

**Woodstream Homeowners Association
Board of Directors Meeting, September 29, 2014.**

The Woodstream Homeowners Association (WHOA) Board of Directors meeting for September 2014 was held on Tuesday, September 29, 2014, at the home of board member Steve Kewer.

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
- Stu Funk, Director

Board members Keenan Smith and Bobby Evan were absent. The Board currently lacks a Secretary, and Mr. Hoover agreed to keep the minutes.

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.

AGENDA

(1) Approval of Previous Board Meeting Minutes

President Hoover made a motion to approve the minutes of the January, April, June, and August Board meeting minutes, which were distributed to the Board members by e-mail earlier in the week. Mr. Kanzleiter seconded the motion. *The motion was approved unanimously.*

(2) Treasurer's Report

Treasurer Ogden discussed the financial report for September 2014.

Mr. Kewer made a motion to accept the Treasurer's report, and the motion was seconded by Mr. Funk. *The motion was approved unanimously.*

(3) ACC Report

Architectural Control Committee (ACC) Chairman Steve Kewer reported one request for ACC approval: The removal of two unsafe trees at the rear of 8314 Timber Brook Lane. Mr. Kewer reported he approved the request. Mr. Funk made a motion to accept the ACC report, and it was seconded by Ms. Robinson. *The motion was approved unanimously.*

(4) Old Business

- Trash pickup schedule change. The Board discussed the recent change to the “bulk item” pickup day by our trash service (from Wednesday to Friday), which was explained to the Association members via a flyer left at each home. The board members present reported no obvious problems with the change and that residents appear to be complying with the new date by not setting out large junk items on Wednesday.
- Reserve Study. The Board examined the two bids received for the “Reserve Study” (required by Virginia State law every five years) via solicitations made on the Board’s behalf by Woodstream resident John Halfhill, a professional property manager.

A bid of \$2,970.00 was received from Reserve Associates of Arlington, VA; and a bid of \$2,900.00 was received from PM+ (Ben Ginnetti) of Chantilly, VA.

Mr. Hoover stated that the PM+ bid was originally \$3,100, but the company’s owner, Ben Ginnetti, agreed to lower his bid to \$2,900 after Mr. Hoover had a telephone conversation with him. Mr. Hoover also noted that Mr. Halfhill is very familiar with Mr. Ginnetti and his work and recommended acceptance of his bid.

Mr. Kanzleiter proposed a motion to accept the PM+ bid, and it was seconded by Mr. Funk. *The motion was approved unanimously.*

Mr. Hoover stated that he would call Mr. Ginnetti as soon as possible so that he could begin his work.

(5) New Business

- Annual HOA Meeting. The Board set the Annual HOA business meeting for October 28, 2014, at the Newington Forest Elementary School. Mr. Hoover will arrange with our billing service, MJR Associates, to send out the appropriate notification letter and proxy form.
- The Board discussed the on-going parking complaints on Forest Path Drive, including a complaint regarding a car with a flat tire that has not been repaired or moved in some time.

(6) Executive Session

- The Board entered executive session to discuss issues involving specific homes or residents.

(7) Next Meeting & Adjournment

- The Board agreed to cancel the November board meeting since it would occur during Thanksgiving week and several board members will be unavailable. The Board agreed to meet next on December 9, 2014, at the home of HOA president Michael Hoover.
- Mr. Hoover adjourned the meeting at 8:50 p.m.

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