

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

The following WHOA Board members were present:

- Michael Hoover, President
- Phil Kanzleiter, Vice President
- Vanessa Hohenwarter, Secretary
- Steve Kewer, ACC Co-Chair
- Carol Robinson, ACC Co-chair
- 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 7:07 pm.

AGENDA

(1) Approval of the June 2013 Board Meeting Minutes

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

(2) Treasurer's Report

In the absence of Treasurer Ogden, Director Funk provided a brief overview of the June expenses. Funk noted that June was a slow month for dues since it is the final month of the first quarter. Funk speculated that the expense of \$151.20 was for the annual renewal of QuickBooks software but he was not certain. Funk reviewed the garbage removal expenses, lawn service fees and the \$139.86 spent on printing WHOA newsletters and ACC violations. He also stated that the WHOA has a current net operating income of \$17,246.

It was noted that further details regarding the June finances will be provided by Ogden at the next Board Meeting.

The Board entered into a brief Executive Session to discuss the status of specific residents who are delinquent on their HOA dues.

A motion was made by Hoover to approve the Treasurer's Report as it currently stands under the condition that additional information is provided by Ogden at the next Board meeting. The motion was seconded and approved unanimously.

(3) ACC Report

The Board expressed its gratitude to ACC Co-Chair Kewer for designing and constructing a second WHOA sign board. As promised, Kewer included a hole for a lock on the sign board.

Kewer stated that he fixed up one of the park benches located on the playground.

Kewer reported that he responded to ACC requests regarding a new rail and new siding. Additionally, a resident on Pebble Brook Court requested that the tree on the communal property in front of her residence, which is growing into a tree on her property and touching her roof, be trimmed. Kewer stated that he took a look at the tree, agreed that it needed to be trimmed and scheduled the trimming for July 31st.

Kewer also reported that he gave violation notices to residents in violation of the community's trash can policies.

A discussion ensued regarding residents who continuously violate the ACC guidelines to include those who have broken fences, maintain windows without the appropriate grids, place grass clippings on the curb before 7pm and place white trash bags out on the curb without using trash cans. Steps were outlined to address the violations with the specific homeowners.

Secretary Hohenwarter noted that renters on Pebble Brook Court moved from their rental residence and left their cats behind. ACC Co-chair Robinson agreed to visit a local pet store to obtain contact information for a rescue group to retrieve the cats.

A special circumstance regarding the construction of a fence on Timber Brook Lane was discussed. Due to the need and desire for a fence coupled with the particular shape and location of the residents' lot, a motion was made to approve the construction of a specific, neutral-colored metal fence after the option of a picket fence was fully explored by the residents. In accordance with the special lot exception to the ACC guidelines, the motion was made by Hoover, seconded by Robinson and approved unanimously.

It was noted that the noise ordinance in the community, as per Fairfax County law, is in effect between 11pm and 7am.

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

(4) Tree Work and More Tree Work

In light of a recent incident in which a tree was removed from a resident's property, the Board noted that as per the WHOA covenants and bylaws, "...no tree of a diameter of more than four inches measured two feet above ground level, lying without the approved building driveway and parking areas, shall be removed without the approval of the Architectural Control Committee."

Vice President Kanzleiter reported that he received a bid from Care of Trees in the amount of approximately \$10,000 as well as a bid from Strictly Stumps in the amount of approximately \$6,300 to cut and trim trees behind the townhouses and behind the playground.

Hoover relayed a request from a residence on Middle Valley Drive regarding additional tree work that is needed within the community. The resident requested that several dead trees on the WHOA property could potentially strike his residence and he asked that the trees be removed. Hoover indicated that a bid from Care of Trees revealed that it would be \$1,560 to remove the two dead oak trees. Care of Trees also offered to cut five other dead trees in the area for a total of \$900.

Kanzleiter agreed to call Strictly Stumps and ask them to visit the community again. From the visit, Kanzleiter hopes to have Strictly Stumps provide a quote that includes the trees affecting the resident on Middle Valley Drive as well as the five additional trees included in the bid provided by Care of Trees. Additionally, Kanzleiter will have Strictly Stumps specify exactly which trees are included in their \$6,300 bid to cut and trim trees behind the townhouses and playground. The Board intends to compare the two bids via e-mail and move forward on the community tree work as soon as possible.

Kewer added that the aforementioned resident's tree is scheduled to be trimmed on July 31st for \$175.

(5) Playground Woodchip Renewal

Funk announced that the bid he received from J&J Landscaping to dig out the existing woodchips on the playground and replace them with new woodchips was \$2,980. The bid included the cost of labor and supplies. Funk noted that new woodchips were spread in September 2011 and October 2010 but the existing woodchips have never been removed which appears to be necessary in order to extend the lifetime of any new woodchips.

The Board requested that Funk attempt to negotiate a lower price from J&J Landscaping as soon as possible.

A motion was made by Hoover to approve the bid as submitted under the condition that Funk will try to negotiate a lower price and that the work will be completed as soon as possible. Kanzleiter seconded the motion and the motion was approved unanimously.

(6) New Playground-Area Table, Trash Can, etc.

Hohenwarter presented the research she gathered regarding the styles, materials, colors and prices of outdoor picnic tables, trash cans and park benches.

The Board determined that two of the three picnic tables need to be trashed and that the picnic table with the metal frame can be salvaged. The Board additionally decided that two of the permanent park benches need to be refurbished. Kewer agreed to refurbish the picnic table with the metal frame as well as the two park benches.

The Board agreed that an additional trash can is needed to deter litter from the playground as well as the neighborhood in general. Hohenwarter agreed to conduct additional research to locate an additional trash can with the following specifics: one that is close to the style/material/color that the WHOA currently owns, has a weighted base, includes some type of lid to keep the trash from blowing out, is cost-efficient and can be purchased from a local vendor.

(7) Other Business

Hoover explained that he received a telephone call from the Newington Forest Director of External Affairs, Neil McBride, with regards to a dispute regarding a nearby landfill. McBride was looking for support from local communities. Hoover agreed to look into this matter a little more. The Board expressed a general desire to support the cause but not make any formal commitment regarding the matter.

After researching various options to improve the landscaping near the front of the community, the Board decided that such a project could be a volunteer project for community members instead of a project that the Board hires an outside vendor to complete. The Board decided that early fall would be the best time to embark upon such a project.

Funk addressed the fact that the WHOA's contract with J&J Landscaping is up for renewal. He indicated that there is the option to incorporate an area of land along Pohick Road into the contract to ensure that it is maintained along with the rest of the community and that this option, if exercised, can go into effect immediately. Funk noted that incorporating the additional area will not inflate the cost of the service. Funk asked the Board if the Board wants to execute the new contract until 2017. Funk reminded the Board that the contract can be canceled at any time and without penalties. It was noted that the current contract includes a clause that J&J Landscaping will spray for weeds nine times a year. The Board expressed concern that the vendor may not be spraying as per the conditions of the contract. Funk agreed to advise J&J Landscaping that the spraying needs to be done as per the contract.

A motion was made to approve the renewal of the J&J Landscaping contract which will include lawn maintenance on a specific area of Pohick Road. Hohenwarter seconded the motion and the motion was approved unanimously.

The Board authorized Funk to sign the renewed lawn care contract on behalf of the WHOA.

(7) Next Board Meeting

The next meeting is scheduled for Tuesday, August 27, 2013, at 7pm at Hoover'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 9:01pm.