

**WHOA Board Meeting**  
**Thursday, May 10, 2018**  
**6:35pm-8:50pm**  
**Richard Byrd Library**

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

Absent: Ken Klimpl, President.

Meeting called to order at 6:35pm. There were 3 homeowners present.

**Homeowners Forum**

Homeowner inquiry: A number of landscaping and architectural issues were raised: removal of shrubs at corner of Serenade and Westmore, dead tree removal, unsightly appearance of multiple units (black/green mold, ivy growth, ladder in common area, rotted bay windows), missing drain covers (behind 6522 and 6526 Milva Lane).

Response: Professional Grounds, Inc. has been working for the past couple of days to remedy all the concerns identified and approved. Christopher will ask PGI to clear and replace missing drain covers. Architectural inspections are ongoing and expected to be completed on Friday, May 11<sup>th</sup>. Violation notices are issued as inspections are completed. There have been no specific focus areas identified by the Board (dry rot on bay windows is trending). Homeowners will be notified if no violations were identified.

Homeowner inquiry: What's the status of address the various ponding areas in the eastern half of the community?

Response: Christopher will contact the paving contractor (Dominion Paving) to seek resolution of the issues. Other vendors have also been contacted to request proposals.

Homeowner inquiry: Colored decorative holiday lights are still attached to the exterior of at least one unit on Westmore Drive.

Response: Christopher will address with the residents.

Homeowner inquiry: Pole light at 7332 Westmore Drive is blinking (about to fail). Also, the pole light 30 yards away (east) is also blinking.

Response: Christopher will address.

Homeowner inquiry: Common area next to 7332 Westmore Drive is no longer grass but worn down to nothing but mud. Path to the tot lot is also mostly mud. Something needs to be done to make it as pleasing as the east entrance area. This concern has been identified before.

Response: There are a number of areas within the community that will not sustain grass growth for a variety of reasons (lack of sun, pine trees, lack of soil nutrients, excessive foot traffic, etc.). Reviving these areas could prove very costly. GatesHudson will survey the areas that should have grass and ask PGI to prepare a proposal to remedy the problems; the remedy may be cost prohibitive.

Homeowner inquiry: Why are quarterly assessment statements no longer provided?

Response: Assessment statements are mailed each quarter. Coupon books have not been distributed for several years. Assessments are due quarterly whether or not the statement is received. Refer to Policy Resolution 2016-2, paragraph 1.B.

Andy moved to approve April 2018 minutes as amended; Sarah seconded. Minutes approved as amended.

**President** (absent, nothing significant to report)

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

### **Treasurer**

Revere Bank CD (18-month, \$25K, 1.95%) was purchased on May 3<sup>rd</sup> or 4<sup>th</sup>. Documentation will be provided.

Financial statement indicates a net income of \$18,381.71.

Invoices are not being paid timely and therefore resulting in late fees. GatesHudson should reimburse Westhaven for the fees as they are due to GatesHudson untimely action. Extensive discussion ensued. Andy will review invoices for 2018; draft a letter demanding GatesHudson reimbursement of late fees with the expectation of automatic reimbursement of late fees henceforth (when caused by GatesHudson). GatesHudson needs to revise the internal process to ensure timely payment of invoices and avoidance of future late fees. (Note: Late fees assessed by Republic Services have been waived as the invoices were not mailed to the correct address.)

### **Architectural Committee**

Homeowner inquired about options for replacing siding as existing aluminum siding is no longer available. In the past homeowners have tried to closely match the color and style (i.e., Thompson Creek "Dutch Lap"). Page 8 of the Community Handbook states "Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house." The Board needs to decide on and communicate acceptable options (e.g., vinyl, hardy plank, fiber cement, synthetic vinyl, etc.).

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 April): Operating account: \$50,841.79. Owner's equity: \$377,148.68. Total investments: \$339,595.17. Total delinquency: \$14,920.74.

Inspections: Front of units have been inspected. Rear yard inspections ongoing, expect completion on May 11<sup>th</sup>.

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 11<sup>th</sup>.

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. Andy plans to make a personal visit to the VDOT office to inquire about the status of the work order.

PGI was in the community during the week of May 10<sup>th</sup> to address all of the approved proposals (10 cubic yards of wood chips at Tot Lot at a cost of \$550; remove overgrown Juniper bushes and corner of Serenade and Westmore and install Yew bushes at a cost of \$684.75; and cut/remove Pine trees at 6501 Serenade and 7301 Westmore and trim multiple trees away from houses' roofline and decks at a

cost of \$1,320.00) and approve verbal proposals not to exceed \$600.00 for removal of two Pine trees on Antrican). Also, trimming bushes at 6507 Castine Lane.

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

Pest Control: Additional proposal (Orkin, walk through April 19<sup>th</sup>) to be reviewed in Executive Session. Decision tabled pending additional discussion.

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. Need to confirm that the 15<sup>th</sup> Green Permit parking decal has been issued from the waiting list. 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.

Website: Sarah has completed the requested actions for the new website. Sarah will coordinate with Ken on next steps going forward. Tabled for now.

**Executive Session:** 8:20 – 8:49pm.

Meeting adjourned at 8:50pm. Next meeting will be on June 14, 2018 from 6:30 - 8:30pm at Richard Byrd Library (7250 Commerce Street, Springfield VA 22150).