

WHOA Board Meeting
Thursday, April 13, 2017
6:33pm-8:22pm
Richard Byrd Library

Present: Ken Klimpl, President; Aaron Pagnotti, Vice President; Andy Izaguirre, Treasurer; Judy Perry, Secretary; Sarah Mishan, Member at large; Carrie Wakefield, GatesHudson Community Management.

Meeting called to order at 6:33pm. There were 2 homeowners present.

Homeowners Forum

Homeowner inquiry: Homeowner at 6528 Westmore Court expressed significant concern about young men breaking through the fence between Westhaven and Lee Valley Apartments and loitering in the area behind the Westhaven units. The young men leave debris and pose a potential threat to persons and property. Police report on record. The fence needs to be repaired and other deterrence measures implemented.

Response: The fence in this area has been repaired before. The Board will review the proposal for fence repair throughout the community and consider planting pyracantha bushes along the fence. The addition of reinforcing boards may further deter future destruction.

Homeowner inquiry: Homeowner expressed concern about towing enforcement with regard to expired tags and inspections.

Response: Proposed towing contract will be discussed in Executive Session. There will be a reasonable “grace” period for expired tags and/or inspections (in accordance with Fairfax County restrictions).

Andy moved to approve March 2017 minutes as written; Sarah seconded. Minutes approved as written.

President

Parking registrations estimated to be about 85 to 90% complete to date. GatesHudson staff is working on confirming the green permit registrations (3 or more vehicles registered to the unit). The green permit waiting list is being reduced. Visitor hangtags provided by Dominion Towing, Inc. scheduled to arrive by April 14th (purple, numbered, DTI). GatesHudson will mail the hangtags to registered units. Towing will concentrate on visitor parking, green parking and fire lanes. The towing contract specifications were reviewed for the benefit of homeowners present.

Vice President

Spring community cleanup day will be scheduled soon; usually held in early May. Judy will coordinate date via e-mail.

Treasurer

Discrepancies in the management report were identified (account balance as of March 31st on page 3 vs page 33). Carrie will research the differences.

Andy identified required updates to the action items list.

Carrie is working with Sam to confirm that the auto insurance company reimbursed Westhaven for fence repairs resulting from July 2016 accident.

Architectural Committee

No resale inspections in the past month.

Architectural changes to the exterior of units must be submitted to ensure the change is duly noted in the property record. Changes that comply with requirements will be automatically approved but still need to be noted in the property record.

Management Report

VA Department of Transportation has assigned a work order number (allows easier tracking) for the requested repairs to the damaged concrete curbing near the east entrance.

VA Department of Transportation has assigned a work order number for the gutter drain safety concern at 6504 Castine Lane. After inspection VDOT agreed the area posed a significant safety concern which needed to be remedied.

Three mail box pedestals have been replaced by the US Postal Service. One additional pedestal has been identified for replacement (nearest asphalt area at the corner of Milva Lane and Westmore Drive).

Actions Items:

Solicit proposals for pressure washing and tuck pointing repair to Westhaven surrounding brick wall in three phases (1-front including two entrance gazebos, Westhaven sign and Westmore Court garden area; 2-along Old Keene Mill Road; 3-south side). Include pressure washing four concrete benches in front park area with phase 1.

Determine exactly when the current trash/recycling contract expires (September 30 or December 31) and issue notice of re-compete 90 days in advance to avoid automatic 5-year renewal. Solicit bids for trash pick-up twice weekly and recycling pick-up once weekly (Monday and Thursday).

Schedule another walk through to evaluate sidewalks that pose a tripping hazard (i.e., Castine Lane).

Develop plan to address repairs to concrete gutters/aprons in the newly paved areas to prevent puddling. These areas are not the result of faulty asphalt work (the asphalt was laid to grade). This work must be performed prior to next winter.

Executive Session: 7:33 – 8:14pm.

Judy moved to accept the Dominion Towing, Inc. contract (with specifications; President, Vice President and Management Agent authorized to call in vehicles for special situations) and to begin parking enforcement on May 1st. Andy seconded. All approved.

Andy moved to accept the April 13, 2017 Long Fence proposal to repair/replace segments of the wooden fence along Old Keene Mill Road and the divider fence behind Westmore Court at a cost of \$2,346.00. Aaron seconded. All approved.

Aaron moved to accept PGI Proposal #37308 to remove/cut flush the large sycamore tree behind 7525 Westmore Drive as it poses a threat to the house at a cost of \$595. All debris will be removed. Andy seconded. All approved.

Aaron moved to accept PGI Proposal #38520 to trim/cut back the lower limbs on two pear trees near the playground area at a cost of \$245. All debris will be removed. Andy seconded. All approved.

Annual architectural inspections will begin soon. Judy will provide Carrie with the focus areas from prior years.

Meeting adjourned at 8:22pm. Next meeting will be May 11, 2017 from 6:30-8:30pm at Richard Byrd Library.