



HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION

1/0 Horizon Community Services, P.O. Box 2070, Purcellville, Virginia 20134-2070
www.huntleymeadowshoa.com

Board Meeting Minutes				
Meeting info.:	Tuesday, February 24, 2015	7 pm	Cafeteria @ Groveton Elementary	
Type of meeting:	Monthly meeting of the Board of Directors.			
Attendees:	Name	Role	Term Ends	Present?
Board Members:	Anthony "Skip" Skipper	President	12/31/16	Yes
	Marycel Tuazon	Vice President	12/31/16	Yes
	Rob Rogers	Treasurer	12/31/16	Yes
	Marilyn Keel	Secretary	12/31/15	No
	Keith Johnson	Member-at-Large	12/31/15	No
Committees:	Beth Swartz	Chair	3/31/15	Yes
Property Manager:	Mary Frank	Horizon Community Services, Inc.	As of 1/2015	Yes
Others:	3657			
Board Decisions Made				
3.2. Approve Minutes from Previous Meeting(s)				
Motion Details:	Motion to approve the minutes for the Board meeting held on Jan. 8, 2015, as written.			
Made by:	Skip	Seconded by:	Rob	Results: Motion Carried: 3-0
Executive Session				
Motion Details:	Motion to move into Executive Session to address violations & delinquencies.			
Made by:	Rob	Seconded by:	Skip	Results: Motion Carried: 3-0
Motion Details:	Motion to validate the write-offs that Board agreed to at last meeting			
Made by:	Rob	Seconded by:	Skip	Results: Motion Carried: 3-0
Motion Details:	Motion to write-off \$20.00 owed by owner of 3711 Huntley Meadows Lane.			
Made by:	Skip	Seconded by:	Rob	Results: Motion Carried: 3-0
Motion Details:	Motion to come out of Executive Session and resume public BoD Meeting.			
Made by:	Skip	Seconded by:	Rob	Results: Motion Carried: 3-0
Unfinished Business – Tree Related				
Motion Details:	Motion to accept the proposal from Sav-A-Tree with option A to trim Tree #178 to 60 feet tall for \$3100. Mary will call the contractor to make arrangements.			
Made by:	Rob	Seconded by:	Marycel	Results: Motion Carried: 3-0
Motion Details:	Motion to approve scale treatment by Sav-A-Tree for up to \$1056 (\$1003.20 if pre-paid). Mary will call the contractor to make arrangements, and will let Angela know so that she can send out a notice via the website.			
Made by:	Skip	Seconded by:	Rob	Results: Motion Carried: 3-0
Unfinished Business – Repairs at Entrance to Ransom Place				
Motion Details:	Motion to approve expenditure of up to \$1,100 to fix the Street Sign at the entrance to Ransom Place, which was knocked down by a car when it snowed. Mary will get a second bid, if no response still, we will go with the Contractor that did give us an estimate (PSI Property Services. Leave dented bottom for now, when we get driver to pay, use that money to buy new pole and base.			
Made by:	Skip	Seconded by:	Rob	Results: Motion Carried: 3-0
Items Raised by Residents in Open Forum				
Resident	Brief Description of Item Raised			
3634 RP	Trash Removal – Noticed trash pick-up occurred before 7 am a few mornings. My son's bed room is in the front of the house and they woke him up. Can we make sure they don't do the pick-ups before 8 am?			
3634 RP	Communications – Using E-mail isn't enough. No one remembers about the monthly Board Meeting, so can we send out monthly reminders?			
3650 RP	Wire in Common Area – There appears to be a wire across the common area leading to the Tenant House.			

