pm-8:23pm
Richard Byrd Library

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

Meeting called to order at 6:35pm. There were 6 homeowners present.

Judy nominated Judd Ray to fill the vacant Vice President position. Sarah seconded. Judd provided information on his background (veteran, retired FBI agent, resident since 2007). All approved.

Homeowners Forum

Homeowner inquiry: Homeowner seeking solution to parking third vehicle (unit has two spaces). Currently parking outside the community and crossing Old Keene Mill Road, often during hours of darkness. Homeowner has a significant safety concern.

Response: By way of background Ken explained that the “new” parking resolution is not really new. It was adopted in 1994 but was not enforceable under Westhaven’s original Declarations and Covenants. The Declarations and Covenants were recently revised to give the Board the authority to enforce resolutions. The solution for this situation is to apply for a Green permit parking space. The homeowner has to get on the waiting list for a Green permit. Green permits must be recertified annually. The January 2018 Green permit recertification may free up spaces and allow the homeowner an opportunity to get a permit.

Homeowner inquiry: Homeowners seeking solution to limited visitor parking after 11pm (when towing enforcement begins) when they host a gathering at their home. With only one visitor hangtag per unit additional guests are subject to towing if they stay past 11pm.

Response: Vehicles parked in visitor parking without a visitor hangtag visible are subject to towing. Dominion Towing has enforcement authority. Options include borrowing hangtags from neighbors or using neighbors’ vacant parking space.

Homeowner inquiry: Homeowner requested the correct phone number for Dominion Towing in order to call when vehicles are parked in yellow curb areas.

Response: In addition to Dominion Towing the police can also be notified to cite the violator. Dominion Towing: 703.339.2400. Non-emergency Police: 703.691.2131.

Andy moved to approve October 2017 minutes as written; Sarah seconded. Minutes approved as written.

President

GatesHudson representative (Tracy Timonere) presented a demo of the GatesHudson web site and portal capabilities. She highlighted several key features and answered questions. The web site would be visible to the public. With a login the portal would allow access to restricted information and homeowner accounts. Quarterly assessments could be paid through a link. The site would be administered by GatesHudson.

Vice President (nothing significant to report)

Treasurer

Confirmed all invoices presented correspond to ledger.

Were the CDs approved via email (October 14th) vote actually purchased? Financial statements do not indicate CDs were purchased. Christopher will confirm with Sam. The CDs may not have been purchased because the final go ahead was not formally sent. Two Freedom CDs will mature on November 26, 2017. Christopher will provide the most current rates.

Architectural Committee

Next week Christopher will begin following up on the outstanding violations from the last round of architectural inspections.

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

As of October 31, 2017, the operating account balance was \$87,275.57. Through the end of October, the negative variance of \$3,391.31 is mostly due to additional landscaping costs and legal fees for consulting services on resolutions.

Annual audit has been completed and is in review; expected by November 15, 2017. The engagement email has been sent to Goldklang Group accountants for the 2017 taxes and audit.

Current delinquency rate is a little high at 5.3%; average delinquency is about 3%. Christopher will attempt to contact several delinquent homeowners in hopes of avoiding the added expense of engaging the attorney.

Light pole at 7561 Westmore Drive was reported as being on all the time. The pole belongs to Dominion Energy. Dominion did not claim responsibility, requested the account number to confirm responsibility. Christopher will follow-up.

Professional Grounds, Inc. has scheduled the first round of leaf collection during the week before Thanksgiving (approximately November 20th). PGI confirmed a final round of fall pruning will also be done at the same time.

The Nationwide insurance policy has been renewed. The annual premium should be paid in full to avoid the monthly processing fee.

Brick wall power washing and tuck pointing was completed on November 8th. Christopher will inspect the work prior to payment.

Annual meeting notice, nomination and proxy statement has been mailed (November 1st). Attorney will be invited to attend the annual meeting. The annual meeting will be held on December 14th at Richard Byrd Library; 6:30pm registration, 7pm meeting. The 2018 budget was also distributed (November 1st).

Long Fence has not yet responded to the request for additional reinforcements (on both sides) for the remaining 6 sections of fence behind 6528 – 6530 Westmore Court (August 15th proposal,

\$286). Another proposal was submitted for the same work, also dated August 15th with a cost of \$1,286.00. Christopher will do additional research to resolve this issue.

Executive Session: 7:53 - 8:15pm.

Andy moved to adopt the deferred assessment resolution as recommended by the Goldklang Group accountants. (The resolution is intended to strengthen the income tax filing position (Corporate or Exempt Method). The resolution means the HOA will plan to use any surplus earned this year during the following year.) The Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. Sarah seconded. Resolution approved.

Meeting adjourned at 8:23pm. Next meeting will be the annual meeting on December 14, 2017 from 6:30 - 8:30pm at Richard Byrd Library (7250 Commerce Street, Springfield VA 22150).