

**WHOA Board Meeting**  
**Thursday, June 8, 2017**  
**6:30pm-8:11pm**  
**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 6:30pm. There were 3 homeowners present.

**Homeowners Forum**

Homeowner inquiry: Homeowners presented samples of Trek ® synthetic deck materials and samples of stain color recommendations for consideration. After extensive discussion Judy moved to approve 3 Trek ® transcendence color options (Tiki Torch, Havana Gold and Rope Swing) and 4 Sherwin Williams stain color options (clear (unstained), Transparent Natural, Transparent Cedar Tone Natural and Semi-transparent Cedar). Sarah seconded. All approved. Community handbook will be updated to reflect approved colors (and other changes). Note: Homeowner has secured a discount for Westhaven residents at the Springfield Plaza Sherwin Williams store.

Homeowner inquiry: Homeowner expressed concern about not being able to walk the entire perimeter of the community inside the fence along Old Keene Mill Road because the backyard fence of one unit is connected to the community fence, thereby preventing clear passage.

Response: Carrie will investigate the area and ascertain if changes need to be made.

Homeowner comment: Homeowner noticed street lights on during the day. After clearing the overgrown ivy away from the sensor the lights went out as expected. Thanks.

Andy moved to approve May 2017 minutes as written; Aaron seconded. Minutes approved as written.

**President**

Parking: Multiple homeowners have noted some residents circumventing the new parking resolution by routinely rotating their personal vehicles with visitor hangtags in visitor parking spaces. Wording of resolution will have to be modified in an attempt to limit this practice (i.e., define “visitor” and specifically prohibit rotating of resident vehicles). Ken will consult with attorney about enforcement options.

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

**Treasurer**

Confirmed all invoices presented correspond to ledger.

Note, expenses to date are below budget, primarily due to mild winter.

Sam is still following up to ensure insurance company reimbursement for fence repairs after vehicle accident in July 2016.

## **Architectural Committee**

Approved architectural modification request at 6515 Milva Lane to replace deck with synthetic material (Trek ®).

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. No update.

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. Homeowner informed Carrie that someone has been in the area to survey the site. (Note: Ken emailed both work order numbers to Supervisor McKay's office in hopes of getting movement on these issues.)

Two additional mail box pedestals have been replaced by the US Postal Service. USPS has been in the community surveying the mail boxes to determine if they are the original boxes; if they are then USPS is still responsible for them; if boxes have been modified in any way then the HOA is responsible.

Fence repair work was started (gaps closed, some sections replaced along Old Keene Mill). Work is incomplete (not reinforced, sections not finished). Additionally, bi-lingual "private property" signs will be posted on the fence between Westhaven and Lee Valley Apartments. Pyracantha shrubs will be planted along the fence after all repairs are completed. Carrie continues to work these issues with Long Fence (clarifying original scope of work).

GatesHudson is in the process of soliciting comparable bids for brick wall pressure washing and tuck pointing. Work will be completed 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. UPDATE: Awaiting additional proposal for comparison.

Based on police recommendations a "Private Parking" sign will be posted at the three visitor spaces at the far west end of the community in hopes of deterring loiterers and trail users. UPDATE: Parking sign has been put in place.

## **Executive Session: 7:49 – 8:06pm.**

Sarah moved to accept the PGI proposal #39050, item 2 only, to remove the dead Maple Tree in front on 6501 Castine Lane. Judy seconded. All approved. More information is required to make a decision on item 1 (dead/dying Northern Red Tree in wooded area).

Sarah moved to accept the PGI proposal #39033, both items, to cut back the Wild Cherry and large Tulip Poplar trees encroaching on the property at 6527 Castine Lane. Aaron seconded. All approved.

Meeting adjourned at 8:11pm. Next meeting will be July 13, 2017 from 6:30-8:30pm at Richard Byrd Library.