

WOODSTREAM HOMEOWNERS ASSOCIATION (WHOA)
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, APRIL 30, 2013

The following WHOA Board members were present:

- Michael Hoover, President
- Phil Kanzleiter, Vice President
- Steve Kewer, ACC Chair
- Carol Robinson, ACC Associate Chair
- Elizabeth Ogden, Treasurer
- Vanessa Hohenwarter, Secretary
- Stu Funk, Director

A quorum of five or more members of the WHOA Board of Directors is required to conduct official business. Being present, the President called the meeting to order at 7:12pm.

AGENDA

(1) Approval of the March 2013 Board Meeting Minutes

A motion was made by President Hoover to approve the Meeting Minutes from the previous Board meeting on March 26, 2013. The motion was seconded and approved unanimously.

On Secretary Hohenwarter's suggestion that Board Meeting Minutes be approved virtually in order to facilitate a more timely posting of the Minutes on the WHOA website, a motion was made by Director Funk to review and accept Board Meeting Minutes virtually and within one calendar week of when the Secretary sends out the monthly Board Meeting Minutes. The motion was approved. Additionally, as part of the motion, it was decided that the Minutes will be determined to be approved once a quorum of Board members approve the Minutes.

(2) Treasurer's Report

Treasurer Ogden distributed the WHOA Balance Sheet as well as the Profit and Loss Through March 2013 and the Profit and Loss from January through March 2013 spreadsheets. Ogden reported that a deficit was recorded for March 2013 because only a small amount of first-quarter dues were paid in March.

A brief discussion ensued regarding specific residents with severely overdue Homeowners Association dues. Hoover discussed his findings after speaking with MJF Associates. It was determined that Hoover and Ogden will make verbal contact with the residents responsible for the most delinquent dues and will, subsequently, e-mail the Board with their preliminary findings. Additional further action will be taken as appropriate.

A motion was made to accept the Treasurer's Report. The motion was approved unanimously.

(3) ACC Report

ACC Chair Kewer discussed a request by a resident who wants to replace a split-rail fence. Kewer stated that he approved the request. Kewer also discussed a request by a resident who wanted to stain her fence "brown". Kewer explained that he told the resident that, as per the WHOA bylaws, fences must be stained a "neutral" or "natural" color.

A discussion ensued about trees behind the townhouses. Hoover agreed to look at the trees to determine whether they need to be trimmed or cut down.

(4) Inspection Reports

The results of the Spring Inspections were discussed and specific questions were posed regarding oversized sheds, cracked driveways and trash blowing into the community woods.

Kewer guaranteed that the Inspection Letters will be sent by Monday, 5/6/13, and agreed to write up a list of the top offenders and provide it to the Board.

It was determined that notification of the completion of the Inspections should be posted on the WHOA website. Hoover agreed to write up a post for Vice President Kanzleiter to put on the WHOA website.

(5) New Business

Dumpster for Spring Clean Up: After a discussion, it was decided that a dumpster will be ordered for the community from Friday, June 7th, until Tuesday, June 11th. The dumpster will be primarily for yard debris/waste and brush. We should emphasize to residents that they get free junk pickup, via this dumpster, as part of their HOA dues. One of the purposes of the dumpster is to encourage residents to clean up the woods behind their properties. To further inspire community clean up, the Board agreed to hold the annual Community Clean Up on Saturday, June 8th, while the dumpster is still in our community. Community Clean Up will begin at the community playground at 9am. Volunteers should bring gloves, trash bags, wheelbarrows and the like. The goal is to encourage community action for an external cleaning up of the community to include cleaning up the woods. If the results from the Community Clean Up do not meet the needs of the community, the Board discussed possibly hiring a company to come to the community to clean up any additional unwanted debris. The Board will aim to pass out flyers about the Community Clean Up efforts at the Community Yard Sale on June 1st. Hohenwarter volunteered to design the flyer.

A motion was made to authorize Funk to investigate additional community signage to include a sign advertising the WHOA Community Clean Up and the procurement of an additional sign advertising our community website for the corner of Timber Brook Lane and Pohick Road. The motion included that funds will be approved once a price is determined. The motion was approved unanimously.

Tree Issues: Tree issues in the community were discussed to include a tree behind the townhouses on Pebble Brook Court, trees between rows of townhouses on Pebble Brook Court, a tree on Forest Path Way and trees in the woods by the playground. Kanzleiter indicated that he has a bid from an arborist for the entire community. Kanzleiter agreed to schedule an appointment with an arborist from Care of Trees to come to the community to identify problem trees and provide an updated estimate for the removal of the necessary trees. Hoover indicated that he would like Kanzleiter to schedule the appointment for a Friday so that Hoover can accompany the arborist. In the meantime, Kewer and Funk decided that they will attempt to trim any trees that do not require professional care on their own.

Other Issues: Additional issues discussed in brief include the possibility of getting a website counter for the WHOA website, re-striping and re-numbering parking spaces, digitizing our residential records and determining how we can bring a resident who is interested in serving on the Board onto the Board. Hoover agreed to read over the bylaws to determine how to proceed.

(7) Set Next Board Meeting Date

The next meeting is scheduled for Tuesday, May 28, 2013, at 7pm at Kanzleiter's residence on Park Lane Court.

(8) Adjournment

Having received no indication of further business to be conducted and with no objection from the Board, the meeting was adjourned at 8:42pm.