



# HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION

% Horizon Community Services, P.O. Box 2070, Purcellville, Virginia 20134-2070  
[www.huntleymeadowshoa.com](http://www.huntleymeadowshoa.com)

Board Meeting Minutes				
Meeting Info.:	Tuesday, April 28, 2015	7:01 pm	Cafeteria, Groveton Elementary	
Type of meeting:	Monthly meeting of the Board of Directors.			
<b>Attendees:</b>	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	Yes
	Keith Johnson	Member-at-Large	12/31/15	No
Committees:	Beth Swartz	Chair	3/31/15	Yes
Property Manager:	Mary Frank Joe Borrows	Horizon Community Services, Inc.	As of 4/2015	Yes
	Dave Ciccrelli, Pres.			No
Others:	3657, 3611, 3649			
Board Decisions Made at the Meeting				
3.2. Approve Minutes from Previous Meeting(s)				
Motion Details:	Motion to approve the minutes for the Board meeting held on Mar. 31, 2015, without revision.			
Made by:	Skip	Seconded by:	Marilyn	Results:
Motion Carried: 4-0				
4. Executive Session				
Motion Details:	Motion to go into Executive Session to address violations & delinquencies.			
Made by:	Skip	Seconded by:	Rob	Results:
Motion Carried: 4-0				
Motion Details:	Motion to come out of Executive Session and resume public BoD Meeting.			
Made by:	Skip	Seconded by:	Rob	Results:
Motion Carried: 4-0				
7. New Business – Priorities & Champions				
Motion Details:	Motion to identify the following items as priorities, with Board "champions" designated to ensure recommendations are developed and brought to the Board for timely consideration and action, as appropriate: <ol style="list-style-type: none"> <li>1) Multi-year Landscaping Plan – Rob will work w/ACC.</li> <li>2) Implementation of Tree Care &amp; Maintenance Plan – Marilyn will continue to be the lead for this.</li> <li>3) Improving Communications (Includes welcome for new owners &amp; tenants) – Marycel.</li> <li>4) Community Engagement (Activities &amp; Events) – Skip.</li> <li>5) Governing Document Review – Skip will work with Angela.</li> </ol>			
Made by:	Skip	Seconded by:	Marycel	Results:
Motion Carried: 4-0				
Adjournment				
Motion Details:	Motion to close the meeting and adjourn at 8:45 pm.			
Made by:	Skip	Seconded by:	Marycel	Results:
Motion Carried: 4-0				
Items Raised by Residents in Open Forum				
Resident	Brief Description of Item Raised			
3611 RP	Communications. How are new residents informed about activities, website or meetings? Residents only know about what is going on if they come to the BoD meetings or events. Why not do a welcome letter & basket for new owners?			
3634 RP	Communications. Previously suggested reminders be sent out about Board Meetings and planned discussion topics, not just via email but using other methods.			
3611 RP	Sod for common area. Resident would appreciate the BoD adding it to the Agenda for discussion and looks forward to a response.			
3650 RP	Tree Treatments. When is it scheduled to occur? Resident wanted to make sure notice would be provided like before so that they could move their vehicles.			
3716 RP	Pet Issues. We need to align our nuisance policy with those that are the Fairfax County government are expected to publish at the end of May.			

<b>Action Items</b> [After appearing complete, the item will be removed.]				
Ref.#	Topic: Activity	Assigned to	Due	Next Step
04-01	Action Item List in Minutes – Review list and provide updates on items listed. Board	Board	5/22/15	
04-02	Meeting Minutes – Use the Board’s Meeting Minutes template to complete the minutes for today’s meeting & send to the Board.	Angela	5/15/15	✓ Complete
04-03	Meeting Minutes – Review meeting minute file folder on website and fix broken links.	Angela	5/15/15	✓ 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. 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	
04-04	Complaint Process – Board scheduled a <b>Working Session</b> to discuss complaint procedures, update letter templates, and clarify roles & responsibilities on May 29th, 7 pm at 3657 Ransom Place.	Board	<b>05/29/15</b>	
02-04	Financials - Send Mary unpaid reimbursement requests.	Skip	4/30/15	
04-05	Ransom Place Entrance – Get new estimates for fixing the retaining wall.	Property Manager	5/22/15	
04-06	Ransom Place Entrance – Both accidents – report on the insurance claims, where are they and what is next step for us to get reimbursed for our losses?	Property Manager	5/22/15	
04-07	Tot-Lot – Get estimates to do the other repairs identified in the Tot Lot Maintenance Report, i.e., Ford & PSI.	Property Manager	5/22/15	
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	✓ Complete
02-10	2015 Walk-thru – Post & distribute notice via the website.	Angela	3/31/15	✓ Complete
04-08	2015 Walk-thru – Send the flyer to Angela electronically so that she can post it and send out a note via the website.	Property Manager	5/8/15	✓ Complete
04-09	2015 Walk-thru – Post message and send out a note via the website.	Angela	5/22/15	✓ Complete
04-10	2015 Walk-thru – Board scheduled a <b>Working Session</b> to discuss the focus and process on Friday, May 22 <sup>nd</sup> , 10 am at 3608 Ransom Place.	Board	<b>5/22/15</b>	✓ 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	Skip	4/15/15	

