

Wellington Commons Homeowners Association
Minutes of June 2008 Meeting
Sycamores at Van Dorn (Club House)
June 26, 2008

Minutes prepared by Dana Madsen

The meeting was called to order at 7:30 PM with a quorum composed of the following Wellington Commons Homeowners Association (WCHA) Board members: John Tomko (president), Asfawossen Tsegay (vice president), Dick Schimkus (member at large), and Dana Madsen (treasurer/acting secretary). Also present was Olivia Dixon-Powers, who is ProCAM's management agent for WCHA. The meeting adjourned at 9:55 PM.

Residents' Forum

The following topics came up during the resident's forum. Approximately 15 residents listened and/or participated in a wide-ranging and fast-paced discussion.

- A resident expressed frustration at having her vehicle towed earlier in the week by Colonial Paving and Concrete Company, which was conducting asphalt work in the common area through ways and parking bays. The resident also indicated that grass near her property line had been torn up and not re-seeded for the last ten years.
- Another resident inquired whether a recent survey of trees in the common area—aimed at identifying those posing a risk to property or safety—had been conducted by an arborist. Mention was also made of trees in a segment of Wellington Commons located near “the farm”. Those trees had apparently been damaged during a tornado in 2001 (NFI).
- A question came up regarding late fees carrying over from ProCAM (the prior management company) to East Coast (the Association's new agent). This was in connection with fees assessed to owners who paid quarterly assessments of \$262.50 (the Board-approved amount) versus \$263.00 (which ProCAM had printed on the payment coupons). ProCAM had listed those paying \$262.50 as behind in their payments because of a 50-cent shortfall.
- Several residents had questions concerning the annual walk, which Community Inspection Services (CIS) is conducting this year, and how the Board will handle CIS-identified deficiencies that remain unresolved after 30/AUG/2008. On a related topic, the Board also received a question concerning the appeals process under the new ACC charter, should the Board reject a resident's architectural application.
- A non-owner resident raised three issues: (1) It appears that the curb on a parking space has been painted white, perhaps by a resident, to appear like a reserved space. This is on the segment of Apsley House Court that is parallel to South Van Dorn Street. (2) The resident indicated that a vehicle belonging to a visitor had been ticketed, but the “ticket” had no phone number or other contact information. (3) Finally, she expressed dissatisfaction with notices and other communication associated with recent asphalt work in the community.
- Questions were raised concerning enforcement of parking regulations (there have been some violations) and who will walk the property on a day-to-day basis in order to inform the new management company of architectural and grounds violations that may arise.
- The Board received some criticism regarding communication from residents seeking timely responses to emails sent to the Board.
- Resident Catherine Fitts expressed concern about circumstances surrounding the Board's offer to her to fill the slot vacated by Steve Bogart—and the Board's subsequent decision to revoke that offer. Ms. Fitts provided the Board president with a writeup documenting her concerns, which she also summarized during the residents' forum. She did reaffirm her interest in taking over Mr. Bogart's Board position and in serving our community. On a related note, a request was made that the Association's Web site include names of Board members and when their terms expire.

Approval of Minutes from Previous Meeting

The Board voted unanimously to approve minutes from the March 2008 meeting. The Board also voted unanimously to approve minutes from the May 2008 meeting, subject to adding a sentence to reflect that the Board would reconsider Ms. Fitts' interest in serving on the Board during the June 2008 meeting.

Agenda Changes and Approval

The Board adopted the proposed agenda with one modification (discussion of parking under "New Business").

Management Agent's Report

The management agent's report was provided in written form as part of the Board packet. Ms. Dixon-Powers indicated that the packet included the grounds report. However, the Architectural Control Committee (ACC) did not meet this month.

Treasurer's Report

The following is the treasurer's written report, based on information in the ProCAM-provided Board packet for the June 2008 meeting.

- **Assets:** As of 31/MAY/2008, the Association's total assets (\$172,380.66) consisted of a cash operating account (\$6,403.49), a money market account (\$152,442.88), and accounts receivables from owners (\$13,534.29).
- **Expenses:** Year-to-date expenses (\$68,376.34) are slightly below projected costs (\$69,533.65).
- **Observations:** Reserve expenditures during May (\$76,480.50) reflected payment to Colonial Paving and Concrete Company of half the total cost (\$152,961.00) of asphalt work to be conducted on walking paths, roads, and parking bays during the month of June. Payments to McFall and Berry Landscape Management (\$9,394.80) bring the total landscaping expenses to date (\$15,596.60) in line with expectations (\$15,416.65). Insurance costs (\$2,929.00) reflect installments paid to Community Association Underwriters on 07/MAY/2008 and 13/MAY/2008. Year-to-date costs under "Covenant Enforcement - ProCAM" include payments to ProCAM (\$3,000 disbursed by ProCAM in January 2008; no invoice received to date) and to Community Inspection Services (\$280, disbursed on 01/MAY/2008). The latter should be accounted under the new budget line item called "Annual Inspections". Legal fees during May (\$657.05) primarily included costs of handling delinquent accounts (\$498). Total legal costs to date (\$4,193.48) are close to the amount budgeted for the year (\$5,000). Electricity expenses for May (\$418.25) consist of lighting (\$233.76, including \$132.02 for the kiosk on Apsley House Court) and maintenance to the light on the Franconia Road entrance sign (\$182.49). The latter may be more appropriately charged under the "Maintenance" section of the budget as a "Common Area Repair". Finally, secretarial costs to date (\$472) are below the anticipated to-date amount (\$833.30).

Continuing Business

The Board will address continuing business during its July meeting.

New Business

- **Nominating Committee:** Asfawossen Tsegay (vice president) volunteered to establish and chair a nominating committee in order to identify homeowners interested in standing for election to the Board of Directors during the Association's annual meeting in November. Mr. Tsegay will identify two homeowners to serve with him on the nominating committee.

- **Virginia Legislation:** The Board president highlighted several issues that the Association will address in light of Virginia Assembly House Bill 516, which goes into effect on 01/JUL/2008.
- **Homeowners' Assessment for 2009:** The Board president suggested that the Board consider voting during its July meeting to raise the general assessment for 2009 by 5%, which is within the Board's authority.
- **Parking:** The Board vice president called attention to the need to address deficiencies in the Association's processes for parking enforcement.

Adjournment

- The public meeting concluded at 9:55 PM. There was no executive session.

Addendum

Pursuant to the Wellington Homeowners Association Bylaws, Article IV, Section 5, the Board of Directors voted on the following resolutions outside of the regular monthly meeting.

- **Board Appointment of Ms. Catherine Fitts:** The Board on 19/JUN/2008 voted 3-1 in favor appointing Ms. Fitts to fill Mr. Steve Bogarts Board position and role as secretary, with the appointment effective at the June 2008 Board business meeting.
- **Rescinding Ms. Fitts' Board Appointment:** The Board on 22/JUN/2008 voted unanimously to rescind Ms. Fitts' appointment to the Board, which it had previously approved on 19/JUN/2008.