

**WHOA Board Meeting**  
**Thursday, July 12, 2018**  
**6:30pm-7:50pm**  
**Richard Byrd Library**

Present: Ken Klimpl, President; Judd Ray, Vice President; Andy Izaguirre, Treasurer; Judy Perry, Secretary; Sarah Dallas, Member at large; Christopher Hayes, GatesHudson Community Management.

Meeting called to order at 6:30pm. There were 5 homeowners present.

**Homeowners Forum**

Homeowner inquiry: How many Green Permits have been issued since June 2017? Homeowner has been told her name has moved up and down on the waiting list.

Response: Only 2 Green Permits have been issued since June 2017. Homeowners should be aware that the waiting list does not move quickly.

Homeowner inquiry: Homeowner was incorrectly cited for having the incorrect width fence boards. She is awaiting a formal reply to her appeal to void the discrepancy and correct the record.

Response: Formal inspection responses will be sent out beginning July 13<sup>th</sup> to close out the inspection cycle.

Homeowner inquiry: General discussion regarding the dead grass areas throughout the community.

Response: Professional Grounds, Inc. staff evaluation indicates erosion and very large trees blocking sunlight are the main challenges to sustaining grass growth. A program can be started to rejuvenate the grounds over the long term (5 years or more).

Homeowner inquiry: When homeowners place personal property outside their fence (in common area) can it be removed without notice?

Response: Yes. Please provide the unit address to Christopher for action.

Andy moved to approve June 2018 minutes as written; Sarah seconded. Minutes approved as written.

**President** (nothing significant to report)

**Vice President** (nothing significant to report)

**Treasurer**

Dominion Energy late fees reimbursement: GHCM has reimbursed Westhaven \$25.90 in late fees incurred since January 2018.

Nationwide Insurance: As previously decided the annual insurance bill should be paid in full to avoid the added cost of installment payments.

Republic Services: Based on the monthly invoices it appears late fees are accruing. The account should be reconciled from January 2018 to ensure all payments are up to date. Christopher expects the invoices will balance out by next month.

**Architectural Committee**

Architectural changes to the exterior of units must be submitted to ensure the change is 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**

Financial Statement (as of June): Operating account: \$45,701.18. Owner's equity: \$354,901.50. Total investments: \$349,649.17. Total delinquency: \$5,249.88; a reduction of almost \$5K from last month (for the second consecutive month). Kudos to Christopher.

Audit: Goldklang Group CPAs, P.C. requested items needed to complete the 2017 audit. All documents have been provided. Report may be available in the coming two weeks.

Inspections: Closeout inspections to begin July 13th. All repair violation turnaround times have been set to 30 days with the exception of trash and mowing/weed violations.

Brick wall power washing and tuck pointing: Reston Painting reports work has been completed. Final payment made. Update: Board identified areas of concern not previously identified by GHCM. Vendor consulted and agreed to repair deficiencies at no cost.

VDOT Repairs: Work Order Number 735500 remains open as the work has not been completed. Update: Christopher attempting to work with Fairfax County VDOT supervisor (Jerry Giles).

Roadside Ponding: Update: Dominion Paving (original contractor) stands by their scope of work as quoted. They will send out an engineering team to review grade and curb issues and prepare a proposal. Issue tabled pending Dominion Paving proposal.

Pest Control: Comparison between American Pest and Orkin provided. Discussed during Executive Session.

Fairfax Water: Currently Westhaven has three accounts. One actively supports the sprinklers in the park area [# 0000300938305 (6500 Westhaven Lane)]. The other two accounts [# 0000300934171 (7531 Westmore Drive) and # 0000300937752 (6531 Milva Lane)] have been unused for extended periods and will be discontinued, thereby ending the quarterly service charges.

Visitor Parking: Inspection of Visitor Parking stalls identified 25 stalls that need to be repainted (the vast majority). Also confirmed there are 15 Green Permit parking spaces. Christopher will count the current number of visitor spaces throughout the community. Recommend all visitor and green permit stalls be repainted. Bids will be solicited. Update: Christopher meeting with Finley and Blue Curb on July 13<sup>th</sup> to review work proposals.

Website: Ashley Kinnett has completed the required training. Tracy Timonere has a draft mock-up of the website for review. Sarah will move forward to deploy the website.

**Executive Session:** 7:35 – 7:49pm.

The Green Permit holders list and waiting list will be added to the monthly Executive Report.

Sarah moved to accept American Pest proposal for two years with initial set-up cost of \$2,650 and monthly service cost of \$299 provided there is no additional set-up charge for the subsequent year. Andy seconded. All approved.

Meeting adjourned at 7:50pm. Next meeting will be on August 9, 2018 from 6:30 - 8:30pm at Richard Byrd Library (7250 Commerce Street, Springfield VA 22150).