3634 RP	Marking Curbs & Spaces – When is this scheduled to occur?			
3634 RP	When does the Board review the Contracts & Contractors for performance?			
Action Items				
Ref.#	Topic: Activity	Assigned to	Due	Next Step
02-01	Complaint Process – Send BoD copies of the letter templates.	Angela	3/15/15	✓Complete
02-02	Complaint Process – Review Templates, send suggested changes to all.	Board	3/20/15	
02-03	Complaint Process – Adjust SOPs: Within 72 hrs of receipt, Mgmt Co. will send complainant an email acknowledging receipt & reminding them of the process; Use the complaint letter #1 template to notify the accused; and Use the complaint letter #2 template & send Board a draft letter that initiates formal due process/hearing process.	Property Manager	2/27/15	
02-04	Financials - Send Mary unpaid reimbursement requests.	Skip	3/31/15	
02-05	Street Sign Accident – Send Mary the pictures again.	Angela	3/18/15	✓Complete
02-06	Retaining Wall Accident – Send Mary the pictures & info again.	Angela & Beth	3/18/15	
02-07	Tot Lot Mulching – Send out an RFP to get proposals from various companies to replace timber surrounds and mulch per code.	Property Manager	3/24/15	
02-08	2014 Walk-thru Follow-up – Let people know they basically have until April 30 th to get it done because the next walk-thru is scheduled to occur in early May.	Property Manager	3/18/15	
02-09	2015 Walk-thru – Send Angela a notice about planned 2015 Walk-thru in early May & getting ready for it.	Property Manager	3/18/15	
02-10	2015 Walk-thru – Post & distribute notice via the website.	Angela	3/31/15	
02-11	RP Street Sign Repair – Follow-up with Contractors to get sign fixed.	Property Manager	2/27/15	
02-12	RP Street Sign Repair – Get police report & verify that Insurance is filed to go after driver.	Property Manager	2/27/15	
02-13	Annual Clean-up & Picnic – Identify dates, send draft flyer/notice to Board for OK	ACC Chair	3/24/15	
02-14	Storm Water Mgmt – Get clarification on the deadline: work done by date, or date by which we have contract to do work?	Property Manager	3/4/15	
02-15	Storm Water Mgmt – From files, identify the company that did the inspection the last time, Ask them and 2 other companies to give us proposals for doing work County requires.	Property Manager	3/11/15	✓Angela sent copy of 2010 Report to Board & Prop. Manager.
02-16	Reserve Plan – Send completed questionnaire to Mary.	Angela	3/4/15	✓Complete
02-17	Web SOP – Update expectations to include distribution of monthly reminders & propose other revisions.	Angela	4/10/15	
02-18	Wire in Common Area – Ask Todi about the wire coming from the tenant house.	Marycel	2/27/15	
02-19	Street Marking – Check on status of RfP Board prepared last Fall & send it out to get estimates for work.	Property Manager	3/11/15	
02-20	Contracts – Update list of contracts in Director’s Notebook & verify that copy of	Property Manager	3/11/15	

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	current contract is in the online file cabinet.			
02-21	Meeting Minutes – Use the Board’s Meeting Minutes template to complete the minutes for today’s meeting & send to the Board.	Angela	3/4/15	✓Complete
02-22	BoD Meetings – Correct website to reflect that the meetings will be on the FOURTH Tuesday each month (not always the last Tuesday).	Angela	3/31/15	✓Complete
Authentication				
As indicated in the Board Meeting Minutes for March 31, 2015 , these meeting minutes have been approved by the Board of Directors for use in documenting the above identified monthly meeting of the Board.				

Attachment(s):

(1) BoD Meeting Agenda for Feb. 24, 2015.

February 24, 2015

AGENDA

QUORUM CALL:

- Are at least three (3) Board Members present?

1. PRESIDENT CALLS MEETING TO ORDER: (By 7 PM)

Location: **In the Cafeteria at Groveton Elementary School**

2. INTRODUCTION: (5 minutes)

- 2.1. Introductions (*As needed, i.e., when other HoA Members are present*).
- 2.2. Review Agenda & Make Adjustments, as needed.

