

**WHOA Board Meeting**  
**Thursday, March 9, 2017**  
**6:30pm-8:12pm**  
**Richard Byrd Library**

Present: Aaron Pagnotti, Vice President; Andy Izaguirre, Treasurer; Judy Perry, Secretary; Sarah Mishan, Member at large; Carrie Wakefield, GHA management.

Absent: Ken Klimpl, President.

Meeting called to order at 6:30pm. There were 7 homeowners present.

**Homeowners Forum**

Homeowner inquiry: How do homeowners get a visitor pass for extended time (more than 3 days)?

Response: Extensive parking discussion ensued. Clarifying points: During the day the towing company has been approved to tow immediately from the fire lanes (yellow curbs) as this is a violation of Fairfax County ordinance. Visitor parking towing will occur during the overnight hours as stated in the newly distributed resolution. Homeowners are free to borrow visitor hangtags from other homeowners. Homeowners are free to authorize other homeowners to park in their designated spaces. The purpose of the resolution is to reign in habitual abusers of visitor parking (i.e., residents with multiple vehicles who routinely park in visitor spaces). Due to Fairfax County natural growth (green) space requirements we cannot expand parking within the community as we are already at the prescribed limit (this suggestion has previously been explored). Vehicle registration forms were made available and have been mailed. Carrie will provide example of visitor hangtag and identify a supply source.

Homeowner inquiry: Homeowner at 6504 Castine Lane described a significant drainage and safety concern affecting his backyard. Stray animals have been trapped and died in the drain area, pets have fallen in and children are at risk. His deck is sinking and can no longer be shored up. He has raised the concern before.

Response: Carrie is now aware of the significance of the issue. She will ask Professional Grounds, Inc. to submit a proposal for resolving the concern. Board members were not aware of the severity of this drainage issue.

Homeowner inquiry: What's the status of replacing the dilapidated postal boxes?

Response: Carrie has been working with the Post Master for the past month. Three pedestals are to be replaced in the next two weeks (or so). New info: The Post Office is responsible for the pedestals; the HOA is responsible for the mail boxes but the Post Office controls the keys to the boxes. The bureaucracy is a challenge. Homeowner suggested all boxes be replaced throughout the community so that all are the same.

Homeowner inquiry: Will the landscaping crew put mulch in the front garden area around the pole light?

Response: Yes, the front area is considered common area and covered by the landscaping contract.

Homeowner inquiry: Would it be possible to build a wooden or paved path leading to the Cross County Trail? And also extend the asphalt path around the spill basin to meet the path leading to the trail? Other communities have similar paths to prevent having to walk through mud.

Response: We can certainly contact Fairfax County about the possibility. The asphalt will not be extended.

Homeowner inquiry: Can the sidewalk near 6504 Castine Lane be repaired? It poses a tripping hazard.

Response: Sidewalks will be surveyed during the community walkthrough to be conducted in the coming weeks. There may be other areas that also need to be addressed.

Sarah moved to approve February 2017 minutes as amended; Andy seconded. Minutes approved as amended.

**President** (no comments)

**Vice President** (no comments)

### **Treasurer**

Administrative comments regarding the Management Report (meeting start time correction, update snow removal contract dates, towing contract).

A new 24-month 1.45% CD was purchased from Access National Bank on February 24<sup>th</sup> after unanimous electronic vote (\$30,359.80).

### **Architectural Committee**

The issues identified in the re-sale inspection at 6554 Antrican Drive have been remedied, except the garage door which the new owners agreed to accept responsibility for.

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**

The Westhaven Common Interest Community Association Registration (#0550000826) has been renewed through January 31, 2019. Registration is required in accordance with the Commonwealth of Virginia Department of Professional and Occupational Regulation (DPOR).

Carrie is working with VA Department of Transportation to repair the damaged concrete curbing near the east entrance. A work order number has been assigned.

Projects to be addressed:

- Carrie will gather information regarding the repairs to concrete gutters 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 in the spring.
- Pressure wash and repair/tuck point brick wall surrounding Westhaven.
- Repair/replace/extend sections of the wooden fence throughout the community.
- Sidewalk repairs on Castine Lane and other areas.

Carrie will contact Aaron and Andy (and others) about walking the entire community to ensure she understands the various projects and areas of concern.

**Executive Session:** 7:36 – 8:10pm.

Sarah moved to accept PGI Proposal #38415 to remove the large oak tree at 7531 Westmore Drive as it poses a threat to the house (limbs have already fallen on the roof) at a cost of \$1,200. The stump will be ground at a later time. Andy seconded. All approved.

The proposal to remove the sycamore tree behind 7525 Westmore Drive was tabled to collect additional information. Proposal did not explain why the tree needs to be removed.

The proposal to address drainage behind 6515 Hubbardton Way was tabled in favor of the worse issue (safety concern) on Castine Lane.

The proposal to revive the landscape in front of the wall at Westmore Court and Westmore Drive was declined.

Annual architectural inspections will begin soon. Board will identify specific focus areas.

Meeting adjourned at 8:12pm. Next meeting will be April 13, 2017 from 6:30-8:30pm at Richard Byrd Library.