

WHOA Board Meeting
Thursday, October 12, 2017
6:30pm-7:52pm
Burke Centre Library

Present: Ken Klimpl, President; Andy Izaguirre, Treasurer; Judy Perry, Secretary; Sarah Mishan, Member at large; Sam Morrison, GatesHudson Community Management; Vice President—vacant.

Meeting called to order at 6:30pm. There were 2 homeowners present.

Homeowners Forum

Homeowner inquiry: Is a motorcycle considered a vehicle for the purposes of applying for a green permit parking space? Particularly when the garage is so filled with other items that there is only enough space to park a motorcycle inside the garage.

Response: Ken will thoroughly review the governing documents to determine if the vehicle type is specified.

Homeowner inquiry: Homeowner noticed multiple units in violation of the community handbook restrictions including purple and bright blue front doors/shutters, excessively dirty front steps, unapproved plantings in front of the units and a storage room door that's routinely left open. Homeowner recommended a notification letter be sent to all units to remind residents of the existing restrictions that enhance the appearance of our community and help maintain our property values.

Response: Sam made note of the addresses and will determine if the exterior door/shutter colors are compliant or if the units have been approved for changes. Ken will review the list of original paint colors for the community. These items may be included on the list of focus items for the next round of architectural inspections.

Homeowner inquiry: Homeowner noted that Doody Calls has not been supplying plastic bags for the pet waste stations as regularly as the contract states. Homeowner called the company directly to request service.

Response: Homeowners should not contact any contract vendor directly; all concerns should be directed to GatesHudson for action.

Andy moved to approve September 2017 minutes as amended; Ken seconded. Minutes approved as amended.

President

2018 green permit parking space decals have been ordered (\$143). The decals will be orange (not blue as stated in September). Current green permit parking space holders are required to re-register by January 1st to obtain a new decal. 2018 visitor hangtags will be provided by Dominion Towing. Hangtags will be yellow. All residents are required to register their vehicle(s) to receive a current visitor hangtag. Vehicle re-registration letter will be mailed in early November to allow 8 weeks for residents to respond and receive 2018 decals/hangtags.

Despite the recent mailing reminding residents of when to put trash out the residents in Westmore Court continue to put trash at the curb days in advance. Ken will get yard signs for the Westmore Court area to specifically remind the residents of when to put trash out.

Vice President (vacant)

Treasurer

Sam will provide the missing invoices to Andy for review. Confirmed all invoices presented correspond to ledger.

Sam will ask Segun, Mason & Mason, P.C. to stop billing for the Meador easement case. When the issue is resolved all expenses will be covered by Meador.

Architectural Committee

Resale inspection completed for 6537 Milva Lane; discrepancies noted.

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

Trash/Recycling Proposal: Ken signed the Republic Services contract. Service will begin January 1, 2018, with a 3-year service period. American Disposal will be notified of termination effective December 31, 2017 (6 months prior notice provided when new bids were solicited).

Brick wall power washing and tuck pointing is almost complete. Sam will walk through the community to inspect the work and clear up any shortcomings. The concrete benches in the park area have been cleaned.

Approved tree removal work will be completed in the coming week.

Sam again contacted the VA Department of Transportation to follow up on both open work orders (number 735500--repairs to the damaged concrete curbing near the east entrance; number 742923--gutter drain safety concern at 6504 Castine Lane). The VDOT Superintendent for Services committed to follow-up and get back to Sam by Monday.

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).

The annual meeting notice will be mailed in November (including proxy statement) along with the 2018 budget package. The annual meeting will be held on December 14th at Richard Byrd Library; 6:30pm registration, 7pm meeting.

In December a letter will be issued to all residents with the change in trash/recycling contract and reminders regarding architectural/community handbook restrictions on paint colors, roof colors, light fixtures and other items aimed at maintaining property values.

Sam will send current CD rates to Board members via email with a recommendation to invest \$75K from the Union Bank Money Market account in three new \$25K CDs for 12-, 18- and 24-month maturities. Vote will be electronic. Per October 14, 2017 electronic vote the Board approved investing \$50K into a 12-month CD with First Virginia Community Bank at 1.50% and \$25K into a 24-month CD with Congressional Bank at 1.83%.

Website/Portal Proposal: GHAccessNow cost will be \$600/year. GatesHudson will manage the site. A staff member will attend the next meeting to review the requirements for setting up the new website/portal. Portal will provide increased privacy (personal login) and interactive functionality (view owner account).

Executive Session: 7:30 - 7:38pm.

Meeting adjourned at 7:52pm. Next meeting will be November 9, 2017 from 6:30 - 8:30pm at Richard Byrd Library (7250 Commerce Street, Springfield VA 22150).