3. PRESIDENT'S REPORT: (5-10 minutes)

- 3.1. Next Meeting – Tuesday, March 31, 2015; Cafeteria at Groveton Elementary
- 3.2. Approve Minutes from Previous Meeting(s):
 - Draft for Annual Meeting (November 2014) [*Review, then hold for Annual Meeting*]
 - January 8, 2015
- 3.3. Administrative Items
 - 3.3.1. New Property Manager
 - 3.3.2. Basic Expectations & Operational Logistics
 - 3.3.2.1. Communications
 - 3.3.2.2. Participation
 - 3.3.2.3. Timely Action
 - 3.3.2.4. Documentation (Records)

By motion – The Board will move into an “executive session” to discuss specific issues or topics that are protected from public disclosure. (by 7:07 PM)

4. EXECUTIVE SESSION: (10-15 minutes)

The executive session typically only involves the Board Members and Property Manager. If appropriate, the Board may, however, expressly invite others. For example, the attorney or the ACC Chair may be asked to attend to discuss an issue of non-compliance.

- 4.1. Specific topics are identified for the Board on the Executive Session Item list, including:
 - 4.1.1. Individual Delinquencies (if any).
 - 4.1.2. Individual Non-Compliance Issues & Follow-up for Hearings (if any).

By motion – The Board will move to resume the public portion of the Meeting. (by 7:20 PM)

- 4.2. Make & Document Decisions, as applicable.

5. OPEN FORUM: (5 minutes, allocated to Residents accordingly)

This time is set aside to allow Residents to raise items for future consideration by the Board. There is typically no discussion of the item or response from Board on these items at this meeting, but the item raised will be identified for future consideration by the Board.

6. UNFINISHED BUSINESS: (10-15 minutes)

- 6.1. County Grant Project Implementation (Project Lead: Skip)
 - 6.1.1. Status of Final Close-out
- 6.2. Tree Related Actions (Project Lead: Marilyn)
 - 6.2.1. Status & Next Steps: Multi-Year Tree Care Plan
 - 6.2.2. Close-out: Tree Treatments are done.
 - 6.2.3. Next Steps: Plantings at Tree Removal site (by 3635)
- 6.3. Tot Lot Mulching Plans (Project Leads: Beth & Keith)
 - 6.3.1. Status & Next Steps

- 6.4. Common Area Lawn Improvement Project
 - 6.4.1. Proposed Lime Treatment from Blade Runners
 - 6.4.2. Proposed Fall Seeding and Soil Enhancement
 - 6.4.3. Status & Next Steps
- 6.5. Annual Community Walk-thru Inspections for 2014
 - 6.5.1. Status: Letters were sent.
 - 6.5.2. Discuss: Process
 - 6.5.3. Answer: Questions Received
 - 6.5.4. Next Steps: Follow-up.
- 6.6. Repairs at Entrance to Ransom Place
 - 6.6.1 Stop Sign
 - 6.6.2 Retaining Wall

7. New Business: (10-15 minutes)

- 7.1. Issues & Priorities for 2015
- 7.2.

8. COMMITTEE REPORTS: (5 minutes)

- 8.1. Board follow-up on Monthly Activity Reports received in advance of the meeting.
- 8.2. ACC Recommendation: Draft Roofing Guidance
 - 8.2.1. Discussion
 - 8.2.2. Next Steps
- 8.3. ACC Recommendation: Draft Lighting Standard Changes
 - 8.3.1. Discussion
 - 8.3.2. Next Steps

9. COMMUNITY MANAGER'S REPORT: (5-15 minutes)

- 9.1. Action Item List
 - Board will review list provided in the Board Packet before the meeting. Manager will discuss only those items with questions or issues for the Board.
- 9.2. Financials
 - Board will review financial reports provided in the Board Packet before the meeting. Manager will report on balances and any non-scheduled disbursements or income. Delinquencies will be discussed with Board in Executive Session.
- 9.3. General Correspondence (if any).

ADJOURNMENT (by 8:15 PM)