

WHOA Board Meeting
Thursday, June 14, 2018
6:30pm-8:08pm
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 6 homeowners present.

Homeowners Forum

Homeowner inquiry: A STOP sign is down at Westhaven Lane.

Response: The repair is being handled with the appropriate vendor by the person who knocked the sign down.

Homeowner inquiry: What is the proper procedure when replacing a backyard fence? Should the boards be 1" x 6" or 1" x 4", pine or cedar (unstained)?

Response: As original fences within the community are both 1" x 6" or 1" x 4" pine and cedar boards, homeowners should replace fences with the currently existing size at their unit. Boards can be either pine or cedar (unstained).

Homeowner inquiry: What's the rule on towing from Green Permit parking spaces? Green Permit holders have called Dominion Towing and been told that they cannot tow until after 11pm.

Response: Dominion Towing has been notified and authorized to tow non-Green Permit vehicles from Green Permit parking spaces anytime a valid Green Permit holder requests. A list of all valid Green Permit holders (and vehicles) will be provided to Dominion Towing. When the spaces are repainted, they will be numbered and assigned to specific Green Permit holders.

Homeowner inquiry: On the west end of Westmore Drive (past Hubbardton Way) there are toys stored inappropriately outside the fence. It is unsightly.

Response: When infractions are noticed please send the exact address to Christopher so he can contact the homeowner/resident. Pictures are also helpful.

Homeowner inquiry: Request common area overgrown bushes be trimmed near 6500 Westhaven Lane. The overgrown bushes are posing a safety hazard as fox, racoon, rat, possum and cats have been hiding/nesting there.

Response: The request has been added to the list for groundskeeper action.

Homeowner inquiry: Request common area overgrown bushes be trimmed around the mailbox on Westhaven Lane. Homeowners must battle the bushes in order to retrieve their mail.

Response: The request has been added to the list for groundskeeper action.

Homeowner inquiry: What's the status with Professional Grounds, Inc. doing the routine trimming of bushes and trees throughout the community (in accordance with the contract)? Trees are routinely brushing the tops of trucks driving through the community.

Response: Christopher will review the contract and contact PGI. The service seems to be declining.

Andy moved to approve May 2018 minutes as written; Judd seconded. Minutes approved as written.

President (nothing significant to report)

Vice President (nothing significant to report)

Treasurer

Revere Bank CD: In the Management Report, add the maturity date for the recently purchased \$25K Revere Bank CD. Also, add the same CD to the list of existing CDs.

Fairfax Water: Why was the quarterly bill not paid in full (account # 0000300938305)? Billed amount: \$89.84; Paid amount: \$37.54 (for current charges). Will there be a late fee? Most likely, the payment and bill crossed in the mail and the payment is therefore not reflected in the current bill. How many Fairfax Water accounts does Westhaven have?

Segan, Mason & Mason: Why was the invoice not paid in full? Billed amount: \$1,456.02; Paid amount: \$668.63. Most likely the payment and bill crossed in the mail and the payment is therefore not reflected in the current invoice.

Republic Services: Why does the invoice reflect a delinquent amount and late fee? Records indicate the prior payment was sent on April 20th (due date April 17th). Current payment sent May 16th (due date May 18th). Therefore, the late payment on the April 28th invoice (for May 1 – 31 service) is valid. GHCM must reimburse Westhaven for the fee.

Dominion Energy late fees reimbursement: Based on Brian Heisler's May 23rd email response GHCM should have reimbursed Westhaven \$25.90 for late fees since January 2018. Christopher will check to see when the reimbursement will be made.

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 May): Operating account: \$32,871.84. Owner's equity: \$354,662.61. Total investments: \$344,623.02. Total delinquency: \$10,101.68; a reduction of almost \$5K from last month.

Audit: Ken signed a duplicate audit engagement letter because the letter signed in October/November 2017 was not provided to Goldklang Group CPAs, P.C.

Inspections: Front of units have been inspected. Rear yard inspections ongoing, expect completion on May 11th. Update: Remaining rear yards on west end of Westmore Drive (past Hubbardton Way) still to be completed. Power washing and staining fences were the most often cited violations. After discussion, Judd moved to allow 30 days for correction of repair violations and 10 days for nuisance violations. Andy seconded. All approved. Homeowners should contact GHCM for extensions when needed.

Brick wall power washing and tuck pointing: Reston Painting reports work has been completed. Final inspection will be conducted before making final payment. Closeout inspection scheduled for May 11th. Update: Final inspection completed; invoice paid (should have been paid from Replacement Reserve account; expense will be transferred to correct account).

VDOT Repairs: Work Order Number 735500 remains open as the work has not been completed. No additional response from VDOT. Follow-up calls put in to supervisor. Update: Andy attempted to contact the VDOT point of contact to follow up on the work order; email undeliverable; GHCM to provide alternative point of contact.

Roadside Ponding: Pictures provided to GatesHudson. Christopher conferred with previous property manager to get caught up; met with JES and NVM contractors on May 10th to generate proposals on raising the sunken curbs; JES process is not a viable solution. Update: PCM proposal provided. Christopher will attempt to get resolution from Dominion Paving (original contractor). Issue tabled pending Dominion Paving response.

Pest Control: Additional proposal (Orkin, walk through April 19th) to be reviewed in Executive Session. Decision tabled pending additional discussion. Update: Christopher will provide vendor comparison between American Pest and Orkin (Eagle Pest is no longer competitive) to Board members by Tuesday, June 19th.

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: Confirmed 15th Green Permit has been issued. Need to confirm number of visitor spaces. Board will consider converting a number of visitor spaces to Green Permit spaces. Green Permit spaces will be numbered (when spaces are re-painted) and assigned to specific permit holders when 2019 decals are issued. Both Christopher and Ken verify Green Permit holders are in good standing or permit is revoked.

Website: Sarah has completed the requested actions for the new website. Sarah will coordinate with Ken on next steps going forward. Table for now. Update: Web site roll out will be delayed until the newly hired GHCM administrator (Ashley Kinnett) can be trained.

Executive Session: 7:36 – 8:05pm.

Meeting adjourned at 8:08pm. Next meeting will be on July 12, 2018 from 6:30 - 8:30pm at Richard Byrd Library (7250 Commerce Street, Springfield VA 22150).