

**Village of Waxpool
Board of Directors Meeting
April 8, 2014**

Attendance:

Kandi Reddy
Pam Bohmer

Shannon Cook, Sequoia Management Company
Becky York, Sequoia Management Company

Absent:

Ramesh Kalluri

Call To Order:

Pam Bohmer called the meeting to order at 7:08PM.

Approval of Minutes:

Pam Bohmer motioned to approve the February 4, 2014 Meeting Minutes. Kandi Reddy seconded. All were in favor.

Resident Forum:

One resident inquired about updating the Architectural Guidelines.

Kandi Reddy stated that they are carefully reviewing the language of the Guidelines to see where they need to make clarifications.

One resident inquired if there are any plans for more maintenance of the ponds.

Management stated that typically the county maintains the ponds, however the county does not have the Village of Waxpool ponds in their system. Maintenance for the water quality, etc. will require an outside contract and proposals will be reviewed this evening.

One resident inquired about spraying for insects, etc. around the ponds.

No action at this time.

One resident stated that there are drainage issues from the common area backing up behind Trappe Rock and Gulick's.

Kandi Reddy stated they would have to look into the drainage issues case by case.

One resident stated that she is concerned about Belmont Ridge Road and all of the utility work that is occurring there and wants to ensure that the common areas will be repaired/reseeded before the utility company is released from their work.

Management stated they have been in touch with Stanley Martin and that they have stated they have already done some work on the asphalt trail and they do not intend to do any

more work on it. Management walked it earlier this week and noted that the trail is demolished and they will have to work with Stanley Martin to correct the issue.

Management advised waiting until all of the construction has finished prior to repaving the front entrance/trails.

One resident stated that the lighting for the Village of Waxpool sign is extremely expensive to maintain, especially the changing of the light bulbs, and stated that looking into LED lighting would be much more efficient.

(M) Management to look into lighting and obtain options.

The Board reviewed one resident email regarding holiday lights still being up throughout the community.

Management stated that there are no regulations in the Community's Architectural Guidelines regarding holiday decorations, however, they have sent out "friendly reminders" and requested removal.

The Board reviewed one resident email regarding snow removal from the sidewalks throughout the Community.

Management stated that Loudoun County has a regulation that requires homeowners to shovel the sidewalks in front of their homes within six hours of when the snow storms end.

Kandi Reddy stated that they will discuss budgeting for snow removal from the common area sidewalks upon the 2015 draft budget.

Management stated that once the streets are turned over, VDOT is responsible for plowing the streets. However, this year VDOT has already begun the maintenance, only Virginia Oak Court is still HOA maintained.

The Board stated that all streets have been turned over with the exception of Virginia Oak Court.

The Board reviewed one resident email regarding the installation of a speed bump on Cochran's Lock Drive.

Management stated that they have been corresponding with the resident and currently is working for location approval from all parties.

The Board reviewed one resident email regarding signs for the trail paths due to damage caused by motor vehicles.

(M) Management to obtain bids for "Pedestrian Only", "Caution", etc. signs.

The Board reviewed one resident email regarding his driveway splitting after the developer cut into his driveway to replace water drain pipes in the community.

(M) Management to respond to resident and state that he will need to work with the developer to fix the issue.

The Board reviewed an email from a resident regarding looking into enhancing the front entrance of the community, irrigation, and gravel shoulders/weed control. This resident also stated that the ARB tasked the landscaping company with removing a dead tree and ivy in the common area along his driveway and requests that the Board look into restoring the area.

The Board decided to look into enhancing the front landscaping at a later date.

The Board decided to take no action on additional irrigation at this time.

The Board discussed the gravel shoulders/weed control concerns.

Management stated that they spoke to Valley Crest and will be meeting with them to walk the community. Management advised that homeowners should email specific concerns that they would like looked at.

Management stated that the HOA has budgeted to maintain the gravel shoulders throughout the Community, however, residents can also report the gravel shoulders to VDOT to be repaired.

(M) Management to obtain bids for weed and gravel shoulders control.

One resident suggested that sending friendly reminders to homeowners to spray the weeds in their gravel shoulders might yield results.

(M) Management to send an email blast regarding weed and gravel shoulders control.

