

WOODSTREAM HOMEOWNERS ASSOCIATION (WHOA)
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, JUNE 25, 2013

The following WHOA Board members were present:

- Michael Hoover, President
- Phil Kanzleiter, Vice President
- Steve Kewer, ACC Co-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 May 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 May was \$12,312.23 whereas May expenses included a \$371.00 payment to MJF Associates, a \$258.33 electric bill, a \$3,902.54 garbage removal bill, a \$2,147.00 lawn service bill and \$55.70 for printing and postage of Spring Inspection violation notices.

Ogden stated that she will be returning to a more detailed format to present the WHOA finances at Board meetings in the future.

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

(2) ACC Report

The Board expressed its gratitude to ACC Co-Chair Kewer for designing and constructing a new WHOA sign board. Kewer agreed to drill a hole in the sign board so that a lock can be run through the hole. Kewer also agreed to make a second Sign board to match the prototype that he already made.

Kewer reported that he responded to one ACC request regarding new siding on a residence which was approved. Kewer also reported that violation notices were sent out regarding garbage violations and grass clipping violations. A specific grass violation was discussed and steps were outlined to address the violation with the homeowners.

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

(3) President's Report

The June tree work on Pebble Brook Court was discussed. It was determined that the project was a success from all standpoints; everyone involved, to include Care of Trees and the residents, was pleased with the work that was done.

The Community Clean Up was reviewed. It was determined that this event was also successful; however, it is the collective hope of the Board that more volunteers participate in the event in the future. A preliminary discussion ensued regarding next year's Community Clean Up and the possibility of placing notices on certain residences that reference specific areas of trash and/or debris that will need to be removed during the Clean Up.

The Board discussed improvements to the playground to include new and/or refurbished picnic tables and new and/or additional industrial/outdoor trash cans. It was noted that it might be helpful to position the current trash can closer to the basketball court. Secretary Hohenwarter agreed to research prices on both picnic tables and trash cans.

(4) Next Phase of Tree Work

Kanzleiter reported that the Board has received two estimates for the pruning and removing of trees around the community – one from Care of Trees and another from Strictly Stumps. Since the amounts of the estimates varied significantly, Kanzleiter agreed to get a better definition of the scope of work for each bid – to include asking Strictly Stumps how much extra they would charge for tackling two additional areas identified within the community (a grass area on Pebble Brook and an area on Pohick Road between Timber Brook and Magic Leaf).

(5) Next Issue of the Newsletter

Hohenwarter presented the final draft of *The Trail* – June 2013 and made edits based on the suggestions of the Board members.

Hohenwarter agreed to have 250 copies of the newsletter printed on bright yellow paper by Friday, June 28th, so that Board members could distribute the newsletters to residents during the weekend of June 29th-30th.

(6) Other Business

The Board agreed that it is best to copy all Board members onto e-mails that are sent so that there are no questions regarding which e-mails have received responses and which have not.

The Board discussed the appropriate length of time that boats and trailers are allowed to remain in community driveways. According to the WHOA Bylaws, the maximum amount of time is four calendar days.

(7) Next Board Meeting

The next meeting is scheduled for Tuesday, July 30, 2013, at 7pm at Funk's residence on Running Creek 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 8:30pm.