

LEEWOOD HOMEOWNERS ASSOCIATION MONTHLY BOARD MEETING MINUTES

MEETING DATE: April 19, 2019

TIME: 7:30 P.M.

ATTENDEES

Board: Khaleaph Luis, Justin Edwards, King Chu, Bill Rubenstein, Gideon Abebe

ARC/Consultant: Leona Taylor

Sentry Management: Angela Weed

The meeting convened with a full quorum.

Home Owners: Dayna Roy and Janet Rourke

New Board Members and positions

There was a change made in all the positions of the board members as a result of the resignation and term limits of officers. Khaleaph Luis was approved as the new president followed by Justin Edwards as a vice president. Gideon Abebe expressed interest in serve as member-at-large and was replaced by King Chu. The treasury position was filled by Bill Bornstein and Leona Taylor will serve as in charge of the ARC as well as a consultant to the board.

Approval of Agenda

Board approved the proposed agenda.

Open Form

- The two homeowners who were present at the meeting raised concerns that they have regarding trash pick-up not being performed, in some areas of the community. They mentioned that American Disposal Services sent a letter informing delays in trash pickup, but there are some residents who never received it. They suggested separate trash and recycling pick up spots to eliminate the amount of trash and recycling not being picked up.
- The board suggested that we need to have volunteers to educate residents about the LWHOA trash policy. The other solution suggested was to mark and color code trash drop off peninsulas. It was also suggested that Pro-grounds needs to pick up trash from the dry pond.
- Leona reminded the board that the financial statements need to be reviewed and posted on the website. Leona will be helping and sharing her years of experience to alleviate the workload from the new board members. She will be serving as a consultant in addition to her responsibility as an ARC chairperson.

There is a list of unresolved business that Leona is going to send to the new board and Sentry

- Leona also reminded the board that we need to contact Charles Schwab, to change the signees because there are new board members and board officer position changes. When there is an update Angela will sign the form.
- Khaleaph stated that he has 2-3 violations that he is cited for. One of them is the fence. The fence was the way it is now when he bought the house. So, he requested that when the fence needs upgrading in the next 2-3 years, he will correct the violation.

- Leona stated that she will get the ARC committee together and they will start the ARC waiver process

Approval of Minutes:

The minutes from the annual meeting held in March will be reviewed in May and approved for next year's annual meeting.

The board took a motion to revise the financial reports from the minutes on February 12, 2019 meeting

Board Officer Reports:

- Angela reported that we have not gotten the proposal for the mailbox area tree planting project from Pro-grounds. Jon sent an email saying the proposal is ready. The other proposal for the streets sweeping is approved. Pro-ground is trying to schedule it probably in April or in May. We need time to get the notice out to residents about streets sweeping. Residents need back up their parked cars to make it easy for the crew to sweep close to the curbs. The sooner we get back to Pro-ground, the sooner they can schedule it. They charge the same as last year, \$10,675.00; there is no increase in the charge amount.
- Gideon mentioned that when the grounds crew mows the grass, they need to pick up fallen tree branches from the ground; they cannot just kick them to the side. In addition he mentioned the Boot Hill grounds need maintenance. We need some landscape upgrading and cleaning the weeds as well as pruning the shrubs. He also talked about the trees against the fence at 7069 and 7071 Leestone St, put lots of shade in the back yards and prevent anything from growing. Leona responded that the drainage consultant mentioned that the trees mentioned behind 7069 and 7071 Leestone St, contribute to a possible drainage issue and they are on the agenda. She said she doesn't know what the process and what Sentry's role are with the tree maintenance.
- Angela responded that she would normally do the standard tree proposal, but first she will get them to go through the initial list, to identify trees that require removal. The second list would be trees that require pruning and then based on that first list, she will go through with two or more contractors and get them to not only identify the problem themselves first, but what they think needs to be done and then use that to compare quotes.
- Leona discussed the upcoming projects. Besides doing the curves associated with the street work, she mentioned that we also need to do the side walk and as part of that, there is an issue of where is it that we have tree roots that are creating the issues. Do we need the tree people do that? We currently don't know. So where the roots kicked out the sidewalk, usually it is a matter of figuring out the right solution. If we cut those roots, we are going to kill the trees, so the sidewalks need to be adjusted above root a height, which is incredibly expensive. Then it becomes a matter of figuring out which of these trees have to stay and which ones are inappropriately planted. It is not a cut and dry solution. The engineer, as he does his walk through, is going to narrow down that quite a lot. He is doing the RFP process so he is going to know who is going to be the best educated to be providing a ½ cement, a ½ arborist guy.

Financial Report

- Angela reported that a check has been issued to the Northern VA deck and fence. They have received the signed proposal. She will be meeting with the engineer on property at 12:00 PM and go

through the list. She inquired if the board is going to propose a motion to approve street sweeping. The motion was approved by all members.