One resident stated that there is trash in the common areas throughout the Community.

Management stated that a community clean up for the spring/summer is being discussed.

One resident stated that the Board tasked the ARB Committee with handling common area issues.

Management stated that all future common area issues should come through Management to bring to the Board's attention, so that Management can research the situations and present the Board with options for solutions.

Committee Reports:

Communications Committee:

Website Discussion:

The Board discussed the Website updates.

Facebook Discussion:

The Board discussed the Facebook page currently being run under the Community's name.

Management stated that John Fitzgerald also manages the Facebook page and that he stated that other homeowners manage the Facebook as well.

(M) Management to inquire which homeowners have access to and help manage the Facebook page.

(M) Management to have "not the official communication of the HOA or Boards of Directors" added to the Facebook page and to have the photograph of the home representing the group removed.

The Board advised that the only communication from the Board of Directors to the homeowners will be through the Community website and via mail.

Charter & Communications Policy Discussion:

The Board reviewed an email from John Fitzgerald regarding the communications policy for the website/email/etc.

(M) Management to work with legal to obtain an updated communications policy for the website.

The Board reviewed the Committee Charters.

One resident stated that the ARB Committee is a service to the Community and the process to review in person should remain the same.

Management stated that there needs to be a process through Sequoia Management Company rather than homeowners going directly to the ARB Committee.

Management stated that having the architectural application process through Sequoia Management Company is to help lighten the ARB Committee's workload and provides for easy transition during turn over.

Management stated that if it is not a regularly scheduled ARB Committee meeting, it should not occur. Management stated that extra meetings require giving notice to the homeowners.

Social Committee:

Committee Update:

The Board discussed the Social Committee's updates.

Management stated that after talking to Tracy Doyle and Tracy Sheppard, they would like to continue the methods they have been using for contacting and updating homeowners on the Social Committee's events.

The Board reviewed an email from Tracy Doyle stating that the Community Garage Sale is on April 26, 2014.

The Board reviewed a request from the Social Committee to purchase a Moon Bounce.

Pam Bohmer motioned to deny the request to purchase a Moon Bounce and continue renting the Moon Bounce and party supplies. Kandi Reddy seconded. All were in favor.

Committee Charter Discussion:

The Board reviewed the Social Committee Charter.

(M) Management to forward the Charter on to the Social Committee for review.

Architectural Review Board:

Common Area Modification Application & Guidelines:

The Board reviewed the draft of the common area guidelines for the Village of Waxpool and the example guidelines.

Kandi Reddy stated that the Board needs to work closely with the ARB in the coming months to finalize the Common Area Application and Guidelines.

(B) The Board and the ARB Committee to meet and discuss the Common Area Application and Guidelines. The Board will notify Management of the meeting date so that Management can post the meeting date on the website.

The Board confirmed that there is no longer a Common Area Modification Committee just the ARB Committee now.

ARB Charter & Procedural Discussion:

The Board reviewed email correspondence from the ARB Committee with notes on the proposed charter.

(M) Management to remove the Application fee line from the ARB Charter.

(M) Management to research the ARB Committee Member terms.

The Board confirmed that the ARB Committee will be meeting the 3rd Friday of every month at 4:30pm and that no meeting will be held if there is no business to be addressed.

The Board reviewed the ARB Committee Charter and recommended amendments from the ARB Committee.

(M) Management to send the Common Area Guidelines to the Board via email.

(M) Management to send the ARB Committee Charter for legal review.

Due Process & Violation Letter Discussion:

The Board reviewed the due process for the violation letters.

Management stated that the process is a Friendly Reminder letter, First Notice, and then a Hearing Notice.

Management stated that the contract only calls for curb side inspections, however during Resale inspections a full inspection is conducted. If a violation in a resident's rear of home is reported then it is inspected and cited.

New Business:

Financial Statement for the month of February & March 2014:

The Board reviewed the Financial statement for the month of February & March 2014.

(M) Management to follow up with Ramesh on the CD's.

Irrigation Proposals:

The Board reviewed proposals for irrigation throughout the community.

(M) Management to inquire if Valley Crest will meet the KT proposal in the amount of \$1,298.00.

Pam Bohmer motioned to approve the Valley Crest proposal if they match the KT proposal in the amount of \$1,298.00. Kandi Reddy seconded. All were in favor.

