

**WOODSTREAM HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES**

TUESDAY, MAY 27, 2014

The following WHOA Board members were present:

- Michael Hoover, President
- Phil Kanzleiter, Vice President
- Elizabeth Ogden, Treasurer
- Steve Kewer, ACC Co-chair
- Carol Robinson, ACC Co-chair
- Keenan Smith, Director
- Bobby Evans, Director

A quorum of five or more members of the WHOA Board of Directors is required to conduct official business. A quorum being present, the President called the meeting to order at 7:05 pm. Given the lack of a Secretary, the President agreed to keep the meeting minutes.

**AGENDA**

**(1) Approval of the April 2014 Board Meeting Minutes**

The minutes for the Board's April 29, 2014 meeting are not yet available and approval of the minutes was deferred.

**(2) Treasurer's Report**

WHOA Treasurer Elizabeth Ogden discussed the monthly financial report; see the attached report.

Board President Michael Hoover submitted a bill for \$63.45 for printing the May issue of the HOA's newsletter, The Trail, at Alpha Graphics in Washington, DC. Ms. Ogden moved to reimburse Mr. Hoover for this expense, and Ms. Robinson seconded. The Board voted to approve the payment to Mr. Hoover.

Mr. Kanzleiter noted that the HOA's web hosting contract is up and requires renewal. Mr. Kanzleiter noted that the cost of the web hosting service is \$10.00 per year. Mr. Kewer moved to renew the web hosting contract with the current provider, and Ms. Robinson seconded. The Board approved the motion to renew the web hosting contract with the current provider.

### **(3) ACC Report**

Mr. Kewer presented the Architectural Control Committee Report for May. Three items were approved by the ACC during May: 7943 Pebble Brook Ct (rebuild existing deck), 7913 Pebble Brook, (install hand railings for front porch), and 7962 Pebble Brook Ct (approved building of fence).

In addition, the Board discussed a request for the widening of the driveway to a home on a pipestem off of Running Creek Court. The homeowner proposed to add 1-foot extensions to both sides of the existing driveway and to patch existing cracks. After examining the existing driveway, and given past WHOA practices, the Board recommended complete replacement of the existing driveway, which deteriorated over the years, has sunk several inches near the garage, and has other drainage issues. Ms. Robinson moved to disapprove the project as proposed, Mr. Evans seconded. The Board voted unanimously to disapprove the project as proposed by the homeowner. Mr. Hoover will inform the homeowner of the Board's discussion.

### **(4) President's Report**

(a) Community Cleanup Day: The Board discussed the lack of community members involvement in the May 17<sup>th</sup> Community Cleanup Day (only one resident participated in addition to several Board members and a Board member's spouse). Several Board members expressed the desire to keep trying to attract interest, while others suggested cancelling the event. The Board agreed to consider options for attracting interest, such as a hotdog cookout, at a later Board meeting.

(b) Towing Contract: The Board discussed the need to have a contract with a towing service in order to better police the townhouse parking lots. The Board has received several complaints from residents concerning parking in their reserved parking spaces and the fact that no towing service will respond to tow the offending car without a contract with the HOA. Mr. Evans agreed to investigate getting a contract for towing and its cost, and he will report back to the Board at a later meeting.

(c) Repainting Parking Lots Stripes and Reserved Parking Signs. After receiving reports of very faded parking lot lines and reserved parking signs, an inspection of the townhouse streets by the President and Vice President have caused them to believe that the parking space lines and reserved parking signs require repainting. Mr. Hoover agreed to obtain bids on this project and will report back to the Board at a later meeting.

(d) Community Yard Sale: The annual Woodstream community yard sale is scheduled for Saturday, June 7, 2014. Ms. Ogden agreed to place an ad in the Washington Post, and Mr. Hoover agreed to place an ad on Craig's List.

(e) Trees: Mr. Kanzleiter noted there are several dead ash trees on Pebble Brook Court, and a pine tree on Bubbling Brook appears to be dying. Mr. Kanzleiter will contact our tree service for an estimate for the removal of these trees.

#### **(5) Other Issues**

The Board discussed the issue of soil erosion in the townhouse area. A recent inspection by the President and Vice President found that many areas of erosion are being caused by homeowners' extensions of their downspouts to their fence lines, leaving the resulting water to run over the HOA's common ground, causing erosion. The Board believes that individual homeowners will have to be contacted and advised to correct this problem. The Board will investigate having a contractor make the necessary repairs, with the cost being passed to the homeowners in question.

#### **(6) Next Meeting**

Mr. Kewer agreed to host the next Board meeting at his home on Running Creek Ct. on June 24, 2014, at 7:00 p.m.

#### **(7) Adjournment**

The Board president, Mr. Hoover, adjourned the Board meeting at 8:20 p.m.