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	Street sign cost breakout. We need to get reimbursed for full replacement cost.			
04-11	Reserve Plan – Send to Skip a copy of the proposal from Capital Reserves that the 2012 Board had approved, but apparently not signed, so that Skip can sign it.	Property Manager	5/8/15	
02-17	Web SOP – Update expectations to include distribution of monthly reminders & propose other revisions.	Angela	4/10/15	
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	
04-12	Street Marking – Meet with Dominion Paver representative to go over plan and make sure it is clear what our expectations are.	Skip	5/22/15	
04-13	Street Work (3609 & 3611 Island) – Ask Dominion Paving about removing the island and adding 2 parking spaces, with ADA access to sidewalk.	Skip	5/22/15	
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	
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	
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	
03-16	3611 RP Common Area CRF – Check meeting minutes & check chron-file for 2014 to locate BoD action, if any.	Angela	4/5/15	
04-14	Scale Treatment – Was the contractor informed of the Board’s approval, which included prepayment to get a discount in the cost? When will treatment be scheduled? Report that date to Board & Angela.	Property Manager	5/8/15	
04-15	Scale Treatment – Once date of treatment is provided, send out note to residents like before.	Angela	5/10/15	
04-16	Tree Care – Ask Sav-A-tree for estimates to do the work identified as needing to occur in 2015, per the list that Marilyn handed out to the board.	Marilyn	5/15/15	
04-17	Tree Care – Verify that the final Multi-year Plan is on the website.	Angela	5/10/15	
<b>Authentication</b>				
As indicated in the Board Meeting Minutes for <b>May 26, 2015</b> , 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 Apr. 28, 2015.

April 28, 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, May 26, 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*]
  - March 31, 2015

**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
  - 6.1.2. Order Peach Tree Posts and Signs, Quote from PSI for installation
- 6.2. Tree Related Actions (Project Lead: Marilyn)
  - 6.2.1. Status & Next Steps: Multi-Year Tree Care Plan
  - 6.2.2. Next Steps: Plantings at Tree Removal site (by 3635)
- 6.3. Tot Lot Mulching Plans
  - 6.3.1. Status
- 6.4. Annual Community Walk-thru Inspections for 2015
  - 6.4.1. Status: When will this occur?
  - 6.4.2. Next Steps: Follow-up.
- 6.5. Repair Entrance to Ransom Place
  - 6.6.1. What happened to base cover?
  - 6.6.2. Retaining Wall
  - 6.6.3. Recovery of losses from car owner/insurance?

- 6.7. Status of Storm Water Management Inspection & Repair
- 6.8. Status of Wire in common area
- 6.9 Street painting/marketing Proposals
  - 6.9.1 Review quotes
- 6.10 Status of Reserve Study
- 6.11 Review of action item list in Meeting Minutes

**7. New Business:** (10-15 minutes)

- 7.1. Issues & Priorities for 2015
- 7.2. Semi-annual Town Hall Meetings
- 7.3. Communication of violation letter to homeowner without BOD review or approval
- 7.4. Annual Performance Assessment of contracted service providers
- 7.5. Community meet your neighbors activities
- 7.6. ACC Chair position & annual appointments

**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/Status
- 8.3. ACC Recommendation: Draft Lighting Standard Changes
  - 8.3.1. Discussion
  - 8.3.2. Next Steps/Status
- 8.4. Sidewalk Repair Recommendations
- 8.5. 5-year Landscaping Plan Guidance

**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)