

WHOA Board Meeting
Thursday, September 14, 2017
6:30pm-7:45pm
Richard Byrd 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 4 homeowners present.

Homeowners Forum

Homeowner inquiry: Regarding the deck color options that were recently publicized, homeowners should not be forced to patronize Sherwin Williams. What are the options for those who don't want to use Sherwin Williams products?

Response: The Board's intention is not to force homeowners to patronize a specific vendor but to specifically identify approved deck colors. Any vendor can match the identified Sherwin Williams colors. Homeowners are free to use their preferred vendor.

Homeowner inquiry: Homeowner noticed exposed wiring and/or pipes in the common area near Milva Lane.

Response: Please send photos and specific details to Sam at GatesHudson for action.

Homeowner inquiry: Who is responsible for ensuring the grates for the French drains are kept clear so that rain water can drain properly? Specifically referring to the French drain between 7511 and 7513 Westmore Drive.

Response: Clearing the grates is the HOA responsibility. Sam will ask PGI to check and clear the grates.

Homeowner inquiry: Does the Board have any recommendations on replacing the defective polybutylene pipes used in the construction of Westhaven units?

Response: Insurance is available for those who want to purchase it. It seems most homeowners replace the pipes once they fail/develop issues or while they are between renters.

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

President

The letter defining "resident" was issued on September 7th. The intention is to curtail the practice of residents rotating vehicles with visitor hangtags in designated visitor spaces. New visitor hangtags will be issued for 2018. Dominion Towing will provide the new hangtags; the 2018 color will be yellow. All residents are required to register their vehicle(s) to receive a current visitor hangtag. Current green space holders must recertify by January 1st to continue as green space holders. The 2018 green space decal color will be blue; the HOA must purchase the decals.

Brick wall pressure washing and tuck pointing work has begun. Expect completion by October 15th.

Vice President (vacant)

Treasurer

Confirmed all invoices presented correspond to ledger.

Architectural Committee

Approved architectural request at 7513 Westmore Drive for removal of overgrown tree at front steps that's crowding another tree.

Architectural changes to the exterior of units must be submitted to ensure the change is duly 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

Sam Morrison returned (smorrison@ghacm.com) as our GatesHudson representative.

Sam 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 supervisor was unaware of the pending requests. Sam will contact the supervisor again if there is no return call by Friday.

Fence repair work has been completed behind 6528 – 6530 Westmore Court. Additional sections still need to be reinforced (on both sides). Per August 15th Long Fence proposal, the cost for the additional work to reinforce the remaining 6 sections of fence is \$286. Judy moved to accept the proposal; Andy seconded. Proposal approved.

Trash/Recycling Proposal: Three proposals reviewed--American Disposal, Republic Services and Patriot Disposal. Sarah moved to accept the Republic Services proposal for a 3-year service period, 3% maximum annual increase, with the per unit monthly cost of \$12.95, replacement 18-gallon recycle bins, trash collection on Tuesday and Friday, and recycling collection on Friday. Appliance and white goods removed at homeowner's expense. Service to begin in January 2018, saving \$20,000 over the current contract. Andy seconded. Proposal approved.

Sarah moved to accept PGI proposal #39479 to cut/remove 4 dead pine trees along Old Keene Mill Road (adjacent to storm water pond and outside the fence) at a cost of \$745. Andy seconded. Proposal approved.

Sarah moved to accept PGI proposal #39575 to plant 450 tulips at the Westhaven main entrance at a cost of \$540. Tulips will be planted in the fall to bloom in the spring. Andy seconded. Proposal approved. Sam will request PGI lower the planting bed to ensure the Westhaven sign is visible.

Sarah moved to accept the PGI snow removal proposal dated September 11, 2017 for the coming winter season (service period November 15, 2017 to March 31, 2018); change snow accumulation to 3 inches for plowing roads and clearing sidewalks. Prices are consistent with last year. Andy seconded. Proposal approved with changes.

Website/Portal Proposal: Sam will provide additional information in response to specific questions in October. Both website and portal will be required (website is open to the public while portal requires individual login). Board members should review demos for the five

potential service providers--Association Voice, At Home Net, BuildingLink, eNeighbors and GHAccessNow. The cost ranges vary significantly based on the available services. All options have the potential for much easier update/management. Portal options will provide increased privacy (personal login) and interactive functionality (view owner account).

Wasps nests near 6533 Milva Lane will be removed by next week.

Executive Session: 7:28 - 7:42pm.

Andy moved to accept the 2018 budget with no increase in the quarterly assessment. Sarah seconded. Budget approved with an additional line item included for the new website/portal.

Meeting adjourned at 7:45pm. Next meeting will be October 12, 2017 from 6:30-8:30pm at Burke Centre Library (5935 Freds Oak Road, Burke VA 22015).