



# 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, May 26, 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	No
	Marycel Tuazon	Vice President	12/31/16	Yes
	Rob Rogers	Treasurer	12/31/16	No
	Marilyn Keel	Secretary	12/31/15	Yes
	Keith Johnson	Member-at-Large	12/31/15	Yes
Committees:	Beth Swartz	Chair	3/31/15	Yes
Property Manager:	Joe Borrows	Horizon Community Services, Inc.	As of 4/2015	Yes
	Dave Ciccrelli, Pres.			No
Others:	3657, 3611, 3649, 3655			
Board Decisions Made at the Meeting				
2.2. Meeting Agenda				
Motion Details:	Motion to amend the meeting agenda by moving the Executive Session to the end of the meeting.			
Made by:	Marycel	Seconded by:	Marilyn	Results: Motion Carried: 3-0
3.2. Approve Minutes from Previous Meeting(s)				
Motion Details:	Motion to approve the minutes for the Board meeting held on Apr. 28, 2015, with minor correction (i.e., "3720" changed to "3716").			
Made by:	Marycel	Seconded by:	Marilyn	Results: Motion Carried: 3-0
6. Unfinished Business				
Motion Details:	Motion to send out the RfP for landscaping the common area next to 3635 RP where the tree was removed this past Fall, with revision to include a sentence to mention federal style of homes and to amend another sentence to add "future award, if any."			
Made by:	Marilyn	Seconded by:	Marycel	Results: Motion Carried: 3-0
Motion Details:	Motion to approve the extension of existing ACC members for 1 year: Beth Schwarz; John Pritchard; Teresa Spataro; Steve Corina			
Made by:	Marilyn	Seconded by:	Keith	Results: Motion Carried: 3-0
4. Executive Session				
Motion Details:	Motion to go into Executive Session to address violations & delinquencies.			
Made by:	Marycel	Seconded by:	Marilyn	Results: Motion Carried: 3-0
Motion Details:	Motion to come out of Executive Session and resume public BoD Meeting.			
Made by:	Marycel	Seconded by:	Marilyn	Results: Motion Carried: 3-0
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			
	Nothing raised.			
Action Items				
[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

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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. 5/26/15: Angela will resend the RfP to Joe. Joe will then it out to more people, including Denison.	Property Manager	5/22/15	
05-01	Ransom Place Entrance – Resend the RfP to Joe. Joe will then it out to more people, including Denison.	Angela	6/8/15	
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. 5/26/15 Update: Can't repair because outdated code. Get estimates for replacement equipment.	Property Manager	5/22/15	
05-02	Tot-Lot – Look at alternatives, draft survey to get input on new equipment options from residents.	Marycel	6/18/15	
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	✓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

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05-03	2015 Walk-thru – Send Joe & BoD an electronic version of the walk-thru letter used last year.	Angela	6/2/15	
03-03	RP Street Sign Repair – Ask Contractor about bottom base of sign that was removed. 5/26/15 Update: Need to order replacement Base when new pole is ordered.	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. 5/26/15: Resend to Joe.	Skip	4/15/15	✓Complete
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	✓Complete
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	✓Complete
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	
05-04	Common Area Work (by 3635) – Revise & send out the RfP to Blade Runners, Hybla Valley, Cabera's, Primere Lawn, Denison.	Marilyn	6/2/15	
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	6/1/15	
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/ ACC	4/5/15	✓Complete [10/8/15]
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	Property Manager	5/8/15	

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	scheduled? Report that date to Board & Angela.			
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	
05-05	Tree-Care – Mark the trees involved	Marilyn	6/3/15	
05-06	Communications – Draft & send to Board a written details of proposed new position & responsibilities for “Communications Officer.”	Marycel	6/16/15	
05-07	Communications – Send Board a copy of the existing policy write-up about the meeting sign that was used before.	Angela	6/9/15	
05-08	Communications – Draft & send to Board a written proposal and estimates for renewing the use of a meeting sign.	Marycel	6/16/15	
05-09	Performance Review of Contractors & Venders – Draft & send Board a written proposal for conducting such reviews.	Marycel	6/16/15	
05-10	“White Cap” Repairs – Send out an RfP for repairing the following broken white caps (clean-out access point): 1) In front of 3623; 2) On side of house 3621; 3) In between the sidewalk and the last parking space in the row close to 3652. (ACC Chair can confirm location).	Property Manager	6/9/15	
05-11	Sidewalk Repair – Fold into the 5-year plan & draft an RfP using the BoD template for RfPs.	ACC Chair	6/16/15	
<b>Authentication</b>				
As indicated in the Board Meeting Minutes for <b>Jun. 23, 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 May. 26, 2015.

May 26, 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, June 23, 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*]
  - April 28, 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 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?

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- 6.7. Status of Storm Water Management Inspection & Repair – Has this been completed and submitted to county?
- 6.8. 6.9 Street painting/marketing Proposals
  - 6.9.1 Update of Proposal – marking/painting
- 6.10 Status of Reserve Study – Need document to sign from Property manager to complete process.
- 6.11 Review of action item list in Meeting Minutes
- 6.12 Update of Multi-year landscaping plan – Rob
- 6.13 Update of improving communication plan – Semi-annual Town Hall Meetings etc - Marycel
- 6.14 Update of community engagement activities – Skip
- 6.15 ACC Chair position & annual appointments

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

- 7.1. Proposal for additional parking Ransom Place

**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

**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)