

WOODSTREAM HOMEOWNERS ASSOCIATION (WHOA)
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, MAY 28, 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, President Hoover called the meeting to order at 7:08pm.

AGENDA

Hoover confirmed that the approval of the April 2013 Board Meeting Minutes occurred via e-mail.

(1) Treasurer's Report

Treasurer Ogden provided an overview of the WHOA assets which includes a Certificate of Deposit, a checking account and a savings account. Ogden stated that the income for April was \$16,415.78 whereas April expenses included a State of Virginia Association Registration annual fee of \$25.00, a \$350.00 payment to MJF Associates, a \$257.66 electric bill, a \$3,846.34 garbage removal bill, a \$148 payment to renew the WHOA post office box and \$506.63 for Community Yard Sale signs.

Ogden stated that she will get in touch with the accounting firm for the audit and the completion of the WHOA tax return which is on automatic extension until September 15th, 2013.

Hoover noted that he put advertisements in two local newspapers regarding the Community Yard Sale on June 1, 2013. Hoover fronted \$132.40 for the advertisements. A motion was made by Director Funk to approve an expenditure of up to \$150.00 for advertisements for the Community Yard Sale. The motion was approved unanimously.

Vice president Kanzleiter also noted that private tree work was being done in the community by the company Strictly Stumps, and he took the opportunity to hire them for \$150 to remove the dead cherry tree at the community entrance. Kanzleiter was able to have the tree removed that day after negotiating a price of \$150.00 for the removal. A motion was made by Funk to approve an expenditure of up to \$150.00 for tree work within the community. The motion was approved unanimously.

A motion was made by Funk to accept the Treasurer's Report. The motion was seconded by Kanzleiter and approved unanimously.

(2) ACC Report

The Board expressed its gratitude to ACC Chair Steve Kewer for mailing out all of the Spring inspection notices.

Kewer reported that he has responded to several e-mails received from homeowners in response to the Spring inspection notices. He also noted that, in some cases, homeowners have requested recommendations from the HOA for home improvement contractors. Kewer stated that he will not provide such recommendations due to potential liability issues, but instead recommends that homeowners search the Internet or Yellow Pages for service providers.

Kewer referenced his research with regards to designing and making the WHOA sandwich boards. The Board agreed that Kewer should attempt to make sturdy, albeit slightly more pricey, sandwich boards that will last a long time instead of cheap sandwich boards that will deteriorate and will constantly need to be replaced.

The Board agreed to do a formal follow up with the top violators of the Spring Home Inspections at the end of the summer. Details of the follow up will be discussed at the July 2013 Board Meeting.

(3) Proposed July 4th Kid's Parade

Resident Laura McCarthy attended the meeting and proposed organizing a Fourth of July parade for the children in the community from 9:30-10:30AM on July 4, 2013. The parade will begin at the playground and will proceed along the sidewalk of Magic Leaf Road, head out onto the sidewalk of Pohick Road, turn around and return to the playground.

McCarthy indicated that parents, children, decorated strollers, scooters and bicycles are welcome. Ideas discussed for the parade include that a boy scout hold an American flag, a crossing guard of sorts be placed at the corner of Parklane Court and Magic Leaf Road, the Pledge of Allegiance be recited and music be played from a pulled wagon.

A motion was made to approve the expenditure of up to \$100.00 to McCarthy to organize and subsidize the Fourth of July Parade which includes, but is not limited to, bottled water, popsicles and prizes for the winners of three specific judged categories.

(4) Overdue HOA Dues Situation

Hoover explained that personal contact was made with the homeowners who owe the most WHOA dues. The Board formulated a Memorandum of Understanding that will be presented to the residents in order to facilitate the collection of their overdue payments. It is the hope of the Board that the agreement will be signed and the overdue money will be collected. Otherwise, it is understood that further legal action will be taken.

A motion was made to have Hoover present the final draft of the Memorandum of Understanding to the homeowners. The motion was approved unanimously.

It was noted that, if the Memorandum of Understanding is successful, additional homeowners will be contacted and presented with a similar agreement.

(5) Tree Work

Kanzleiter stated that he contacted Care of Trees and their arborist looked at a tree on Pebble Brook Court and determined that it needs to be removed. The Board reviewed the lawn service budget and a motion was made to approve the tree work proposed by Care of Trees. The motion was approved unanimously.

The Board is currently weighing estimates from Care of Trees and Strictly Stumps to conduct tree work throughout the rest of the community.

(6) Community Yard Sale / Clean up

The Annual Community Yard Sale will be Saturday, June 1st. The Board recognized the commendable efforts of Funk with regards to designing, purchasing and displaying the reusable Yard Sale signs.

Secretary Hohenwarter volunteered to put an advertisement about the Community Yard Sale on Craigslist from May 29th until June 1st.

The Annual Community Clean Up is scheduled for Saturday, June 8th. Hohenwarter designed a flyer to advertise both the Clean Up and the acquisition of a dumpster that will be stationed in the community from June 7th – June 11th. The Board approved the flyer and members agreed to distribute the flyer to homeowners.

(7) Other issues

- Improving the appeal of the community's entrance
 - The Board discussed ways to beautify the Woodstream sign and surrounding foliage.
 - The discussion included faux stone, irrigation concerns and symmetry issues.
- Planting Trees
 - The Board briefly discussed replacing trees that have been removed from the community with new ones.
 - Specifically mentioned were four Cherry Trees that have been removed from Magic Leaf Road.
- June newsletter
 - The next issue of *The Trail* will be published in June.
 - The Board discussed ideas for articles and members agreed to write articles and submit them to Hohenwarter for publishing.
- Hoarding
 - The Board discussed instances of potential hoarding within the community and possible solutions
 - The Board conceded that hoarding situations are beyond the control of the Board and outside intervention will be necessary.

(8) Set Next Board Meeting Date

The next meeting is scheduled for Tuesday, June 25, 2013, at 7pm at Ogden's residence on Running Creek Court.

(9) Adjournment

Having received no indication of further business to be conducted and with no objection from the Board, the meeting was adjourned at 9:04pm.