



# Monthly Board Meetings

**Date:** December 4, 2018

**Location:** Jefferson Madison Regional Library - Northside Branch - 705 West Rio Road

**Members Present:** Chris Meadows, Steve Ward, Mary Hackett, Deb Kelsey, Megan Maloney and Pat Abell

Chris opened the meeting at 6:32 p.m. (1832 Military) and reported that he has scheduled the meeting room for the next two months because they can schedule for ninety days in advance.

**Mary Hackett, Treasurer** reported the checking account balance is \$34,454.55, the savings account balance is \$29,951.39 and that she had written a check for \$1,400.00 but is not reflected in the account balance of \$34,454.55

**Meghan Maloney, Financial Secretary** reported that there are several items which she needs to meet with for coordination: 1482 MD and two others. Payments are coming in regularly and there was a discussion of what steps have been taken to reconcile disputes with home owners regarding payments.

**Steve Ward, Commons Area** reported that he had sent email updating the board on 4 December regarding the fallen tree in area L that was removed but left a damaged trail. Steve will ask Algieri to see if he can do something to improve the area. Nigel Woods has been delayed by the weather conditions and has now set Friday, 7 December as the date to remove the large dead tree behind 1511 LFD. Steve will alert the neighbors on 5 December, Wednesday, after checking weather. Still waiting on third landscape drainage proposal from Armstrong Landscaping in areas H, G, E & F. There has been discussions with 286 TND regarding wet ground in the backyard following the removal of the willow tree behind 288/290 TND. Steve mentioned that all commons areas with low points drain that into RWSA (Rivanna Water and Sewer Authority) storm drains have drainage/mud problems. There are some of the areas that the problems can be worked around but Steve strongly recommends that we do the necessary work in area G & H. Steve showed several pictures to illustrate the various areas. There was some discussion regarding a fence relocation for 288 TND which was beyond what was approved. Steve and Mary felt that had been resolved prior the current era.

**Deborah Kelsey, Architecture** reported she has only had one response regarding the notices sent about maintenance concerns and that was 1478 MD. She has spoken with 1479 MD several times and she has sent him another letter. Regarding 1479 MD, Chris wants a 'Demand Letter' to be sent. A discussion followed regarding what should be in the demand letter. Chris is also going to check with the attorney for specific language to be included in such letters. 1477 MD also has a garage door issue. 1524 LFD is now empty and Deb has not been able to get the non-resident home owner to address conditions. She will send a demand letter. 274 LVD, the 'For Sale' sign is gone but there has been no action taken regarding the conditions. Discussion regarding 1524 there is a hole in the side of the house. There have been some complaints but 1503 LFD says there are apparent problems. Deb reported that there have been some complaints that the recent "sidewalk repairs done by the County were only done in front of board members houses"! The consensus of the board is that this is not true! Deb is concerned regarding 1489 MD and they will receive a letter. 1501 LFD is of concern also. There is a some pine tree limbs blocking the street light near 1498 LFD and we are not sure who is responsible to cut the limbs - property owner or Virginia Power?

**Pat Abell, Secretary** Nothing to Report except that he was able to help Architectural with pre-addressing envelopes for the demand letters. Preparing documentation for how the Email List is maintained and what procedures are used for printing, distribution and maintenance of the FSPHA data.

**Presidents Report** Chris will reach out to Sue McCormick (1448 MD) and confirm that she will be coming on the board and taking over the Treasurer's roll and Mary will be the Vice President of the Board.

Has started on documenting all procedures and files that the president is required to address. Since we have instituted many changes in the way the board functions (electronic payments, email contacts for the majority of residents, etc.) there will have to be close coordination with the next board to insure the new board can be fully functional. We can not just "hand over the files" as was done in prior board transitions. The initial draft for another proxy type vote to change the by-laws and update the by-laws to have a means to apply fines when necessary to address delinquencies and other issues. Look at the services that we provide to the home owners, length of contracts, maintenance standards, etc. The newsletter has not been published since July - will wait until January to publish the next newsletter. The canine litter bag dispensers have been refilled. 1535 LFD is on the market and will need to prepare a disclosure package. Has been researching how other HOA handle their reserve accounts and maintain the liquidity of the funds. We are now contributing to the reserve account, as we should have been doing all along.

Financial Secretary has obtained Christmas Cards, with a religious motif, and wants to know if the Board wants to send them to home owners from the board. Discussion followed regarding that not all home owners celebrate Christmas. No motion was taken and Megan said that she would mail the cards herself and they would be from her.

**Meeting adjourned at 7:50 p.m. (1950 military)**

**Next Meeting: January 8, 2019 at 705 W. Rio Road - James Madison Regional Library - Northside Branch 6:30 p.m. (1830 Military)**