



HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION

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

Board Meeting Minutes				
Meeting info.:	Tuesday, March 31, 2015	7:24 pm	Sherwood Regional Library	
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	No
	Marilyn Keel	Secretary	12/31/15	No
	Keith Johnson	Member-at-Large	12/31/15	Yes
Committees:	Beth Swartz	Chair	3/31/15	Yes
Property Manager:	Mary Frank	Horizon Community Services, Inc.	As of 1/2015	No
	Dave Ciccarelli, Pres.			Yes
Others:	3657, 3611, 3649			
Board Decisions Made				
3.2. Approve Minutes from Previous Meeting(s)				
Motion Details:	Motion to approve the minutes for the Board meeting held on Feb. 24, 2015, with revision to Open Forum Item #2 to clarify point made by owner v. others.			
Made by:	Skip	Seconded by:	Keith	Results: Motion Carried: 3-0
Executive Session				
Motion Details:	Motion to go into Executive Session to address violations & delinquencies.			
Made by:	Skip	Seconded by:	Marycel	Results: Motion Carried: 3-0
Motion Details:	Motion to come out of Executive Session and resume public BoD Meeting.			
Made by:	Skip	Seconded by:	Keith	Results: Motion Carried: 3-0
Motion Details:	Motion to write-off 3 uncollectable accounts as identified in the ES section of the Board Packet.			
Made by:	Skip	Seconded by:	Marycel	Results: Motion Carried: 3-0
Motion Details:	Motion to schedule a hearing for 6:30 pm on April 28, 2015, regarding the complaint identified in the Board Packet.			
Made by:	Skip	Seconded by:	Marycel	Results: Motion Carried: 3-0
Unfinished Business – Tot Lot Mulch				
Motion Details:	Motion to accept the proposal from Blade Runner dated March 4, 2015, which describes details for removing & replacing the timbers at a cost of \$2,335.44, and for chipping services at a cost of \$862.50. The total cost is \$3,197.94.			
Made by:	Skip	Seconded by:	Marycel	Results: Motion Carried: 3-0
Unfinished Business – Repairs at Entrance to Ransom Place				
Motion Details:	Motion to approve expenditure of up to \$250(?) to remove the plant over growth on and around the wall that needs to be repaired.			
Made by:	Skip	Seconded by:	Keith	Results: Motion Carried: 3-0
Unfinished Business – Annual Clean-up				
Motion Details:	Motion to approve expenditure of up to \$75 for coffee & donuts for volunteers.			
Made by:	Skip	Seconded by:	Keith	Results: Motion Carried: 3-0
Unfinished Business – Storm Water Management				
Motion Details:	Motion to accept the proposal from Enviro-Storm Water Management LLC to inspect, perform maintenance, and clean the Underground Detention Storm Water Facility for \$1850.00.			
Made by:	Skip	Seconded by:	Marycel	Results: Motion Carried: 3-0
Adjournment				
Motion Details:	Motion to close the meeting and adjourn.			
Made by:	Skip	Seconded by:	Keith	Results: Motion Carried: 3-0

Items Raised by Residents in Open Forum	
Resident	Brief Description of Item Raised
3611 RP	Grass - 2014 Change Request Form submitted last year to have sod planted in the common area by home. They don't recall ever getting an answer. Can this Board provide one? (Owner gave Skip a copy of the original request.)
3624 RP	Common Area Landscaping – Owner asked Keith to share her concerns about the condition of the common areas. Are their plans for improvements?
3634 RP	Grass – Does the HOA plant grass in the common areas? When was that last done?
3650 RP	Private Property – Can the BoD send out a notice to remind residents that the land immediately around the houses is private property. Dog Walkers should know that before they let their dog pee in someone's front yard.
3650 RP	Dog Poop – On Hill halfway down by the planter bed, there is a lot of dog poop that someone is not picking up. Can the BoD send out a notice to remind residents that they must pick-up after their pets? Should residents be required to register their dogs so that dogs can be linked to residents?
3611 RP	Dog Poop Stations – Some communities have a waste control station where they provide bags and a trash container that can be posted right where the dogs are walked. Is that something we can consider doing? Is it expensive?
3657 RP	If dog poop has become an epidemic, perhaps it is time for us to register dogs, requiring owners to pay for DNA testing of their dog, and then poop can be tracked back to the source. The BoD needs to weigh the costs with value added to the Community. The costs seem excessive to address something that will naturally biodegrade & fertilize the common area.