Old Business

- We are still faced with the trash collection and disposal problem. It was suggested having a campaign is the only way to go, as far as community awareness related to trash disposal concerns. People who have been here for many years are just getting used to doing things a certain way. To bring the awareness, we need to put the information/policy regarding trash on the website. The website does not specify what the trash days are or how particular stuff gets picked up. Therefore, if we put the information on the web, people can go and find the information.

New Business

- The newsletter is due soon. We need to let everyone know that Angela is the manager now. People are still emailing Bridget. This is something that needs to be mentioned in the newsletter. In addition, information about upcoming projects and other pertinent information about the new board and its members should be included in the newsletter. The issue about the proposed amendment to the covenant of the HOA also has to be included in the newsletter. We need to contact Steve and let him know what we want included in the next issue. We need to give a heads up to Steve that the board will be sending out articles for the newsletter so that he can edit and put them all together.
- Leona will be working on the drainage article. Other board members volunteered to do the trash and the discussions from last month's annual meeting. Also include recommended practices such as differentiating recycling and trash. Angela said she would contact Nicky from ADS and get back to one of the volunteers from the board to start working on the trash article.
- Gideon has volunteered to do the printing.
- The newsletter will be hand delivered but Sentry will mail out the letters to off-site owners. The letters go out every quarter; this would be the first quarter. April 23rd or end of April is when the letter should go out. The draft will then be sent to Steve for approval and to Gideon for printing
- Angela recommended somebody needs to be doing grounds because she is getting so much feedback from people about grass cut and mowing. She said she can find some answers for the question that is being asked related to grounds issues.
- At the next meeting, the board members will get the RFP to select the vendors.

ARC

- Most of the projects scheduled for this budget year will start in June or July. Fencing is going to be done first. Sidewalk is going to be connected with the street work. The same person who is doing the curb work will be doing the sidewalks.
- The sidewalk service for individual homeowners will be provided by the concrete contractors at a discount, so once we know who they are, they will give us their contact info and we will get out the information to the residents. This will allow those interested in getting their sidewalks repaired get a discount.
- Angela has the entire list from Leona. She will be meeting with the contractor tomorrow. She has a specific list of what needs to be fixed. The contractor proposed \$4,412.00 and this amount has been

approved. She will be working with him to make sure he stays with the amount. Since the initial walk through happened a while ago, she will make insure that he is still staying in the original quoted dollar value. She will get him to get going on everything that was originally quoted so that the job is underway. If there is anything that he cannot do with the original amount proposed, a separate proposal will be required

- We have a buffer zone of \$350-500 dollars. If the contractor is not going to not to work with Angela, the difference in price will be within the buffer amount. The extra amount (buffer zone) for additional things that needs to be fixed is already approved and we are allowed to use it.
- 7014? At Bradgen Ct requested to put a pathway behind homes on Leebrad St. She said she talked to Angela and will be submitting a letter. Leona said, the board sent a letter to her and told her no

Discussion session with the new board

- Leona: has all the supplies, such as pen, envelope labels etc., the historical files are on her computer.
- Storage: Leona said that all the main annual meeting minutes are on the website

Parking Violation Ticketing

- When issuing a parking violation ticket, make sure to read what the policies are online. The white copy of the ticket goes in a bag and is inserted on the windshield wiper. The yellow one, we keep it because that is ours. We have to have to log every ticket issued in the ticketing database. It is in our bylaws to follow this procedure when ticketing. Also, it is only the board that is approved to ticket and tow.
- When towing, the person who makes the complaint has to stay with the board member until the tow company arrives. This is also in our bylaws.

Immediate/Automatic Tow Offenses:

- Anyone who parks at the fire lane, or no parking zone, such as at emergency vehicle spaces, need to be towed immediately. Because should any emergency occur and emergency vehicles cannot get in, we don't want to have any secondary liability falling on the board.
- The parking policy that identifies our procedure is on the Century website and community Pro. We need to update parking@Leewood for the new board members to be added. If you are worried about towing you can always ask the rest of the board member and you all can make a decision before you tow.

Web-Master:

We need to establish a web-master, who can upload all the stuff and update the email address etc. every month. Justin agreed to take on the web master responsibility; He will send David Taylor who has been maintaining it an email to talk to him what needs to be updated.

Executive Session:

Neither Angela nor the board members have authority to go after anybody who is delinquent in their quarterly assessment. The collection department at Sentry is trying to unify the policy across the board. As that stuff is developing Angela will let the board know.

Angela mentioned that Sentry's tax person has estimated the income tax payment for the year and it has already been entered. The board members have access to see the estimated tax including assessment and interest from the CDs

The meeting adjourned at 9:30 PM

Signature

Date