

**WHOA Board Meeting**  
**Thursday, May 11, 2017**  
**6:37pm-8:20pm**  
**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 6:37pm. There were 8 homeowners present.

**Homeowners Forum**

Homeowner inquiry: What is the process for requesting a long term visitor parking pass?

Response: Long term visitor parking requests should be submitted to the Management Company. It will then be forwarded to the Board for consideration/action. Long term parking passes are limited to 30-day increments.

Homeowner inquiry: Homeowner at 7332 Westmore Drive expressed dissatisfaction with the performance of the landscaping contractor. Specifically, there are a number of well worn, bare spots that need to be addressed. Photos were provided to the Board. Homeowner had previously spoken with Carrie.

Response: Carrie has a proposal for the Board's consideration. The landscaping contract will be reviewed to ascertain if overseeding is included.

Homeowner inquiry: What is the process for having vehicles towed from the fire lanes?

Response: Any homeowner can call Dominion Towing (703.339.2400) when vehicles are parked in the fire lanes as this is a violation of Fairfax County ordinance.

Homeowner inquiry: Homeowner at 7555 Westmore Drive expressed significant concern about a worsening parking problem. The three visitor spaces at the far west end of the community are being used by trespassers using the Fairfax County trail to drink alcohol and smoke marijuana. Three or four young men loiter and leave litter, usually between 5 and 8pm, they stay about 10 minutes. Police have been called multiple times and have recommended posting a "Private Property" type sign in hopes of deterring this practice.

Response: Carrie has sign examples for the Board's consideration. Police should be notified whenever this happens.

Homeowner inquiry: How are parking restrictions being enforced for visitor parking spaces?

Response: Dominion Towing has been contracted to enforce parking during the specified hours (overnight) effective May 1<sup>st</sup>. Vehicles have been towed.

Homeowner inquiry: What are the options for deck replacement/repair? Current handbook specifically states only pressure treated pine is acceptable. Based on advancements in composite/synthetic wood products other options should be considered.

Response: Board is in the process of identifying a range of acceptable deck colors and will also look at including composite/synthetic wood products. Homeowner should submit an architectural modification request using a neutral color of composite/synthetic wood product.

Homeowner inquiry: Is there a plan to paint lines for all parking spaces? Perhaps lines would encourage better parking practices (using one space and leaving room for others).

Response: There have never been lines for the parking spaces. The Board will consider adding the lines when the yellow curbing is repainted (due in about two years).

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

### **President**

The “soft” beginning of parking enforcement on May 1<sup>st</sup> has gone very smoothly. Some vehicles have been towed. An added benefit of the vehicle registration process has been recording more email addresses and linking them with homeowner names and unit addresses. This will facilitate distribution of future communications throughout the community.

### **Vice President**

Deck stain colors: Current restrictions will be adjusted to include more pre-approved colors and materials, including composite/synthetic wood products. Homeowner volunteered to contact deck expert and bring in samples for Board review and final decision.

### **Treasurer**

Confirmed that bank statement end-of-month dates do not always match GatesHudson dates (bank uses business days while GatesHudson uses calendar days). End-of-month balances will also differ slightly.

Carrie will ensure all invoices are routinely presented in the financial reports.

### **Architectural Committee**

No resale inspections in the past month.

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. No update.

Three mail box pedestals have been replaced by the US Postal Service. One additional pedestal has been identified for replacement (nearest asphalt area at the corner of Milva Lane and Westmore Drive). No update.

Parking enforcement: Green permits have been validated/updated; multiple outdated permit holders have been deleted. Green permits will be validated every June. Visitor hangtags have been distributed; homeowners who did not register were contacted directly.

GatesHudson is in the process of defining the brick wall pressure washing and tuck pointing scope of work in order to solicit comparable bids. Vendor must have water supply. Landscaping must be cleared to allow access to the work areas. 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.

GatesHudson confirmed the current trash/recycling contract expires December 31, 2017. Notice of re-compete will be issued 90 days in advance to avoid automatic 5-year renewal. Current pick-up schedule will be maintained--twice weekly trash pick-up on Monday and Thursday and once weekly recycling pick-up on Thursday.

Fence repair work was started (gaps closed). Work is incomplete (not reinforced). Weather and communications issues delayed the work. 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.

### **New Business**

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.

**Executive Session:** 7:40 – 8:07pm.

Sarah moved to accept the PGI proposal #38898 to install 17 3-gallon Pyracantha shrubs along 50 feet of the fence between Westhaven and Lee Valley Apartments at a cost of \$1,599.31. Andy seconded. PGI must ensure shrubs are watered until well established. All approved.

Sarah moved to accept the PGI proposal #38897 to create a mulch path from the sidewalk near 6538 Milva Lane to where the gravel starts. Andy seconded. All approved.

Meeting adjourned at 8:20pm. Next meeting will be June 8, 2017 from 6:30-8:30pm at Richard Byrd Library.