

WHOA Board Meeting
Thursday, March 8, 2018
6:30pm-8:00pm
Richard Byrd Library

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

Absent: Judd Ray, Vice President.

Meeting called to order at 6:30pm. There were 3 homeowners present.

Homeowners Forum

Homeowner inquiry: For clarification, is a motorcycle considered a vehicle, and as such qualifies a homeowner to apply for Green Permit parking?

Response: Yes, a motorcycle is considered a vehicle.

Homeowner inquiry: Will the grounds maintenance company collect the piles of sticks and other debris after the wind storm?

Response: Yes, Professional Grounds, Inc will come through to collect the piles. They are still busy with larger projects.

Homeowner inquiry: The grounds maintenance crew removed 2 of 3 dead trees in the common area between Milva and Westmore, why did they leave the 3rd one?

Response: They did as they were contracted to do. Please send the exact location of the remaining dead tree to Christopher so he can ask Professional Grounds, Inc to remove it.

Homeowner inquiry: Why was the mulch put down so early? It's still winter, it will be faded by early spring.

Response: While it does seem a little early, this is in fact mulching season; mulch is being applied in many communities throughout the area.

Homeowner inquiry: The website needs to be updated with the latest minutes so residents can stay informed of what's going on. August 2017 is the last minutes posted.

Response: Sarah will get caught up with posting minutes. The website will be changing soon.

Homeowner inquiry: Several months ago we discussed the possibility of making the mailboxes consistent throughout the community. What's the status of this idea?

Response: The Board will take this idea under consideration.

Homeowner inquiry: When did Westhaven begin adding administrative fees (late charge and interest) for late payment of quarterly assessments?

Response: Late charges and interest are assessed in accordance with Policy Resolution No. 2016-2 (approved during November 10, 2016 HOA Board Meeting, distributed to homeowners under letter dated November 16, 2016). Resolutions are posted to the website. Thanks to this policy our delinquency rate is below average.

Homeowner inquiry: The property at 6510 Westhaven Lane has multiple violations and is not being maintained in accordance with the Community Handbook.

Response: Christopher will check on the property and their responses to notices.

Homeowner inquiry: What can I do about bushes that are impeding the use of my driveway? Is it OK to remove them and pave over the area?

Response: If you want to make significant changes to the landscape please submit a modification request. Removing the bushes and paving the area is not an option, however, different plants (shorter) can be installed.

Homeowner inquiry: Two homeowners have complained about the lack of notice when they have been late with quarterly assessment payments and the lack of response or confused response from GatesHudson staff.

Response: Homeowners are reminded to ensure their assessments are paid timely. Non receipt of the quarterly notice is not justification for delayed payment. Please refer to Policy Resolution No. 2016-2 issued November 2016.

Andy moved to approve February 2018 minutes as written; Sarah seconded. Minutes approved as written with one abstention.

President

Discussion of concerns about late payment of WHOA electric bills and resolution of late fees. Need explanation of why WHOA is paying for bulbs for pole lights owned by Dominion. Christopher will research.

Green Permit issuance procedures need to be reviewed and administered in accordance with the established guidelines. Ken will double check with the attorney about the legality of revoking Green Permits due to assessment delinquency. As previously requested GatesHudson should send notice to Green Permit holders authorizing them to call Dominion Towing when a non permitted vehicle is parked in a designated green space.

Vice President (absent)

Treasurer

January and February financial records have been reconciled.

Late fees for delinquent electric bills should be covered by GatesHudson. Board needs an explanation for the late payments. Christopher will research.

Why was HOA quarterly assessment refunded to a prior owner? Normally the assessment is included in the closing process with the sale. Christopher will research.

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 January): Operating account: \$25,523.94. Owner's equity: \$333,907.70. Total investments: \$329,536.00. Total delinquency: \$11,702.13. Recommend purchasing another \$25,000 CD since there is ample funding in the operating account. Current CD rates will be provided.

Security and Lighting: Light pole at 7561 Westmore Drive has been repaired.

Brick wall power washing and tuck pointing: After walking the community Reston Painting acknowledged the needed touch-up work and will request final payment when the work is completed. Work schedule March 2nd delayed due to wind storm.

VDOT Repairs: Work Order Number 735500 remains open as the work has not been completed. No additional response from VDOT.

Mailbox on Serenade Place: Case opened with Post Office for repair (#CA13663098). Upon site review, the locking nuts need to be ratcheted down on bolts for more stability. Christopher attempted repair but did not have the correct tools.

Fence Repairs: Inspected fence line between Westhaven and Lee Valley Apartments. Need to install 24 2"x4"x10' boards to heavy up the fence. Job can be done for less than amount quoted by Long Fence.

Hedges at intersection of Serenade Place and Westmore Drive: PGI should remove the overgrown offending bushes and replace with the same species as the shorter existing bush which can be more attractively maintained. Sample provided.

Parking Issues: Parking on sidewalks is not permitted per Fairfax County General Parking Restrictions. Reference Ordinance 82-5-1(a)(1). The 3 offending property residents who park vehicles in their driveway which block the sidewalk will be notified prior to towing enforcement.

Trash/Recycling: Republic Services/AAA will notify all residents (through mailing) that trash/recycling will be picked up on Monday and Thursday. Yard signs will be posted at both entrances. Change will be effective March 26th.

Website: Sarah will take the lead on transitioning to the new website. Justin McLaughlin volunteered to assist.

Executive Session: 7:36 – 7:58pm.

Meeting adjourned at 8:00pm. Next meeting will be on April 12, 2018 from 6:30 - 8:30pm at Richard Byrd Library (7250 Commerce Street, Springfield VA 22150).