

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

TUESDAY, AUGUST 26, 2014

The following WHOA Board members were present:

- Michael Hoover, President
  - Phil Kanzleiter, Vice President
  - Liz Ogden, Treasurer
  - Steve Kewer, ACC Co-chair
  - Carol Robinson, ACC Co-chair
  - Stu Funk, Director
  - Keenan Smith, Director
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- In addition, Mr. John Halfhill, a longtime Woodstream homeowner, attended the meeting at the invitation of the Board in order to discuss proposals for a capital reserve study (see below).

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 June 2014 Board Meeting Minutes**

The minutes for the Board's June 24, 2014, meeting were not available and the minutes' approval was deferred.

**(2) Treasurer's Report**

The HOA treasurer, Ms. Ogden, provided the Board members with copies of the monthly financial statement, and reported no unusual activity. Ms. Ogden also raised these two additional issues:

- (1) Our trash service billed the HOA an additional \$150 for picking up 25 to 30 bags of trash from a home being cleaned out on Pebble Brook. Since this trash was picked up on a normal trash day, Ms. Ogden believes that the Board should dispute the charge.

The Board agreed and authorized Ms. Ogden to contact our trash service to dispute the charge.

(2) Ms. Ogden also reported to the Board that she has gone through the HOA's old records and found a number of duplicate records and other old papers that are no longer needed for tax or other HOA business purposes, and she proposed to have these items shredded. Mr. Kewer moved to authorize the HOA Treasury to dispose of duplicate and other unneeded HOA records items that are no longer needed; Ms. Robinson seconded the motion. The Board unanimously voted to approve the motion.

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

Mr. Kewer presented the Architectural Control Committee (ACC) Report for August and noted that only one new item came in for approval – a deck project for a home on Bubbling Brook, which the ACC approved in late July. Ms. Ogden moved to accept the report and Mr. Funk seconded; the Board approved the ACC report.

### **(4) Reserve Study**

During its April 2014 meeting, the HOA Board discussed the need for a capital reserve study in order to determine the financial needs of the HOA regarding street repaving and other capital and infrastructure projects within the HOA. At that time, the HOA president, Mr. Hoover, stated that he would invite Mr. John Halfhill, a professional property and HOA manager and long-time Woodstream homeowner, to a future Board meeting to discuss the matter.

Mr. Hoover introduced Mr. Halfhill to the Board. In discussing the need for the Woodstream HOA to have a capital reserve study done, Mr. Halfhill noted that such studies are required to be done every 5 years by Virginia law. Mr. Halfhill explained that the purpose of a reserve study is to determine an HOA's financial requirements for the maintenance and improvement of its infrastructure (parking lots, common ground, playgrounds, etc.). These studies are usually done by professional engineers.

At Mr. Hoover's earlier request, Mr. Halfhill solicited bids for a reserve study for the Woodstream HOA. The Board members examined the proposal submitted by the firm "PM+." Mr. Halfhill stated that he also has a bid request in with "Reserve Advisors" and will seek a third bid as well.

Board members discussed the need for a reserve study, particularly in light of the pending need to repave the townhouse streets and the need to undertake several erosion control projects on the HOA's common ground. The Board informally agreed to have Mr. Halfhill solicit another bid for a reserve study, and also agreed to discuss the bids in the near future.

#### **(5) Change in Trash Service Schedule**

Mr. Hoover reported to the Board that our trash service, CSI, has modified our trash service schedule. Non-recyclable bulk items (junk) will now be picked up on Friday along with household trash, instead of on recycling day, Wednesday. Mr. Hoover suggested putting out a flyer to inform Woodstream residents of this schedule change, in addition to placing a notice on the HOA's website and placing the HOA's signboards at the main street corners. Mr. Kanzleiter made a motion to authorize the HOA president to spend up to \$150 for flyer printing; Mr. Kewer seconded the motion. The Board unanimously voted to approve the motion.

#### **(6) Parking Lot Stripping**

The Board agreed to delay any parking lot stripping on the townhouse streets until after the HOA's capital reserve study is completed, as it would not make economic sense to stripe the lots this year when they may end up being repaved in the near future.

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

In Executive Session, Mr. Hoover reported on, and the Board discussed issues associated with specific homes and Woodstream residents.

The Board also discussed the number of cars parked on the single family streets, particularly on Running Creek Court.

Mr. Hoover also stated that he will reserved the Newington Forest Elementary School cafeteria for the HOA's Annual Meeting on Tuesday, October 28, 2014, at 7:00 p.m. Community groups such as HOAs may use Fairfax County schools for meeting at no charge.

#### **(8) Next Meeting**

Mr. Kewer agreed to host the next HOA Board meeting on Tuesday, September 30, 2014, at 7:00 p.m.

#### **(9) Adjournment**

The Board president, Mr. Hoover, adjourned the Board meeting at 9:10 p.m.