

**Wellington Commons Homeowners Association
Board of Directors Meeting Minutes
Franconia Government Center, August 25, 2011**

CALL TO ORDER: A quorum being present, the meeting was called to order by Mr. Madsen at 7:30pm.

BOARD MEMBERS IN ATTENDANCE: Mr. Madsen, Ms. Fitts, Ms. Stoffel, Mr. Schimkus, Mr. Parker, and Mr. Triplett.

OTHER ATTENDEES: Ken Eiriksson -- representing East Coast Management, Mr. Decroix – 6138 Wellington Commons Dr. (WCD).

RESIDENT TIME: Mr. Decroix of 6138 WCD was present, though did not request any floor time.

COMMITTEE REPORTS: No committees present

APPROVAL OF MINUTES:

Review of May, June, and July 2011 minutes. Mr. Madsen noted corrections presented by the Board. Mr. Triplett inquired about the approvals of the February, March and April minutes. The April 2011 minutes were approved by the Board during the May 2011 meeting. The February and March 2011 minutes are pending review and approval.

- a. Approval of July 2011 minutes
 - i. Motion to approve July 2011 minutes subject to edits presented by the Board: Ms. Fitts motioned, Ms. Stoffel seconded.
 - ii. Vote: 5 in favor, 1 abstention (Mr. Triplett)
- b. Approval of June 2011 minutes
 - i. Motion to approve June 2011 minutes subject to edits presented by the Board: Mr. Triplett motioned, Ms. Fitts seconded.
 - ii. Vote: 6 in favor
- c. Approval of May 2011 minutes
 - i. Motion to approve May 2011 minutes subject to edits presented by the Board: Ms. Fitts motioned, Mr. Triplett seconded.
 - ii. Vote: 5 in favor, 1 abstention (Mr. Parker)

MANAGEMENT REPORT

Mr. Eiriksson updated the Board on delinquencies, finances, site inspections, concrete repairs, gazebo repairs, and pending actions. Mr. Eiriksson presented the Board with a draft of the 2012 Budget for review.

These minutes provide a record of decisions and related discussions by the Wellington Commons Homeowners' Association Board of Directors during its monthly meeting. Official decisions are embodied in motions which are adopted by the Board pursuant to the Association's Governing Documents. Related discussions are provided for informational purposes only and should not be interpreted as representing the views of, or commitments by, the Board, its members, or the management agent.

a. Delinquency report

Of the 17 units that have outstanding balances, 7 have balances of \$300 or more, and 3 have balances of \$1,000 or more.

- i. Status of parking privilege suspension for residents with outstanding balances greater than \$300 – 5 notices were given. Mr. Eiriksson will draft a letter to residents requesting the return of parking permits to HOA.
- ii. Mr. Eiriksson recommended a motion to assess a \$20 per month late fine vice the current \$20 per quarter late fine. Mr. Eiriksson argued that increasing the frequency of late fees would encourage residents to pay their assessments in a more timely manner.
 - a) Motion to charge residents \$20 for each month they are delinquent up to 15% of assessment value for late fines: Mr. Schimkus motioned, no second. Motion failed.

b. Financial report

Mr. Eiriksson reviewed the financial status of WCHOA. The Association saw a deficit of \$7,494 for July 2011 with a surplus of \$729 for year-to-date 2011. Cash reserves and investments totaled \$238,751. Common area repairs totaled \$8,127.50.

c. 2012 Draft Budget review

Mr. Eiriksson submitted the 2012 Draft Budget for Board's review.

- i. Revenue was calculated based on \$270/quarter assessments.
- ii. Estimated revenue and expenses totaled \$154,938.
- iii. 2012 contribution to replacement reserves totaled \$44,508.
- iv. Mr. Eiriksson proposed the idea of lowering the quarterly assessment by a substantial amount in order to remain competitive with surrounding communities. Mr. Eiriksson advised the Board that replacement reserves contained more than enough for upcoming projects and that the rate of contribution could be lowered. Board requested that Mr. Eiriksson crunch budget numbers to determine a feasibly lower quarterly assessment rate.

d. Site inspection

Site inspection will be performed after Labor day so residents have time to do their maintenance once the weather begins to cool down.

e. Concrete repairs

- i. Concrete was marked August 24.
- ii. Mid-September, concrete guys will make repairs.
- iii. Mr. Madsen will email notices to residents. Mr. Madsen will send an email notification to the existing distribution list for the newsletter.

- iv. Mr. Eiriksson will hang flyers on residents' doors and on kiosks.
- f. Gazebo Painting and Repairs Update
- i. Painting – The Board reviewed a draft proposal from A.T Lori. Three additional companies looked at the gazebo, but only A.T. Lori submitted a bid. Estimated cost to repair, prep, and paint the gazebo was \$4,500.
 - ii. Deck – No update on estimates to replace the deck. The Board reiterated that it desired a new wooden deck, however it would examine wood alternatives.
 - iii. Concrete/Brick – Commercial Concrete will make minor brick repairs when they do the community's other concrete work. An independent estimate for power washing the existing concrete and brick is still pending.
 - iv. Fountain – Mr. Eiriksson handed out brochures and quotes provided by Solitude Lake Management for replacing the pond fountain. The Board reviewed the options and decided on a style.
 - a) Motion to choose the 6.5 foot radius Aquamaster Master Series 1/2 HP (240v1PH) Model with Lakewood Full Flow fountain nozzle without lights: Mr. Schimkus motioned, Ms. Stoffel seconded.
 - b) Vote: 6 in favor (unanimous)
 - v. Laura's Plaque - Management has the plaque and will have it installed once all repairs are completed
 - vi. Signage - Management is still seeking bids to replace signs around the perimeter of the pond. Proposals requested are for metal signs installed on wood posts, as well as wood signs installed on wood posts.
- g. Pending List Review
- Mr. Eiriksson updated the Board on specific action items on the pending list, which was included in the Board packet. Ms. Fitts requested that kiosk maintenance be added to the pending list.
- i. Fire Lane Signage Project - Three new signs purchased from Webb signs for \$506.10 to place at community entrance and exits. Signs installed and approved by Fairfax County. Work has begun to remove all remaining faded and or leaning fire lane signs that are no longer needed due to new signs. Project also included scrapping and repainting all curbs, speed bumps and emergency turn arounds. Total Cost: \$5,738.40.
 - ii. Playground - New woodchips installed. Cost: \$1,208.
 - iii. Grounds Committee Charter - Still pending. Board should seek volunteers at Annual Meeting.

- iv. Community Lights - Mark light poles to indicate ownership WCHOA v Dominion Power. Create community map marking locations so they are more readily identified for reporting problems.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

- a. Mr. Parker proposed the idea of hiring a tree service company to autonomously inspect and maintain trees inside of Wellington Commons and its borders. Mr. Eiriksson will obtain an estimate for tree service from Bartlett Tree Services.
- b. Mr. Schimkus proposed installing additional light posts in dark common areas and backyards for safety reasons. The Board will identify areas during the September walkthrough that require more light.

ADJOURN

The meeting was adjourned at 9:00pm. The Board will meet at the gazebo for the September 22, 2011 meeting.