

WHOA Board Meeting
Thursday, November 14, 2013
6:30pm-8:15pm
Richard Byrd Library

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

Meeting called to order at 6:33pm. No homeowners were present.

Homeowners Forum (N/A)

Architectural guidelines are published in Section 7 of the Community Handbook (<http://westhaven-whoa.org/>).

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

President's Report

Water leak has been repaired on Westmore Drive.

Common area lighting: Dominion VA Power has not responded to multiple requests to troubleshoot/repair lights at 6518 Milva Lane, 7320 and 7541 Westmore Drive. Sam will call an electrician to evaluate and repair the lights due to community safety concerns. Additionally, Sam will contact Supervisor McKay's office about the HOA taking ownership of all the lights within the community to ensure they are properly maintained.

Eric will provide Sam with the updated Green Parking Space list in order to assign the two now vacant slots.

Vice President's Report

Since asphalt repair is best completed in the May to September timeframe the Board needs to review proposals by February with plan approval by March (work can begin by May).

Treasurer

Awaiting 2012 final audit and 2013 audit engagement letter. Aaron recommends interim audit for 2013 covering January – May due to management company change and final audit covering June – December. Sam will request pricing quotes from audit company so Board can decide which way to proceed.

Reviewed delinquent debt list. With Treasurer's signature prior owners' delinquencies will be written off as bad debt and will be removed from the list. Henceforth, the delinquent debt list will only show current owners.

Grounds maintenance contract expires December 31st. Aaron will prepare a list of proposed changes for Board review (increase number of flowers, tot lot mulching, etc.).

Aaron will research web site enhancements and report to the Board at January meeting.

Secretary

GHA will provide a report of all sales within the community for the previous month as part of the monthly board packet. Judy will provide list to Deb Hershberg for welcome package distribution.

Judy will provide finalized meeting minutes to Sam immediately after approval.

Architectural Control Committee

Inspections: Follow-up inspections must be completed 30 days before hearings. Sam and Russ will complete follow-up inspections before the January meeting and provide an update to the Board. Homeowners must be notified by certified letter 14 days in advance of hearings. Hearings will be held during February 13th meeting beginning at 6pm (10 minute limit/homeowner). Board responds within 7 days. 2014 inspections will begin in March (conducted by GHA).

Garbage cans are again being left at the curb long after garbage pick-up. Russ will resurrect the previously developed proposed resolution specifying the time for stowing garbage cans.

Management Report

Grounds maintenance contract requires leaves to be collected twice per year. First collection is scheduled before Thanksgiving.

Dues collection resolution is well written. Recommend adding the attorney turnover schedule to the notification letter (turnover to collection agency timeline). Sam will provide recommendation in January. Recommend increasing late fee to \$75/quarter.

Annual meeting arrangements are set. Notices to be mailed to homeowners on November 18th. Sam will invite the attorney to attend the annual meeting (estimated cost \$500).

2014 Budget information to be mailed to homeowners on November 15th.

Board Elections: Two board positions are due for election (Ken and Aaron). Sam will make ballots. There will be a very short Board meeting after the annual meeting to determine the position to be held by each board member.

HOA insurance: Due to cost increase a new policy will be acquired for 2014.

Fairfax County Police Department has not yet responded to Sam's request for the community policing form allowing them to come into Westhaven Community for non-emergency enforcement. Sam will continue to pursue.

Executive Session (N/A)

Meeting adjourned at 8:15pm. Next meeting will be annual meeting December 12, 2013 from 6:30-8:30pm at the John Marshall Library.