

**Village of Waxpool
Board of Directors Meeting
February 4, 2014**

Attendance:

Kandi Reddy	Shannon Cook, Sequoia Management Company
Pam Bohmer	Genel Clark, Sequoia Management Company
Ramesh Kalluri	

Call To Order:

Pam Bohmer called the meeting to order at 8:11 pm.

Board Position Appointments:

Pam Boehmer made a motion to approve the following Board positions. Kandi Reddy seconded. All were in favor.

- Pam Bohmer: President
- Kandi Reddy: Vice President
- Ramesh Kalluri: Secretary/Treasurer

Resident Forum:

No residents present.

Approval of Minutes:

Pam Bohmer made a motion to appoint Genel Clark as the recording secretary for meeting minutes at a rate of \$50.00 per hour. Kandi Reddy seconded. All were in favor.

Committee Reports:

Communications Committee:

John Fitzgerald stated he will continue to maintain the website as needed.

The Board discussed the current method of homeowner contact and having all homeowner contact filtered through the management company.

(M) Management to contact John Fitzgerald regarding updating the website to reflect management's e-mail addresses and removing the Board e-mail.

Social Committee:

The Board discussed having committee charters drafted.

(M) Management to have sample charters drafted by legal for review at the next meeting.

The Board reviewed the reimbursement request from Tracy Doyle for social events and decided to move forward as normal until a committee charter is obtained.

Common Area Protection Committee:

The Board discussed the purpose of the Common Area Protection Committee and the role that it plays within the community.

Kandi Reddy made a motion to disband the Common Area Protection Committee and have the Architectural Review Board review common area enhancement applications. Pam Bohmer seconded. All were in favor.

Architectural Review Board:

The Board reviewed the draft of the common area guidelines for Village of Waxpool and Belle Terra HOA.

(B) The Board to provide feedback on the common area guidelines for review at the next meeting.

The Board discussed bond release for the community.

(M) Management to ascertain what stage of bond release the community is in and what actions need to be taken to complete the bond release process.

(M) Management to ascertain if the ponds are part of County storm water pond maintenance or the sole responsibility of the Association.

The Board discussed the proper procedures, meeting notice, charter information, etc. for the Architectural Review Board.

(M) Management to contact Errol Baker in regards to meeting notice and dates for the monthly review meetings.

New Business:

The Board discussed the late fee increase from 3% to 5% and possible waiver due to the transition.

(M) Management to ascertain if a late fee increase notice needs to be mailed to the residents with legal. If so management to draft a notice for Board review via e-mail.

Kandi Reddy made a motion to give management the authority to waive one late fee per year and to get the Board's permission prior to waiving any additional late fees. Pam Bohmer seconded. All were in favor.

The Board reviewed the December 2013 financial statements from GHA.

The Board discussed moving approximately \$60,000.00 from the Streetsmart Money Market into a CD.

(B) Ramesh Kalluri to provide CD rate information at the next meeting for review by the Board.

The Board discussed the quarterly meeting dates.

The Board decided to hold the Board meetings on the second Tuesday quarterly beginning April 8, 2014 at 7pm.

The Board reviewed the Patriot Disposal rate increase notice.

The Board discussed the Loudoun Water parking concerns for residents who are parking on the access road by Auction Barn Drive.

The Board reviewed the 2014 SCC report for submission by management.

(M) Management to remit the 2014 annual SCC report as appropriate.

The Board reviewed the letter and e-mail sent to VDOT regarding the street damage that was caused by the snow plows.

Management stated that no response had been received by VDOT at this time but will continue to follow up with them as appropriate.

The Board reviewed the legal rates from Doug Flemming, Chadwick Washington and Whiteford Taylor and Preston.

(M) Management to provide proposals for legal services at the April 2014 meeting for review.

The Board discussed the reserve study completed in 2009.

(M) Management to provide reserve study proposals for review at the April 2014 meeting.

(M) Management to ascertain who the irrigation contractor is from GHA.

The Board reviewed the CINC system access flyer.

The Board reviewed the Operational Calendar.

(M) Management to amend the operational calendar as requested.

Old Business:

The Board reviewed the Brothers paving proposal for the asphalt trail.

(M) Management to have the Brothers paving proposal updated and present for review at the April 2014 meeting.

The Board reviewed Resolution 02 in regards to late fees.

Kandi Reddy made a motion to approve Resolution 02, in regards to late fees, to take effect on July 1, 2014. Pam Bohmer seconded. All were in favor.

(M) Management to draft a reminder flyer and mail to residents with Resolution 02, in regards to Late Fees.

The Board reviewed the Audit discovery letter from Turner Leins and Gold LLC.

Management verified the locations of the ponds the Board would like bids on for maintenance.

(M) Management to provide pond maintenance bids at the April 2014 meeting.

(M) Management to provide proposals for safety signs at the ponds at the April 2014 meeting.

The Board discussed holding a spring clean up day.

(M) Management to include the website information, CINC information, and call for volunteers for a community clean up and mail to the residents.

Executive Session:

Pam Bohmer made a motion to move into executive session at 9:30 pm. Kandi Reddy seconded. All were in favor.

Pam Bohmer made a motion to reconvene in open session at 9:46 pm. Kandi Reddy seconded. All were in favor.

Pam Bohmer made a motion to approve all decision as discussed and made in executive session. Kandi Reddy seconded. All were in favor.

(M) Management to follow up with the residents of account # 242649 in regards to their current violation.

Adjournment:

Pam Bohmer made a motion to adjourn the meeting at 9:47pm. Kandi Reddy seconded. All were in favor.