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	
03-01	Complaint Process – Send BoD revised SOPs for their review & approval.	Property Manager	04/15/15	
03-02	Complaint Process – BoD review revised SOPs, identify corresponding changes that need to be considered for the Resolution.	Board	04/30/15	
02-04	Financials - Send Mary unpaid reimbursement requests.	Skip	4/30/15	
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	✓Complete
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	✓Complete
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	✓Complete
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	

Huntley Meadows Homeowner Association; Board Meeting Minutes – continued

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	✓Complete
03-03	RP Street Sign Repair – Ask Contractor about bottom base of sign that was removed.	Property Manager	4/15/15	
02-12	RP Street Sign Repair – Get police report & verify that Insurance is filed to go after driver.	Property Manager	2/27/15	
03-04	RP Street Sign Repair – Send Mary a copy of the County Grant Report Invoice with the Street sign cost breakout. We need to get reimbursed for full replacement cost.	Skip	4/15/15	
02-13	Annual Clean-up - Send draft flyer/notice to Board for OK	ACC Chair	3/24/15	* Moot.
03-05	Annual Clean-up – Post Flyer on Website & send message & 1 reminder to members.	Angela	4/5/15	✓Complete
03-06	Annual Clean-up – Bring Contractor bags	Skip	4/11/15 or 4/18/15	✓Complete
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	✓Complete
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. ✓Complete
02-16	Reserve Plan – Send completed questionnaire to Mary.	Angela	3/4/15	✓Complete
03-07	Reserve Plan – Call Marilyn to schedule walk-thru with analyst, notify rest of BoD when date and time is set.	Property Manager	4/8/15	
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	✓Complete
03-08	Wire in Common Area – Todi reported at the meeting that Verizon was scheduled to bury it by end of the week. Check on status at next meeting.	Skip	4/28/15	
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 current contract is in the online file cabinet.	Property Manager	3/11/15	
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
03-09	Meeting Minutes – Use the Board’s Meeting Minutes template to complete the minutes for today’s meeting & send to the Board.	Angela	4/08/15	✓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
03-10	HML Fire Lane Signs – Resend email about parts to order from PeachTree.	Angela	4/15/15	
03-11	HML Fire Lane Signs – Ask PSI for a cost estimate to install those 2 signs (Board already approved an amount).	Property Manager	4/15/15	

Huntley Meadows Homeowner Association; Board Meeting Minutes – continued

03-12	Harrison Lane Complaint – Draft letter to County about speeding cars, circulate to BoD, then send to County.	Marycel	3/27/15	✓ Complete
03-13	Guidance on Roof Standard– Send draft distribution note & final guidance to Angela for posting & distribution via Website.	ACC Chair	4/15/15	
03-14	Guidance on Post Light Fixture – Send draft distribution note & final guidance to Angela for posting & distribution via Website [note future limited availability of cited distributor/style].	ACC Chair	4/15/15	
03-15	FOHH Event – Send out notice to community about upcoming events – 1 st wedding on 4/11 & Event on 4/18.	Angela	4/5/15	✓ Complete
03-16	3610 RP Common Area CRF – Check meeting minutes & check chron-file for 2014 to locate BoD action, if any.	Angela	4/5/15	
Authentication				
As indicated in the Board Meeting Minutes for April 28, 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 Mar. 31, 2015.