Pam Bohmer motioned to approve KT's proposal for irrigation throughout the committee if Valley Crest will not reduce their proposal to \$1,298.00. Kandi Reddy seconded. All were in favor.

Valley Crest Proposal – Annual Flower Rotation:

The Board reviewed a proposal from Valley Crest for installing summer annuals.

(M) Management to obtain all-inclusive bids for irrigation, annual planting, etc. upon contract renewal.

Pam Bohmer motioned to approve Valley Crest's proposal for installing summer annuals in the amount of \$1,200.00. Kandi Reddy seconded. All were in favor.

(M) Management to request that Valley Crest install deer netting with the summer annuals.

(M) Management to acquire a map of the community with the current common areas that the community is maintaining.

Insurance Coverage Discussion:

The Board discussed meeting with their insurance agent.

(M) Management to arrange for the Village of Waxpool insurance agent to attend the next meeting.

Pond County Acceptance Discussion:

The Board reviewed an email from the county regarding the community ponds. Boyd Chinen from Loudoun County confirmed these will not be county maintained and are the HOA's responsibility.

(M) Management to obtain additional maintenance and mowing bids.

Pond Signage Discussion & Options:

The Board reviewed sign options for the ponds in the community.

The Board discussed obtaining two signs for the ponds.

The Board discussed a low maintenance post that is similar to the rest of the signs throughout the community.

(B) Pam Bohmer to look at the signs throughout the community, research the signs options, and send out examples to the rest of the Board via email.

Reserve Study Proposals:

The Board reviewed the Reserve Study proposals.

Pam Bohmer motioned to approve the proposal from Falcon Group for the Reserve Study Update in the amount of \$1,995.00. Kandi Reddy seconded. All were in favor.

Budget Review & Discussion:

The Board reviewed the 2014 Budget.

(M) Management to monitor Legal Collections due to bad debt.

Community Clean Up Discussion:

The Board discussed conducting a Community Clean Up.

(B) The Board to speak with neighbors and gauge the reaction of the Community Clean Up.

(M) Management to send an email blast regarding the Community Clean Up and calling for volunteers.

The Board set the Community Clean Up for May 17, 2014 starting at 9:00am-1:00pm.

(M) Management to hold off on purchasing supplies until the first week of May, to allow time to determine how many residents will be volunteering.

Operational Calendar:

The Board reviewed the Operational Calendar.

(M) Management to add Community Clean Up on May 17, 2014 to the Operational Calendar.

(M) Management to check on Insurance expiration date.

(M) Management to confirm July 8, 2014 meeting attendance with Ramesh Kalluri, as Kandi Reddy will be out of town.

Old Business:

Pond Perimeter Fence Discussion & Update:

The Board reviewed an email from John Leffler, at Loudoun County, regarding the fence surround the Pond.

Management stated that John Leffler stated that the fence was installed per the VDOT's inspector's request to act as a buffer between the trail and storm sewer outfall. After installation VDOT indicated that it wasn't in compliance with the Community's design standards and so the fence was removed. John Leffler suggested landscaping as a possible alternative, so long as it does not interfere with the pipe.

(M) Management to inquire with Valley Crest about the possibilities.

Asphalt Proposals – Trail – Front Entrance:

The Board reviewed proposals for repaving the asphalt trails at the front entrance of the community.

The Board tabled the discussion on asphalt repaving until updated bids are obtained.

(M) Management to obtain bids for asphalt crack seals, repair, and gravel replenishment.

Draft 2013 Audit:

The Board reviewed the 2013 Audit Draft.

Pam Bohmer motioned to approve the 2013 Audit Draft. Kandi Reddy seconded. All were in favor.

VDOT Road Damage Update – Red Shale Court:

The Board discussed the VDOT Road Damage Update.

Management stated that they will continue to keep the Board updated as things progress.

Traffic Calming Update & Discussion:

The Board discussed the Traffic Calming Update.

(M) Management to meet with the affected homeowners and Eloisa Thring from Loudoun County and keep the Board updated.

Adjournment:

Pam Bohmer made a motion to adjourn the meeting at 10:02pm. Kandi Reddy seconded. All were in favor.